Out-of-Work List & Job Referral Procedures

(New Referral Procedure Effective August 10th, 2026)

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1. Sign-In Hours

- Monday to Friday, **7:30 a.m. – 4:30 p.m.** (excluding holidays).

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2. Proof of Unemployment

- You must provide a **severance slip from your last employer** at registration.
- A traveler may also produce a **travel letter from their home local** in place of a severance slip.

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3. Monthly Resign

- All applicants must **resign the Out-of-Work Book between the 10th and 16th of each month**.
- Resign can be done **in person, by fax, or email**.
- Every **6th monthly resign must be done in person at the IBEW Local 176 Hall**.

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4. Job Information

- It is your responsibility to check for available jobs:
  - Call the **office recorder** at **815-744-0176 or 815-744-0177 (dial 176)** after 5:00 p.m.
  - Or visit **www.ibewlocal176.org**.

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5. How to Bid on Jobs

You can place job requests in **three ways**:
A. By Phone

- Call in, follow the prompts, and leave a voicemail with:
  - Your **card number**
  - **Sign date** (for long calls) or **short call sign date** (for short calls)

    - **Contractor name** and **job site**
- You can request multiple jobs, **listing them in order of preference** (1st request = top choice).
- Requests accepted **from 5:00 p.m. to 9:30 a.m. the following morning**.

B. Online

- Log in at **www.ibewlocal176.org** and bid using the online system.

C. In Person

- Submit your name **7:30 – 9:30 a.m.** at the hall.
- Bidding closes at **9:30 a.m.** and calls are filled based on book position.
- If the referral agent contacts you for a job, you **must respond by 11 a.m.** or the job will go to the next person, and **you will be rolled off the book**.

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6. Accepting a Call in Local 176

- **It shall be the intention of the member being dispatched in Local 176 to be manning the work in Local 176's jurisdiction.**
- **If a member is asked to work outside of Local 176 by a contractor after being dispatched the member shall comply with all portability rules. (Each contractor is allowed up to 4 members to be used on portability per local)**

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7. Turn Downs

- Individuals who are actively seeking employment will be afforded unlimited turn downs.

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8. Declining or Leaving a Job

- If you accept a call and then **decline, quit, or are terminated for just cause**, you must **resign at the bottom of both the Long & Short Call Books**.

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9. Book Placement Rules

- If your number is **50 or lower**, you can remain on the list for **1 month without taking a call**.
- **After 1 month**, you'll be removed and must **resign at the bottom** to be placed back on.
- At least **5 job calls will be offered** during your 1 month period before removal.

- You are only required to bid one job per day to remain on the out of work list after you are past your one month and 5 dings. Ex: If there are 3 jobs available: One is in Kankakee and the other 2 are in Joliet & Ottawa, if you bid on the job in Ottawa and are unsuccessful in getting the job you will remain on the books even if you don't bid on the other 2 jobs available.

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10. Long Calls turned into Short Calls

- If you work **14 calendar days or less on a long call (through no fault of your own)**, you may keep your **long call book position**, but must **resign at the bottom of the short call book** if you want a short call.

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11. Medical Procedure

If you are on the out of work list and have a medical issue, the referral office needs a letter signed by your medical professional on their letterhead stating you are unavailable for work. If you have notified our Health & Welfare office, you still need to notify the hall. HIPPA laws protect your privacy, therefore H & W cannot share your information with the referral office unless you fill out a form stating they can do so. Likewise, we will need a signed letter on letterhead from your provider when you are released to return to work. After 8:30am the day after the hall receives the letter that you are released from medical you will be able to bid jobs. If you have gone past your roll date by the time you are released, then you will have up to 30 calendar days to take a call before being rolled off the book depending on how close you were to your roll date when you went on medical leave.

Examples:

- **If you are 14 days away from rolling off the book and are placed on medical, you will have 14 days left once released from medical to take a call before being rolled off the book.**
- **If you are 30 or more days away from rolling off the book and are placed on medical, you will have 30 days left once released from medical to take a call before being rolled off the book.**

- If you work **14 calendar days or less on a long call (through no fault of your own)**, you may keep your **long call book position**, but must **resign at the bottom of the short call book** if you want a short call.

Online Access to Job Calls

- Log in at **www.ibewlocal176.org** → Member Access.
  - **Username:** First name + last name + last digit of SSN
  - **Temporary Password:** Card number + last 4 digits of SSN
  - Update your password on the next screen for continued access.

Short Call Procedures

(Calls of 14 Calendar Days or Less)

1. A separate **Short Call Book** is used for jobs of 14 days or less.
   - Upon completing a short call, you must **resign at the bottom of the Short Call Book**.
   - If a job lasts **3 days or less through no fault of your own**, you may keep your spot and take one more short call before resigning.
2. To view short calls:
   - Call **815-744-0176 or 815-744-0177 (dial 176)** after 5:00 p.m.
   - Or check **www.ibewlocal176.org**.
3. Bidding on short calls works the **same as long calls** (phone, online, or in person).
4. If you accept a short call and then **decline, quit, or are terminated for just cause**, you must **resign at the bottom of both the Short & Long Call Books**.
5. While working a short call, you cannot take a long call until a **severance slip is received by the hall** (by **4:20 p.m.** the day of layoff).
6. If you take a **long call**, your name will be **removed from the Short Call Book**.
7. If you accept a short call in another local while on the Local 176 Out-of-Work List, you must contact the Local 176 Business Office and have your name removed from the *Short Call Book.*

Once your *Short Call* is completed, you may email your severance slip to permits@ibewlocal176.org to be placed at the back of the Short Call Book. You do not need to return to the Union Hall to re-sign the Short Call Book in person.

Book 2 Members

Please Remember:

- **The Out-of-Work List is for IBEW members who are <u>not currently working</u>.**
- **While working a Short Call in or out of local 176, you may remain on the Long Call Book but you MUST come off of our short call book. When your short call is done**

you may fax or email your severance over and you will be put on the back of the short call list.

- **However, if you are working a long call in any local, you should not be on either the Short Call or Long Call Books.**
  Failure to comply with these rules is considered Double Booking which is prohibited and considered a violation of the IBEW referral procedures.

  Penalties for Double Booking may include removal from all books, suspension of referral privileges, and internal charges under the IBEW Constitution.

  All members are expected to adhere to the referral rules and maintain integrity in the hiring hall process.