

Travelers Checklist for Working in the Local 18 Jurisdiction

- Inquire about travel opportunities through your home Local.
- Fill out the Local 18 form indicating your intent to travel.
- Pay dues at least one month in advance.
- Retain dues receipt and keep it with you when you travel.
- Update any necessary work certifications (OSHA, other? etc.)
- Inquire about drug testing requirements.
- Inquire about any background investigation requirements.
- Copy of driver's license, Social Security Card, Birth Certificate or Passport and completed I-9 Form.
- Copy of COVID vaccination card (if required).
- Canceled personal check or routing information for payroll.
- Check area lodging options.
- Request reciprocity forms from home Local/job site Local.
- Upon arrival in Indiana and Illinois, check-in prior to working, How? in person, by email or by phone.
- Obtain job name, address and company/site contact information.
- Obtain the established wage scale for the jobsite.
- Request a copy of Local 18's Working Rules and Hiring Hall Procedures.
- Request a copy of the Local 18 Collective Bargaining Agreement.