

IBEW LOCAL UNION 117
REFERRAL RULES FOR OUT-OF-WORK BOOKS

THE OUT OF WORK BOOK WILL BE AVAILABLE FROM 7:00 A.M. – 4:00 P.M.

MONDAY – FRIDAY (except holidays)

All applicants must be unemployed in order to register on an Out-of-Work Book and must provide their most recent termination slip or travel letter. It is the applicant's responsibility to keep all contact information accurate and up to date. All applicants must register in person and provide verifiable documentation of work experience approved by the Hiring Hall Administration.

Monthly Re-Sign Policy: Applicants registered on an Out-of-Work Book must re-sign each month *between the 10th and the 16th* to maintain their registration. Applicants working a short call need to re-sign. Re-signing may be completed in person, by fax, or through the IBEW Local 117 website (www.IBEW117.com). Early or late re-sign submissions will not be accepted. Failure to re-sign will result in removal from the Out-of-Work Book.

Job Calls: If you bid on and receive a job call, you must pick up your referral at the IBEW Local 117 union hall by 4:00 p.m. If an applicant accepts a long or short call but does not report to the job, 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 follows a three-strike policy. An applicant will receive a strike for failing to bid on a long call if the call is awarded to a lower-priority applicant. An applicant will also receive a strike if they bid on a call but decline it when offered, and the call is then awarded to a lower-priority applicant. Applicants who receive three strikes will be moved to the back of the Out-of-Work Book. Short calls are not subject to strikes. On days when both long and short calls are available, applicants will not receive strikes as long as they bid on at least one call, either long or short. Regardless of the number of job calls available, applicants may receive only one strike per day. Any job call that remains unfilled will be filled at the referral agent's discretion.

Long Call: A job lasting fifteen (15) calendar days or more.

Short Call: A job lasting fourteen (14) calendar days or fewer.

Applicants will not receive a strike for failing to bid on a short call. Short call assignments are distributed on a rotating basis to ensure fairness among applicants. Once an applicant accepts a short call and works five (5) or more days, they will be moved to the end of the short call list. An applicant will also be moved to the end of the list if a short call they did not bid on is awarded to a lower-priority applicant.

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.

Special requirements/skills – An applicant will not be allowed to bid on a call if they 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 provide verifiable documentation of your certifications in order to keep your working skills up to date with Local 117.

Job calls will be available for bid between 5:00 p.m. and 8:00 a.m. Each business day, available job calls will be posted on our website at the end of the day.

To bid on a job call, applicants may log in to the REFERRAL/JOB'S section of our website (www.IBEW117.com). From there, click "Jobs" and then "Jobs Available" to submit bid preferences.

Applicants may also bid on job calls in person or by phone between 7:00 a.m. and 8:00 a.m.

Successful bidders will be contacted by phone between 8:00 a.m. and 9:00 a.m. If an applicant is unavailable during that time, they will be moved to the back of the book.

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 ("REFERRAL/JOB'S" button in the center of the page). Your "User Name" is your **IBEW Card Number**. Your initial "Password" is your **last name** plus the **last four digits of your Social Security number**.

For 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**.

- User Name would be: A123456
- Password would be: smith9876

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