

IBEW LOCAL 150 REFERRAL PROCEDURE
EFFECTIVE OCTOBER 1, 2026

31290 N. US Hwy 45 Unit B

Libertyville, IL 60048

Phone # 847 680-1504

Fax # 847 680-1022

E-mail: referral@ibew150.com

JOB REFERRAL RECORDING:

847 680-1504 EXT. 4

Or

Website: IBEW150.ORG / Referral

AFTER 5:00 P.M. EACH DAY

Website Users

USERNAME: CARD NUMBER

PASSWORD: Last Name and last 4 of your SS Number

Pursuant to the authority of Article IV, of the Inside, Residential, and VDV Collective Bargaining Agreements, the following procedural rules will govern referrals and out of work list registrations within the jurisdiction of Local Union 150 of the International Brotherhood of Electrical Workers.

1. Local Union 150 Referral Office located at **31290 N US Hwy 45, Unit B, Libertyville, IL 60048** hours of operation are 7:00 am to 12:00 pm and 1:00 pm to 4:00 pm Monday through Friday excluding holidays.
2. All referrals shall be in accordance with the current Collective Bargaining Agreement.
3. It is the responsibility of all applicants on IBEW Local 150's out of work list to read and abide by the referral procedure.

If you are on the Out of Work Book and interested in working in the local, it is your responsibility to call the office recorder at 847 680-1504 Ext. 4 or check the website after 5:00 P.M. each day. If you are interested in a call from the recording, you may leave a message or bid online.

Registration / Re-Registration

4. Each applicant must prove unemployment with a severance slip from his last employer or a letter from his Business Manager stating "unemployment" at time of registration.
5. All applicants for employment must sign the appropriate "Out of Work List" in person.
6. All applicants must re-sign the out of work list **between the 10th and the 16th of every month** by certified mail, fax, website, or email to remain on the out of work list.
7. If an applicant fails to resign **between the 10th and the 16th of every month**, they will be removed from all out of work lists and have to re-register in person. Applicants working a short call in Local 150 must re-sign in person immediately following the end of their short call to be allowed to bid on jobs.
8. Re-sign may be in person between the hours of 7:00 am to 12:00 pm and 1:00 pm to 4:00 pm, or by registered mail, fax, email, or website via the referral tab.
9. All jobs will be listed and assigned a number on the Local 150 Bid System at 5:00 pm for calls the following referral day.
10. All applicants shall be informed of the proper bidding procedure at the time of registration on the out of work list.
11. At 6:30 am the Local 150 Bid System will be closed. All applicants will be ranked according to their referral position and book status with respect to the job or jobs they have bid on. The Dispatcher will start calling immediately. It is the applicant's responsibility to have the correct phone number on file with Local 150.
12. If the Dispatcher calls an applicant for a job they bid on and cannot contact the applicant, the Dispatcher will go to the next available applicant. It will be deemed a refusal, and the applicant may be removed from the out of work list and will be required to re-register in person.
13. Applicants shall report to the Local 150 office immediately to pick up their referral.
14. All IBEW members are required to show a current dues receipt to receive a referral.
15. Applicants who can document disability with a signed statement from their doctor will be allowed to stay on the out of work list for up to six months. After six months they will be removed from the out of work list and be required to re-register in person. They will not be allowed to bid on any jobs until they present to the Local union documentation that they are able to return to work full time with no restrictions from a licensed doctor. This applies to workers compensation and short-term disability.
16. **Drug Testing Calls:** All calls are considered Drug Testing unless otherwise identified.
17. If any call goes unfilled through Group I and Group II, the first 10 applicants on Book I who did not bid on a job call will receive a strike. This holds true for Groups II, III, and IV. Any call that is a specialty call will not be considered a strike-able call. Specialty calls will be identified as such. Working in another IBEW Local union jurisdiction does not exempt an applicant from receiving a strike.
18. Once an applicant has received a third strike, they will be rolled to the bottom of their respective book.
19. Any applicant who is currently employed on a "Short Call" in IBEW Local 150 will not receive strikes.
20. An applicant who is not eligible for hire for a contractor can upon initial registration verify that they are not eligible for hire through either a termination slip marked "not for rehire" or for being refused in the past. The applicant at the time of registration shall list all such contractors. Local 150 reserves the right to verify this information by contacting the contractor. The applicant will not receive a strike for not bidding on a job call offered by such contractor.
21. Any job that goes unfilled will be filled at the Business Manager's discretion.

Long Calls

Long Call: Defined as a request for manpower for 11 workdays or more excluding holidays, Saturdays, and Sundays. Once an applicant works for a total of 30 days, the applicant will be removed from the out of work list. Foreman Callout by name, and recalls are exempt from the 30-day rule and will be removed from the out of work list immediately upon referral.

22. If an applicant accepts a call for a job and then decides to turn the job down, quits, or gets terminated for justifiable cause or reports to the contractor and asks to be refused, the applicant will be removed from all out of work lists and will have to re-register at the bottom of the out of work lists.
23. Group II, III and Group IV applicants must notify Local 150 when they accept a long call in another local and will be removed from all out of work lists.
24. If an applicant is rejected by a contractor, the applicant will retain their position on all out of work lists. The applicant must notify the Local 150 referral officer the same day he/she is rejected and will not receive strikes in the future for said contractor.
25. At the discretion of the Business Manager, some calls may be listed on the Bid System with names being taken over a period of days. The referral will then be filled prior to the start of the call.
26. The Business Manager is responsible to fill calls in a timely manner as needed by employers. Emergency referrals may have to be made outside normal hours using whatever means are available to fill calls and place applicants.

Short Calls

Short Call: All short calls will be a duration of 10 workdays maximum. Holidays, Saturdays, and Sundays will not count towards the 10 workdays. Any days worked under a short call will only count towards the short call.

27. No applicant may bid on a long call while working on a short call in Local 150 or any other IBEW Local.
28. All applicants laid off from a short call in Local 150 must return to Local 150's office with a termination slip to be eligible to bid.
29. All applicants accepting a short call in another IBEW local are required to notify Local 150 when they start their short call and when they finish their short call. Failure to do so will result in being removed from all out of work lists and having to re-register in person.
30. Any applicant who quits or is discharged for cause, which is deemed justified by the Business Manager, will be removed from all out of work lists and will be required to re-register in person.
31. Once an applicant completes a short call, they will be placed in the appropriate short call position on the out of work list upon providing a termination slip from the last employer.
32. Any applicant who works 3 calendar days or less on a short call and is laid off through no fault of their own will retain their position on the short call list.

Special Skills

33. All applicants are encouraged to present all documents, certifications, or licenses for any and all specific skills when they sign the out of work lists. These records will be kept on file.
34. When the employer states bona fide requirements for specific skills abilities in its request for applicants, the Business Manager shall refer the first applicant on the out of work list possessing such skills.
35. If the employer designates "Service Truck" as a bona fide skill, then the employer must both have a service truck and place the dispatched person to work on the service truck.
36. If the employer wants to request a special skill that is not listed as a preapproved special skill, they shall explain to the Business Manager what the skill is. It shall be the responsibility of the Business Manager to determine whether to include the special skill in the call.

Referral Changes

37. The Business Manager reserves the right to make any changes deemed necessary to the referral procedure. All applicants will be notified of any changes.

Referral Appeals

38. Any applicant having a complaint with the administration of the referral system must submit any such complaint in writing to the Referral Appeals Committee within five calendar days from the act complained of to the Local 150 office. All complaints will be handled in accordance with the respective Collective Bargaining Agreement.

Revised September 15, 2026

Please sign below stating that you have received the IBEW Local 150 Referral Procedure Effective October 1, 2026.

Thank you,
IBEW Local 150

Signature_____

Date_____

Member Number_____