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 bids will close 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 quits, 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 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.

10. This referral procedure shall be implemented from this date forward.