

# IBEW LOCAL 520

★★★ AUSTIN TEXAS ★★★



## NEW MEMBER HANDBOOK

Revised Fall 2022



# TABLE OF CONTENTS

ANATOMY OF A YELLOW TICKET .....	1
YOUR UNION MEETING.....	2
YOUR UNION CONTRACT .....	3
HOW TO GET A JOB .....	4
WHAT TO DO IF YOU LOSE YOUR JOB.....	5
HOW TO PAY DUES.....	6
HOW DO I GET A RAISE? .....	7
WHAT ARE SBCS? .....	8
HOW DO I GET SBCS? .....	9
HEALTH INSURANCE .....	10
RETIREMENT .....	12
EDUCATION.....	13
TRAVEL .....	14
IBEW TERMS .....	15

# ANATOMY OF A YELLOW TICKET

You are now part of the International Brotherhood of Electrical Workers, an organization that has been the gold standard in the electrical industry for over 130 years.

Over these years we have started many traditions that show our pride in our membership. These traditions start with our **DUES RECEIPT** also known as our **YELLOW TICKET**.

Paid Through Date: This is the last month for which your dues are paid.

FORM 1 LASER INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS® SERIES KP18  
**LOCAL UNION COPY**

CC  
 P. Bal \$0.00 N. Bal \$0.00 Ct#7417 2327418  
 DE# 440-440

I.O. PORTION AMOUNT	CODE	AMOUNT	LOCAL UNION PORTION CODE	AMOUNT	CODE	DATE PAID	TOTAL
240.00	9	15.00	10			01/17/2020	
228.00	25						483.00

Dues Paid  
 12 Pmts. (Jan 2020 - Dec 2020) 0520

MEMB. TYPE  
 A BA  
 X

CARD NO.  
 7698756

REC'D OF  
 BEN H BRENNEMAN  
 AUSTIN TX 78759

TRADE CLASSIFICATION  
 JIW

Ben Brennenman  
 FINANCIAL SECRETARY

Local Number: Local 520, Austin, TX

Card Number: This is your unique identifying number in the IBEW.

Classification: This is your "status" in the IBEW. Your classification sets your pay rate.

# YOUR UNION MEETING

IBEW Local 520 is a democracy. We conduct our business by voting at our monthly Union meeting. Everything we do is or has been approved by the membership. As soon as you have a yellow ticket, your vote counts the same as everyone else.

In addition to voting on important business, we also do the following:

- Hear reports from the Staff and Officers about what is going on with the Local.
- Hear reports from committees about what they are doing to move the Local forward.
- Officially induct, or “swear in,” new members.
- Vote on how to spend the Local’s money.
- Get to know each other outside of work and have fun.

According to the new agreement, CW/CE classifications will now be known as CE-1 through CE-10 instead of CW-1 through CW-6 and CE-1 through CE-10.

If **YOU** want to know what **YOUR UNION** is doing with **YOUR MONEY**, come to **YOUR MEETING!**

Union Meetings are the third Friday of the month at 6 p.m. Dinner is provided.

Keep in mind that attendance of 7 hall meetings a year is a requirement for the apprenticeship scholarship program. Make sure you stay after the meeting and sign the scholarship attendance record to be counted as present.



# YOUR UNION CONTRACT

The most important difference between working Union and working Open Shop is that you are now working under a **CONTRACT**, also known as an Agreement or CBA. Our Contract is a legally binding document signed by IBEW 520 of which you are a part, and by our contractors. It covers everything from wages and benefits, to overtime rules, to how our Hiring Hall works and how our Apprenticeship is structured. The contract we have today is the product of over 130 years of negotiations between electricians and their employers. That is why we can't take any of the rights our contract gives us for granted.

## Here are the most useful parts of the Contract that answer most day-to-day questions:

Article I: Grievance Procedure

Article IV: Wages, Working Hours, Overtime, Shift Work, Layoff Procedure, Holidays

Article V: Work Rules, Crew Structure, Travel Time, Required Tools

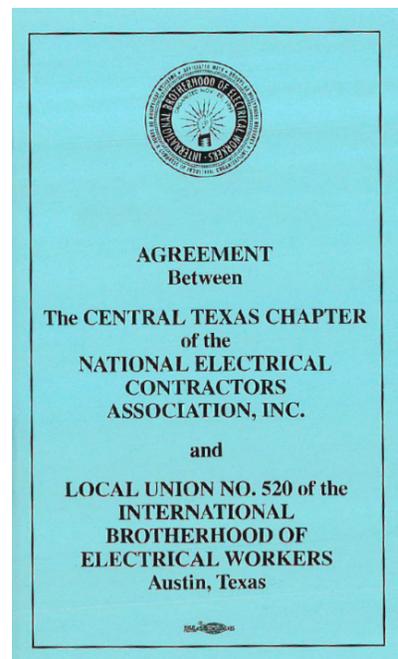
Article VI: Rules for Apprentices

CE MOU: Rules for CEs

## MAKING CHANGES

Before the current contract ends, we will begin discussing what we want to do different in our new contract. A group of Union members appointed by the IBEW 520 President will sit down with a group of Contractors to negotiate. Through these negotiations, a new contract is agreed upon and brought before the membership for ratification by a majority vote.

This contract is agreed upon by a consensus of the membership and the contractors. In a perfect world, everyone would agree what every word in the contract means and follow it to the letter every time. Words can be interpreted differently by different people. That is why we have a process in our contract to solve issues between the workers and the employers without disrupting our day-to-day work on the job.



**You have a right to a copy of your Contract. You can get one at the Hall, or find one online in the Member Corner: [members.ibew520.org/my-520/documents](https://members.ibew520.org/my-520/documents)**

# HOW TO GET A JOB

When you are a member of Local 520, the Union is your source for jobs. You do not need to call contractors or do interviews. Just follow these steps.

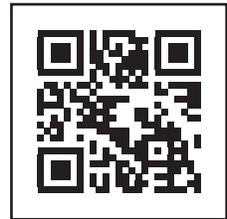
## 1. Find out what jobs are available.

You can find out what your choices are for jobs at our website:  
<https://members.ibew520.org/job-calls-jiw-ce>

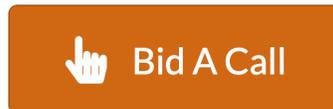
Or by phone:

JIW – 512-326-9545

CE – 512-326-4425



## 2. Choose a job online OR Use the “Bid a Call” button on the website.



Select the jobs that you are interested in. You will receive an email between 8:00 and 8:30 a.m. letting you know if you have the job.

***Job Referral Paperwork Must Be Completed by 11 a.m. or the Job Will Be Forfeit***

## 3. Choose a job in person.

Come to the Hall to sign in between 7:30 and 8 a.m. Promptly at 8 a.m., the Dispatcher will begin to assign jobs.

**Jobs are assigned on a first-out, first-in basis. In other words, the member who has been out of work the longest has the first choice of jobs.**

# WHAT TO DO IF YOU LOSE YOUR JOB

Again, when you are a member of Local 520, the Union is your source for jobs. If you get laid off or terminated for any reason, the IBEW will provide you with your next job. Follow these steps to move on with your career:

## 1. Sign the Out-of-Work List

Remember, job requests that come in go to the members who have been out of work the longest first. The way we track who is first in line is by their number on the out-of-work list. The first thing you should do, before you even cash your last paycheck, is to go to the Union Hall and let us know you are available.

## 2. File for Unemployment

If you are laid off because your project came to an end, you are eligible for Unemployment. You can file here: <https://login.apps.twc.state.tx.us/UBS/security/logon.do>

**If you are a Union Member, you do not have to do a job search to maintain Unemployment! The Texas Workforce Commission assumes that we are doing that for you.**

## 3. See “How Do I Get a Job?” on the Previous Page.

Come to the Hall to sign in between 7:30 and 8 a.m. Promptly at 8 a.m., the Dispatcher will begin to assign jobs.

**If there are no jobs available on the jobs page, there are still opportunities to work. Call the IBEW 520 Organizing Department for details.**



# HOW TO PAY DUES

Dues are an important part of any organization. This money allows us to do the work required to support our members. Below is how to make sure you do not fall behind.

## WORKING ASSESSMENTS

Working assessments fund the Local Union. They are currently **4.5%** of gross earnings. 2.5% goes to fund general operations, like running the Hiring Hall, handling grievances and overseeing the Health and Welfare and Annuity funds.

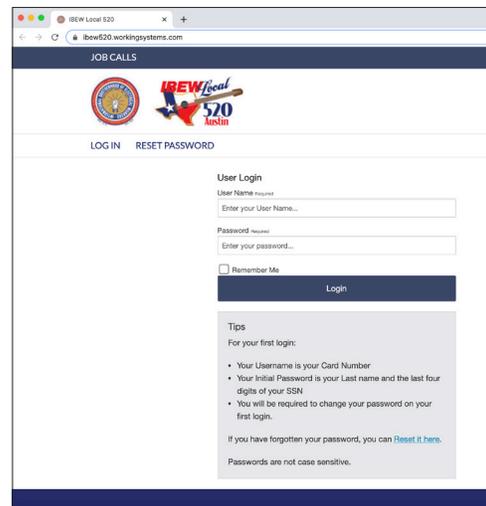
Working Assessments are automatically deducted from your paycheck.

## MONTHLY DUES

Monthly Dues are \$47.00 . Of that money \$20.00 goes to fund the International Union. \$19.00 goes to your IBEW Pension. \$8.00 stays with the Local for operations & Death Benefits. Monthly Dues are your responsibility to pay each month. Here's how to pay your dues:

### 1. Online

You can pay your dues online:  
[ibew520.workingsystems.com](http://ibew520.workingsystems.com)

A screenshot of a web browser showing the login page for the IBEW Local 520 online dues payment system. The browser's address bar shows the URL "ibew520.workingsystems.com". The page has a dark blue header with "JOB CALLS" and the IBEW Local 520 logo. Below the header, there are links for "LOG IN" and "RESET PASSWORD". The main content area is titled "User Login" and contains two input fields: "User Name" with the placeholder "Enter your User Name..." and "Password" with the placeholder "Enter your password...". There is a "Remember Me" checkbox and a "Login" button. Below the login fields, there is a "Tips" section with the following text: "For your first login: • Your Username is your Card Number • Your Initial Password is your Last name and the last four digits of your SSN • You will be required to change your password on your first login." At the bottom of the tips section, it says "If you have forgotten your password, you can [Reset it here.](#) Passwords are not case sensitive."

You can also use this website to update your phone number, address or email.

### 2. By Phone

Call 512-326-9540 Ext. 1 between 7:30 a.m. and 4:30 p.m., Monday through Friday.

### 3. In Person

The dues window is open between 7:30 a.m. and 4:30 p.m., Monday through Friday.

# HOW DO I GET A RAISE?

In the Open Shop, each worker negotiates individually with the contractor. In these negotiations the contractor can take positive factors into account, like the worker's skills, knowledge and value to the company. The contractor can also take negative factors into account, like the worker's tolerance for bad conditions or his or her personal relationship to the boss. Each worker's pay rate is a secret, and workers are discouraged from talking about wages on the job. This helps keep costs down.

In the IBEW, raises are negotiated as a group. We use the power of our more than 1,700 members to get a better deal for everybody. This is called **COLLECTIVE BARGAINING**. Pay rates are set by the contract and are not dependent on the good graces of the employer.

## JOURNEY LEVEL

The Journeyman wage rate is set by the contract. A committee of Local 520 members meets with a committee of contractors to determine what these rates will be during the length of the contract. Historically, raises occur either once or twice per year and have ranged between 0% and 5%.

Upcoming increases can be found in the current Local 520 contract, which is on our Members Corner: <https://members.ibew520.org/documents>

## APPRENTICES

In addition to contract raises, as an Apprentice you will get a yearly raise as you complete your training and gain the skills and experience needed to be a Journeyman. These wage rates are listed as a percentage of the Journeyman rate.

The breakdown of these rates can be found on our website here: [www.ibew520.org/ibew-advantage/wages](http://www.ibew520.org/ibew-advantage/wages)

## CE

As a CE, your initial pay rate is set by what you made in the Open Shop. We don't believe that anyone should take a pay cut to join the union. In addition to the raises everyone gets by contract, you get raises as you gain **SKILL BASED CREDITS (SBCs)**. You get SBCs by turning in hours or taking classes. These pay rates are based on a percentage of the Journeyman wage.

The breakdown can be found here: [www.ibew520.org/ibew-advantage/wages](http://www.ibew520.org/ibew-advantage/wages)

# WHAT ARE SBCS?

SBCs (Skill Based Credits) are required to advance as a CW or CE. They are used to measure your skill level and show your progress toward becoming a Journeyman. Your initial SBC level is determined by a skills evaluation. This also sets your benefit level.

The SBC Levels for each level of CE are as follows:

CE1	0-2,000 SBCs	Pension, Plan C
CE2	2,001-4,000 SBCs	Pension, Plan B
CE3	4,001-6,000 SBCs	Pension, Plan B
CE4	6,000-8,000 SBCs	Pension, Plan B, 3% Annuity
CE5	8,001-10,000 SBCs	Pension, Plan B, 3% Annuity
CE6	10,001- 12,000 SBCs	Pension, Plan B, 3% Annuity
CE7	12,001-13,000 SBCs	Pension, Plan B, 5% Annuity
CE8	13,001-14,000 SBCs	Pension, Plan B, 5% Annuity
CE9	14,001-15,000 SBCs	Pension, Plan B, 5% Annuity
CE10	15,001-16,000 SBCs	Pension, Plan B, 5% Annuity

## If you do not evaluate within 90 DAYS of joining, you will not get benefits!

You will not lose pay for evaluating. Your pay rate will either be your verifiable wages or the rate associated with your SBC level, whichever is greater. Below are some examples:

**You join at a CE 6 pay rate and evaluate at a CE 8 level.**

You are reclassified as a CE 8 and get CE 8 pay and benefits.

**You join at a CE 8 pay rate and evaluate at a CE 6 level.**

You keep your CE 8 pay. You get CE 6 benefits. You will need to get 4,001 SBCs to advance from CE 6 to CE 9 and get a raise.

**You join at a CE 8 pay rate and never evaluate.**

You keep your CE 8 pay. You get CE 1 benefits. You need to get 14,001 SBCs to advance to CE 9 and get a raise.

# HOW DO I GET SBCS?

## ON THE JOB TRAINING

The way you will get most of your SBCs is through on-the-job experience. As you work, you will turn in your hours monthly. You will be given SBC credit for every hour worked.

### **You are responsible for turning in your monthly hours.**

If you receive a Texas Residential Journeyman's License, you will receive 2000 SBCs. This will also qualify you to be a foreman on residential jobs, which could earn you additional pay increases.

It requires 4000 hours of electrical experience to qualify to take the Residential Journeyman's Test. We have study material at the Hall to help you succeed in getting this license.

## CLASSROOM TRAINING

SBCs are given for completion of each training class we offer. Below is the breakdown:

<b>Training</b>	<b>Awarded</b>
Conduit Bending 1	230
Blueprint Reading	280
Conduit Bending 2	230
Codeology	120
Basic Code	120
Conduit Bending 3	230
Grounding/Transformers	320 (120+200)
Services	200
Motor Control	280

**In other words, a 24-hour pipe-bending class gives you the same number of SBCs as almost 3 months of on-the-job training!**

**This is a great way to get your raises faster.**

# HEALTH INSURANCE

All members of Local 520 are eligible for Health Insurance. The Health Insurance is part of your benefits package and is not deducted from your check.

## PLANS

We offer 3 plans. Your plan is based on your classification.

**Plan A-** Our top of the line plan offered to Journeymen covers the entire family.

**Plan B –** This plan has slightly higher deductibles and reduced prescription coverage compared to Plan A. This is available to all Apprentices and CEs level 2-10. This plan covers the entire family.

**Plan C-** This plan is offered to CE1s. There is a choice of single coverage or family coverage. The single coverage offers the same benefits as Plan B. The family coverage has higher deductibles but covers all dependents.

## **Insurance starts on the first day of the fifth month after you have joined or become eligible.**

Once you get insurance, you have to work at least 140 hours a month to keep it up. Any hours over 140 go into an “hour bank.” This hour bank keeps your coverage up if you are out of work or lose your job. You can store up to 420 hours in the hour bank. A full hour bank will keep your insurance going for 3 months without work.

## **Your insurance follows YOU. It is not tied to the contractor.**

If you get laid off, then take another job with a union contractor right away, you will have no lapse in coverage.

## DEATH BENEFITS

One of the reasons the IBEW was founded back in 1891 was that the fatality rate for electrical workers at the dawn of the electrical age was 50%. That means that if you and I went out on a job site, one of us would not come home. The early Union wanted to make sure that its members’ families would be taken care of. This was the founding of our Death Benefit.

### **International Death Benefit**

The IBEW International provides a death benefit through the pension fund. This pays \$6,250 upon the death of a member, and \$12,500 if the death happens as the result of a job site accident.

### **Local Death Benefit**

Local 520 provides an additional \$10,000 benefit. We get this money to the member’s family quickly to cover funeral costs.

# HEALTH INSURANCE

For questions about the Health Insurance, go to the following website:  
[www.ssatpa.com/member-services/group-page/nct](http://www.ssatpa.com/member-services/group-page/nct)

Or call Southwest Service Administrators at 505-265-8422.

Benefit Schedules: To get details about your coverage.

FORMS: To change your address or take care of other business.

The screenshot shows the website interface for Southwest Service Administrators. At the top, there is a navigation bar with links for HOME, MEMBERS, PROVIDERS, ABOUT US, and CAREERS. Below this is a secondary navigation bar for the Central Texas Health & Benefit Trust Fund, with links for Home, COVID-19 Benefits & Resources, Benefit Schedules, Forms, Other Documents, and Mailings. The main content area is divided into two columns: Health Provider Links and Other Useful Links. The Health Provider Links section includes links for Sav-RX, BlueCross BlueShield, and MRF Link. The Other Useful Links section includes links for No Surprise Act, OTC COVID Tests, MDLIVE, and VSP Vision Discount. There are also buttons for downloading the SSA Portal Mobile App from the App Store and Google Play.

To find a doctor or hospital.

For questions about the prescription coverage.

# RETIREMENT

Nobody wants to work forever. In the IBEW, our goal is for our members to be secure in their retirement.

## PENSION

The National Electrical Benefit Fund (NEBF) is part of your benefits package. It pays \$32 per month for every year you work for a union contractor.

The IBEW Pension is paid for with your monthly dues. It pays \$4.50 per month for every year you are a member, whether or not you are working.

As an example, if you work 30 years in the IBEW, and keep up with your dues the whole time, you will get  $\$36.50 \times 30$ , or \$1,095 per month for LIFE!

The pension is a defined benefit plan. No matter what happens to the stock market, you will receive the same amount every month.

## ANNUITY

The Annuity Plan works like a 401k, except, with our annuity plan, your contributions to your annuity are optional, while your employers contributions are mandatory. For every hour you work, The employer contributes the equivalent of 8% of of the employee's gross income to the employee's annuity account IN ADDITION TO the employee's hourly wages. This works out to \$2.45 per hour for a journeyman. You can ask your contractor to take out more if you want.

As of June 2022, JIW Annuity contributions are 8% or \$2.56

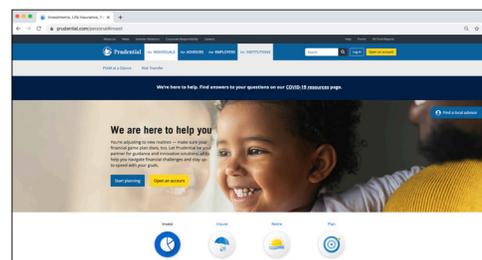
As of January 2023, JIW Annuity contributions are 8% or \$2.72

As of January 2024, JIW Annuity contributions are 8% or \$2.80

As of January 2025, JIW Annuity contributions are 9% or \$3.22

Our plan has many options for investing. It is up to you to decide how it is invested. Go to the Prudential website here: [www.prudential.com/personal#invest](http://www.prudential.com/personal#invest)

You will need to set up an account to get started. Our Fund Advisor Kevin Clift is available to help you make a plan for your retirement. He can be contacted here: <http://us.rbcwealthmanagement.com/thecliftgroup>



# EDUCATION

In the IBEW we pride ourselves in being the best educated electricians in the trade. We have training options for electricians at every level of their career.

## APPRENTICESHIP

Our apprenticeship is our premier educational program. It is intended to train well-rounded electricians who can perform any task on any job anywhere in the United States.

**If you are just starting out, apprenticeship is your fastest path to Journeyman status.**

The apprenticeship program is a five-year night school.

**Local 520 Scholarships can pay for the entire cost of this program.**

Go to the following website to get started with your application:

[www.austineta.org/how-do-i-join](http://www.austineta.org/how-do-i-join)

## CE

Local 520 offers a full range of electrician training courses including pipe bending, electrical code, device wiring, transformers and motor control. These courses are 12 to 24 hours in length and cost \$75 to \$90. You can find a schedule of upcoming courses on our website: <https://members.ibew520.org>.

**Taking classes will cut down on the time it takes to get a raise!**

We also have a Journeyman Test-Prep class for Brothers and Sisters who are ready to get their state licenses.

## JOURNEY LEVEL

Our training center offers an excellent Continuing Education Class and a Master Test-Prep class.

# TRAVELING

As an IBEW member, your yellow ticket is good anywhere in the United States and Canada. This allows you to take advantage of work opportunities.

There are many unwritten “rules of the road.” You should talk to a Brother or Sister who has experience traveling so that you understand how to conduct yourself when working in another Local. At a minimum, you need to have the following before you leave Local 520:

## PAID-UP DUES RECEIPT

No one wants to give an opportunity to a member from out-of-town who is not current on his or her obligations. Make sure you are current before you leave town.

## TRAVEL LETTER

A travel letter is an official letter from Local 520 that verifies your classification and status as an IBEW Union member. Most Locals will not let you sign their out-of-work list without one.

## ERTS ACCOUNT

ERTS stands for Electronic Reciprocal Transfer System. By signing up for ERTS, you make sure that the payments that contractors in other areas make towards health insurance and retirement go to the right place to maintain your coverage and increase your retirement account. Failure to sign up for ERTS can mess up your insurance coverage.

BEFORE YOU TRAVEL, IT IS IMPORTANT that you fill out paperwork at the Hall to get your account registered with the ERTS system and the Plan Administrator. If you are unable to come to the office, please call and we will email you the forms so that you can fill them out and get them back before traveling. Once you do this you are ready to work in another IBEW Local Union’s jurisdiction.

## APPRENTICES

You are generally unable to travel as an Apprentice. However, it is possible to work with the school to transfer your Apprenticeship to another Local if you need to relocate. It is vital that you follow the required steps if you want your transfer to go smoothly.

**If you are an apprentice, do not relocate without contacting your Training Director!**

# IBEW TERMS

**7th District** – The IBEW is divided into eleven districts covering all of the United States and Canada. Our Local is part of the 7th District which includes Arizona, Kansas, New Mexico, Oklahoma and Texas. Our District is overseen by one of the International Vice Presidents. Certain policies are set by the 7th District leadership and are common among all of the Locals in the District.

**AFL-CIO** – American Federation of Labor – Congress of Industrial Organizations. The AFL-CIO is an organization that almost every union in America is affiliated. We use our power as a group to fight for policies that help working people.

**Agreement/Contract/CBA** – The legally binding contract that is collectively bargained between the union and the signatory contractors.

**Apprentice** – A member who has been accepted into our Registered Apprenticeship Training program.

**Bump Tickets** – Any member of Local 520 can ask any other member to show his or her dues receipt as long as the member is willing to show their receipt in return. We do this to show our pride in our membership and to make sure that each of us is fulfilling our obligation to the IBEW.

**Bylaws** – The set of rules that our Local operates under. The bylaws include dues, rules for elections, salaries of officers and staff, etc.

**Call** – A request for manpower from a contractor. An “open call” is a job that is available for a member to take.

**Card Number** – A member’s unique number identifying him or her as a member of the IBEW.

**CIR** – Council on Industrial Relations. This is a group of 6 IBEW Business Managers and 6 Contractors who decide on disputes between Locals and Employers from around the country.

**CLC** – Central Labor Council. This is the organization of all of the unions in Austin. The CLC meets once a month to help us support each other and make decisions about issues that affect all of us.

**Collective Bargaining** – Instead of bargaining with employers as individuals, union members bargain with employers as a group, giving them greater bargaining power.

# IBEW TERMS CONT'D

**CE** – Construction Electricians (CE) are members who are not journey level and are also not in our apprenticeship program. Their experience and training varies by person.

**Death Benefit** – Our death benefit is life insurance that pays out to a member's family upon his or her passing. It is calculated at \$7.50 times the number of active union members.

**Dispatcher** – The Local 520 staff member responsible for connecting members with jobs.

**EWMC** – Electrical Workers' Minority Caucus. This is a committee that advocates for leadership and community involvement among groups that are under-represented in the union electrical industry.

**Executive Board** – The Union members elected to handle Union business outside of the monthly Union meeting. The Executive Board has all the powers of the membership. Their actions are reviewed and approved at each monthly meeting. They also act as a trial board if members have violated the IBEW Constitution or Bylaws.

**Grievance** – A dispute between the Local and an employer that cannot be solved on the jobsite. A grievance is solved by a committee of 3 Union members and 3 contractors. If this committee can not come to an agreement, the dispute is solved by a group of IBEW officials and contractors that hear cases from across the country.

**Hiring Hall** – Our "Hiring Hall" is our procedure for connecting members with jobs. This procedure makes sure that the members who have the first choice of jobs are the ones who have been out of work the longest.

**IBEW Constitution** – The document that describes how the IBEW is set up as an international organization and lists rules that apply to all members across the United States and Canada.

**IO** – International Organization. This is the organization of the IBEW that supports Locals across the United States and Canada. It handles issues that affect the entire IBEW and is based in Washington, D.C.

**JIW** – Journeyman Inside Wireman. A member who has been certified by the IBEW as having Journey-level skills. For Local 520 members, this requires a State of Texas Journeyman's license.

## IBEW TERMS CONT'D

**NABTU** – North America’s Building Trade Unions. This is the organization of all unions involved in the construction industry. NABTU has state and regional affiliates. Our regional chapter is the Central Texas Building and Construction Trades Council.

**NEBF** – National Electrical Benefit Fund. This is part of our pension.

**NLRB** – National Labor Relations Board. The NLRB is the government agency that hears cases involving violations of labor laws.

**Organizer** – The Local 520 staff member responsible for recruiting new members and unionizing the electrical industry.

**Out-of-Work Book** – The list of members who are available to work. The member who has been on the list the longest has the first choice of available jobs.

**President** – The Union member elected to chair Union meetings, appoint members to committees, oversee union finances and enforce the IBEW Constitution.

**Referral** – The paperwork that shows that you have been offered and accepted a job with a union contractor. You are required to bring this paperwork to the contractor to start work.

**RENEW** – Reach out and Engage Next-gen Electrical Workers. This committee represents the interests of Union members under 35. It is meant to help new members get involved with the IBEW.

**Robert’s Rules of Order** – The set of rules we use to conduct our meetings.

**Sign the Book** – Putting your name on the out-of-work list.

**Steward** – A member appointed by the Local 520 Business Manager to be the representative of the Union on the jobsite.

**Swear in** – To take the IBEW Obligation at a union meeting.

**Ticket** – “Ticket” is another word for “dues receipt.” You are supposed to carry your dues receipt with you at all times.

**Treasurer** – The Local 520 member elected to oversee the Union’s finances.



IBEW Local Union 520  
4818 E. Ben White Blvd., Austin, TX 78741  
Job Line: (512) 326-9540  
[www.ibew520.org](http://www.ibew520.org)

