

IBEW LOCAL UNION 117 REFERRAL PROCEDURES
765 MUNSHAW LANE, CRYSTAL LAKE, IL.
(847) 854-7200 (847)854-7266 Fax IBEW117.COM

REFERRAL RULES FOR ALL OUT-OF-WORK BOOKS

THE OUT OF WORK BOOK WILL BE OPEN FROM 7:00 A.M. – 4:30 P.M.
MONDAY – FRIDAY (except holidays)

All applicants must be unemployed to register on the out of work book and provide their most recent terminations slip. It is the applicant's responsibility to provide correct contact information. All applicants must register in person and are required to furnish verifiable documentation of work experience approved by hiring hall administration.

Resigns: Applicants registered on the out of work books must resign every month between the 10th and the 16th to remain on the books. Applicants may resign in person, by fax and on our website. Any early or late resigns submitted by Applicants will result in a strike.

Job Calls: If you bid and receive a job call you have until 4:30 p.m. to pick up your referral at IBEW Local 117. If an applicant accepts a job call (long or short) and is a "No Show" for job(s) that applicant will be removed from the out of work book. An applicant may not request a layoff or quit a job in order to bid on a job call for the following business day. IBEW Local 117 has a three strike policy. An Applicant will receive a strike for failure to bid on a long call and/or a short call if a Long call is bid on and accepted by an Applicant with a lower priority on the book. ****Applicants receiving three strikes from missed long calls and/or late or early resigns will be rolled to the back of the Out of Work book.** There will be no strikes given on the short call job bids. On any given day when both long calls and short calls are available, no strikes will be given as long as applicants bid on work.

Long Calls: Are defined as a job call lasting fifteen calendar days or longer.

Short Calls: Are defined as a job call lasting 14 calendar days or less. Back to back short calls may occur when applicable. Applicant will not receive a strike for failure to bid on a short call. The Applicant list for short calls is formulated on a rotating basis allowing equal distribution of short calls. Once an Applicant accepts a short call and works 5 or more days the Applicant will rotate to the back of the short call list. An Applicant will move to the end of the short call list if a short call is bid on and accepted by an Applicant with a lower position. (Failure to Bid)

Job Call Requirements: Drug Testing – In order to be eligible for Referral, all Applicants must be compliant with Local 117's Drug Testing Policy or the Drug Testing Reciprocity Agreement between Locals 117, 134, 150, 176, 364, 461, 601 and 701. You will not be allowed to bid on job calls if you do not meet the job call requirements or specialty skill requirements. As an example, specialty skills can include, but are not limited to: OSHA 10, OSHA 30, NFPA-70E, CPR/AED, etc. It is **YOUR RESPONSIBILITY** to give us copies of your certifications, to keep your working skills up to date with Local 117.

Bidding on a Job Call: Job calls will be available for bid between 5 p.m. and 8 a.m., available job calls will be listed on our website at the end of each business day. To bid on a job(s), Applicants from all groups and/or lists can go to our Web-Site (IBEW117.com) log into the **REFERRAL LOGIN – JOB BIDDING AND RESIGNS** section of the web-site, click on "Jobs Available" and enter bid preferences. Applicants may also bid on job calls in person or by phone between 7 a.m. and 8 a.m. Successful bidders will be contacted by phone between 8 a.m. and 9 a.m. If the Applicant is unavailable by phone (between 8 a.m. and 9 a.m.) the Applicant will be removed from the book.

(over)
REFERRAL WEBSITE

If you are registered on the Out of Work Book List you will be able to login to the Referral & Online Bidding section of the Local 117 website by entering your IBEW Card Number (user ID/Name) and your last name plus the last four digits of your Social Security Number (password). As an example if your Card Number was: A123456, and your last name was: Smith, and the last four digits of your Social Security Number were 9876.

- Your User name would be: A123456
- Your Password would be: smith9876

Once you login to the website you will have access to:

- Your position on the appropriate Out of Work Book
- The number of strikes you have (if applicable)
- Available Job Calls
- Lowest position referred to most recent available job
- Submit your bid preference

** The policy of rolling applicants with 3 strikes to the back of the book is temporary and shall remain in place until the Business Manager deems it is no longer necessary.

EFFECTIVE JUNE 20TH, 2022

Original Sign Date: _____ **Position at time of signing:** _____