

## LOCAL 351 REFERRAL RESIGN

Effective January, 2013, referral resigns will occur only between the 10<sup>th</sup> and the 16<sup>th</sup> of each month. During this time you may resign by fax to 609-704-8473; by email to [resign@ibew351.org](mailto:resign@ibew351.org) (Email your name, card number, current phone number and Local Union Number) ; or in person from 8:00 am to 4:30 pm Monday to Friday at the Union Hall.

Initial Registrations for referral (signing of the book) after coming off any type of job, including a short term job, must be in person, between 8:00 am and 4:30 pm Monday to Friday. Once you have initially signed in a month then your resign is due from the 10<sup>th</sup> to the 16<sup>th</sup> of the next month. i.e. If you are laid off on February 1, and you sign the book Feb 2, then you do not sign the book again until March 10<sup>th</sup> to the 16<sup>th</sup>.

### **Important Notes:**

1. If you are coming off any type of job, including short term, you must come in to the office in person between 8:00 am and 4:30pm to sign the book.
2. If you are coming off of a long-term job you cannot sign the book the same day you were laid off.
3. Resigns will be accepted by email and fax from 12:00 am on the 10<sup>th</sup> of the month until 11:59 pm on the 16<sup>th</sup> of the month.
4. There are no turn downs allowed. If you refuse a job you will be removed from the list and you must return to the union hall in person to sign.

**PLEASE CALL THE DAY AFTER YOU SEND YOUR RESIGN TO SEE  
IF WE RECEIVED YOUR RESIGN  
609-704-8351**

These are the referral rules of Local 351 as of January 1, 2013.