

Revised Date: February 27, 2017

1. Sign in hours are: **7:30 a.m. to 4:30 p.m.**, Monday through Friday, excluding holidays.
 2. Each applicant must prove unemployment with a severance slip from their last employer at the time of registration.
 3. **Applicants will be required to resign the "out of work book" every month between the 10th and the 16th in person, by fax or by email. 6th month resign must be done in person at the IBEW Local #176 Hall.**
 4. If you are interested in working in the Local, it is your responsibility to call the office recorder at **815-744-0176 or 815-744-0177, dial 176 to hear the recording**, after 5:00 p.m. each day; or go to www.ibewlocal176.org for a list of jobs.
 5. If you are interested in any of the calls you can: **A.** Call in by phone and follow the system prompts to access the voicemail system and place your requests. You must speak clearly; you must know your card number and sign date on the long call requests, and your short call sign date for requesting short calls. You must know the contractor's name and job site. You may request more than one job. PLACE your requests in the order of preference you want, i.e. the first request you make is your preferred job; the second choice is your second preferred job, etc. **You will be able to make your requests from 5:00 p.m. to 8:30 a.m. the following morning.** **B.** Login to IBEW Local 176's website and bid on the jobs online by following the instructions for online bidding. **C.** Appear in person at the hall to submit your name from **7:30 a.m.-8:30 a.m.** At 8:30 a.m., all bidding will come to a close and the referral agent will fill the calls per the member placement on the out of work books. If the referral agent calls to inform you that you have received the job call, you have until **10:00 a.m.** that morning to respond back. **If you do not respond by 10:00 a.m. the call will go to the next person on the out of work book and you will be rolled from the work book.**
 6. Individuals who are actively seeking employment will be allowed unlimited turn downs.
 7. If a person accepts a call for a job, AND THEN DECIDES TO TURN THE JOB DOWN, OR QUILTS, OR GETS TERMINATED FOR A JUSTIFIABLE CAUSE, that person will have to come to the office and resign at the bottom of BOTH THE LONG & SHORT CALL OUT OF WORK LIST.
 8. Anyone with the number of 50 or less will be allowed to stay on the list for 3 months without accepting a call, at which time they will be removed from the out of work list. In order to be placed back on the book, that person will have to come to the office and resign at the bottom of the list. At least (3) three calls will be offered to you before you are removed from the books for your (3) three-month stay.
 9. If on a long call, thru no fault of your own, you work 14 calendar days or less, you may keep your place on the long call book, but you must resign the bottom of the short call book if you want a short call.
In order to see job calls on computer, you must login to www.ibewlocal176.org. Click on member access. For user name, enter your first name and last name, followed by the last digit of your social security number. Your temporary password is your card number and last 4 digits of your social security number. On next screen, you will be prompted to change your password. Once new password is created, you will have access to information on website such as job calls, book position, etc.
1. A separate short call book shall be used for temporary or emergency calls of 14 calendar days or less. Upon completion of a short call, the applicant must resign at the bottom of the short call book. A short call, three calendar days or less through no fault of your own, will allow you to keep your position on the short call book and allow you to take one more short call before resigning the bottom of the book. If you are on the short call book, and interested in working in the Local on a short call, it is your responsibility to call the office recorder at **815-744-0176 or 815-744-0177, dial 176**, after 5:00 p.m. each day; or go to www.ibewlocal176.org for a list of jobs.
 2. If you are interested in any of the calls you can: **A.** Call in by phone and follow the system prompts to access the voicemail system and place your requests. You must speak clearly; you must know your card number and sign date on the long call requests, and your short call sign date for requesting short calls. You must know the contractor's name and job site. You may request more than one job. PLACE your requests in the order of preference you want, i.e. the first request you make is your preferred job; the second choice is your second preferred job, etc. **You will be able to make your requests from 5:00 p.m. to 8:30 a.m. the following morning.** **B.** Login to IBEW Local 176's website and bid on the jobs online by following the instructions for online bidding. **C.** Appear in person at the hall to submit your name from **7:30 a.m.-8:30 a.m.** At 8:30 a.m., all bidding will come to a close and the referral agent will fill the calls per the member placement on the out of work books. If the referral agent calls to inform you that you have received the job call, you have until **10:00 a.m.** that morning to respond back. **If you do not respond by 10:00 a.m. the call will go to the next person on the out of work book and you will be rolled from the work book.**
 3. If a person accepts a short call for a job, AND THEN DECIDES TO TURN THE JOB DOWN, OR QUILTS, OR GETS TERMINATED FOR JUSTIFIABLE CAUSE, that person will have to come to the office and resign at the bottom of BOTH THE SHORT & LONG CALL BOOKS.
 4. You will have unlimited turn downs for short calls, but anyone with the number of 10 or less on the short call book will be allowed to stay on the list for 30 days without accepting a short call, at which time they will be removed from the short call work list. In order to be placed back on the book, that person will have to come to the office and resign at the bottom of the list.
 5. While on a short call, you may not accept any long calls. NONE, until a severance is received by the union hall. If a severance is received in the Union Hall by 4:20 p.m. of the day of your layoff, either in person or by fax, you may bid on a long call the following day. If you receive a lay off in the morning, before calls are filled, you must be at the hall by 8:30 a.m. in person to bid that day.
 6. If you take a long call your name will be removed from the short call book.
 7. This referral procedure shall be implemented from this date forward.