Classification Upgrade Request Rules

IBEW Local 1393

1. Classification request changes/upgrades must be submitted by a Local 1393 signatory contractor working in the jurisdiction of Local 1393.

2. The classification request must be submitted by individuals with the agency and authority to reclassify employees.

3. Classification requests should be submitted on company letterhead and must include a date and signature (original signature or e-signature) and contact phone number of the signer.

4. Classification requests submitted from non-company or personal e-mails will be vetted for authenticity by the Local before being reviewed for acceptance.

5. Classification requests must clearly state the appropriate contractual classification upgrade. (i.e., Equipment Operator). Requests for EO-1, EO-3 and EO-4 are not valid as those are project specific pay levels and not an actual contractual classification.

6. Employees must have been in the employ of the requesting company for a minimum of six (6) months in order to qualify for a classification upgrade.

7. All requests must clearly list the equipment that the member has working knowledge of and must also list the hours that the member has worked on each piece of equipment while in employ of the requesting company.

8. Classification upgrade requests may be approved or denied at the sole discretion of the Business Manager.

IBEW LOCAL 1393 OFFICE POLICY

Approved by IBEW Local 1393 Executive Board November 20, 2025