

Instructions on how to use the Online Bidding (Job Dispatch) and Re-sign process for IBEW Local 134

After clicking on the Member Login tab you will be taken to the Member Login page.
(See Figure 1)

LOCAL IBEW 134
DON FINN BUSINESS MANAGER

MERCHANDISE STORE LOGIN RESET PASSWORD

User Login

User Name Required
Enter your User Name...
A User Name is Required.

Password Required
Enter your password...
A Password is Required.

☐ Remember Me

Login

Tips
For your first login:

- Your Username is your Card Number
- Your Initial Password is your Last name and the last four digits of your SSN
- You will be required to change your password on your first login.

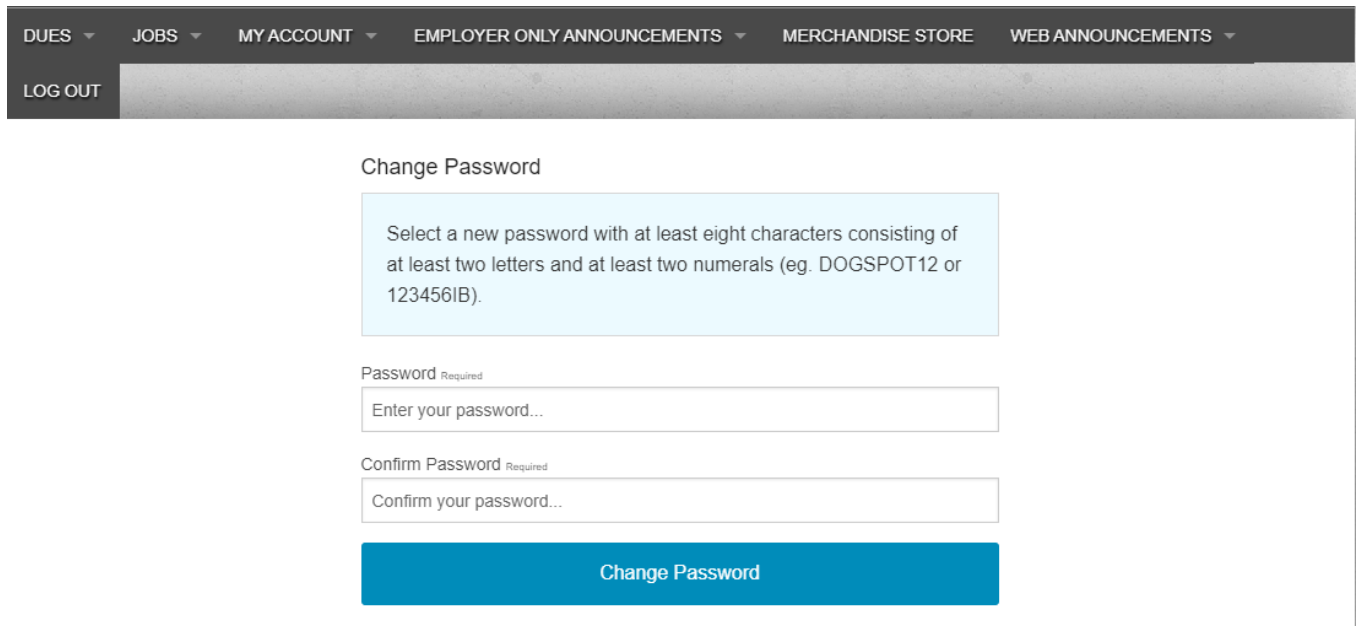
If you have forgotten your password, you can [Reset it here](#).

Passwords are not case sensitive.

Figure 1

For your initial login you will use your card number as your user name and your last name + the last four digits of your Social Security# for your password (no spaces). After entering your information and clicking the LOGIN BUTTON you will then be directed to change your password; **you must change your password during the first login only. You do not have to use any part of your Social Security # in your new password, however it must contain 2 letters and 2 numbers and must be a minimum of 8 digits long.**

Remember your password is case sensitive and you will need to keep it safe. Your user name will continue to be your card number. Use the change password link on the left hand side of the page. (See figure 2). While not required, except after your initial login, it is suggested that you change your password occasionally for security.



The screenshot shows a web interface with a dark navigation bar at the top containing links: DUES, JOBS, MY ACCOUNT, EMPLOYER ONLY ANNOUNCEMENTS, MERCHANDISE STORE, and WEB ANNOUNCEMENTS. Below this is a 'LOG OUT' button. The main content area is titled 'Change Password'. It features a light blue instructional box stating: 'Select a new password with at least eight characters consisting of at least two letters and at least two numerals (eg. DOGSPOT12 or 123456IB)'. Below this are two input fields: 'Password' (labeled 'Required') and 'Confirm Password' (labeled 'Required'). Both fields have placeholder text 'Enter your password...'. At the bottom of the form is a blue button labeled 'Change Password'.

FIGURE 2

After you have successfully changed your password you will need to update your personal information and provide an email address so a confirmation email can be sent to you on your bids (**you cannot bid without an email address**). This also gives you an opportunity to add missing information to your account.

You should see "PERSONAL INFO" under "MY ACCOUNT" at the top of the page. Click on "Personal Info" and you will be taken to that page See Figure 3.

DUES ▾
JOBS ▾
MY ACCOUNT ▾
EMPLOYER ONLY ANNOUNCEMENTS ▾
MERCHANDISE STORE
WEB ANNOUNCEMENTS ▾

LOG OUT

Current Information for ██████████

Address Required, Maximum 50 Characters

Apt/Suite/Unit Maximum 50 Characters

City Required, Maximum 35 Characters

State

ILLINOIS ▾

Zip Code

Home Phone Maximum 20 Characters

() -

Mobile Phone Maximum 20 Characters

() -

E-Mail Change

██████████

Member Information

IBEW Local

0134

Card Number

██████████

Basic Paid Thru

03/31/2021

Working Paid Thru

09/30/2000

Save

FIGURE 3

Input any information that may be missing or wrong; click on the “Submit Changes” button of the page. You are now ready to bid and re-sign online. To change your email address, go to “MY ACCOUNT” and click “CHANGE E-MAIL”

HOW TO BID ONLINE

Under “JOBS” at the top of the page, click “JOBS AVAILABLE” to view any jobs available to bid Bidding is open between 3:30PM-5:00AM. See Figure 4.

PLEASE NOTE THE JOBS SHOWN IN FIGURE 4 ARE NOT REAL JOBS THEY WERE ONLY FOR TEST PURPOSES.

The screenshot shows a web browser window with the URL <https://members.local134.org/scripts/JobReflsapiTest.dll/workeropenjobs?BOOK>. The page title is "IBEW Local 134 JOBS TEST J...". The browser's address bar shows the URL, and the page content is displayed below.

Left Sidebar:

- PAY DUES ONLINE
- CHANGE PASSWORD
- ANNOUNCEMENTS
 - IMPORTANT TEST ANNOUNCEMENT
 - TEST ANNOUNCEMENT
- LOG OUT

Main Content Area:

Notes:

PROSPECT ELECTRIC COMPANY	NORTHBROOK	7/26/2012	Yes
# Reqst: 2 Hr Wage: Skills: Start: 07:00 am Duration: N/A Region: Check: No Conditions: >Hard hat and safety glasses Report to: JOB Short Call: Yes No mobile phones Location: 3100 SANDERS ROAD Comment: Notes:			
# Reqst: 1 Hr Wage: Skills: Start: 07:00 am Duration: N/A Region: Check: No Conditions: Report to: JOB Short Call: Yes Location: 111 W. RAND ROAD Comment: Notes:			
# Reqst: 2 Hr Wage: Skills: Start: 07:00 am Duration: N/A Region: Check: No Conditions: Report to: JOB Short Call: No Location: 2550 LAKEVIEW, CHGO Comment: Notes:			

Internet bids will be considered in the same order as if that person were in dispatch.

If you bid for work via the Internet, you should receive an Email confirmation of that bid. You may resubmit (submit corrections) until 5:00 a.m. (Pacific Time) prior to dispatch. If you do not receive an Email confirming your bid, something did not work correctly. Any loss of confidence with Internet bidding should cause you to come to Dispatch in person.

By clicking on the "Submit Prefs" button below, I signify that I understand and accept these conditions.

Bottom Taskbar:

- Windows taskbar showing icons for Internet Explorer, Google Chrome, and other applications.
- System clock: 8:45 AM 7/26/2012

FIGURE 4

Online bidding is only available from 3:30PM until 5:00AM the following morning or Monday if applicable; these are the same hours as the phone-in job line. Click on one of the headings (A, C or R) and you will see a list of jobs for that heading. In the example provided there are 3 jobs under "A". If you only see a list of calls then click "View All Details". See Figure 5. If there are no headings under "Jobs Available" then there are no calls for the classification for that day.

If you are interested in a job, go to the right hand side and under “Bid Order” choose the first job you wish to bid on by clicking on the drop down arrow. If there are multiple calls you will see the number of calls for that code in the drop down list.

CHANGE PASSWORD
ANNOUNCEMENTS
■ IMPORTANT TEST ANNOUNCEMENT
■ TEST ANNOUNCEMENT
LOG OUT

PROSPECT ELECTRIC COMPANY	NORTHBROOK	7/26/2012	Yes
# Reqst: 2 Start: 07:00 am Region: Report to: JOB Location: 3100 SANDERS ROAD Comment: Notes:	Hr Wage: Duration: N/A Check: No Short Call: Yes Conditions: >Hard hat and safety glasses No mobile phones	Skills:	
REGAN ELECTRIC COMPANY INC.	ARLINGTON HTS	7/26/2012	Yes
# Reqst: 1 Start: 07:00 am Region: Report to: JOB Location: 111 W. RAND ROAD Comment: Notes:	Hr Wage: Duration: N/A Check: No Short Call: Yes Conditions:	Skills:	
HUEN ELECTRIC, INC.	CHICAGO	7/26/2012	No
# Reqst: 2 Start: 07:00 am Region: Report to: JOB Location: 2550 LAKEVIEW, CHGO Comment: Notes:	Hr Wage: Duration: N/A Check: No Short Call: No Conditions:	Skills:	

Internet bids will be considered in the same order as if that person were in dispatch.

If you bid for work via the Internet, you should receive an Email conformation of that bid. You may resubmit (submit corrections) until 5:00 a.m. (Pacific Time) prior to dispatch. If you do not receive an Email confirming your bid, something did not work correctly. Any loss of confidence with Internet bidding should cause you to come to Dispatch in person.

By clicking on the "Submit Prefs" button below, I signify that I understand and accept these conditions.

Submit Prefs

FIGURE 5

Choose your preference(s) and then click the “Submit Prefs” button. You will be sent a confirmation email on the job(s) that you bid on.

When submitting your bids it is very important to keep in mind that when we process the bids we will fill the calls in the following sequence;

Long calls,

Short calls,

McCormick Place

Also keep in mind that if you are a Top 50 or prior you need to bid on all long calls or chance receiving a strike if your other preferences are filled before getting to your number.

Please read the information about online bidding above the "Submit Prefs" button.

You may change your preferences, make corrections, or remove your name from consideration for a job until 5:00AM (Central Time) the following day. Any applicant who records a job preference and then turns down the job upon being contacted by the Referral Agent for that job will be dropped from the referral. You must then come in and register in person.

If at any time your bid has not been accepted or the "submit your preferences" tab does not appear, you may either call the dedicated phone numbers (312-454-9272 or 312-332-4777) or make your bid in person.

When calling in, the hours of eligibility are the same as the online bid process, from 3:30PM, until 5:00AM the following morning. You must follow the instructions as stated on the recorded message.

You may appear at 2722 S. King Drive to submit your bid in person between 5:30AM and 7:00AM the morning the jobs are being processed.

Should you be laid off and not have the time to register your termination with the referral agent before the window for submitting your bids has opened, you can call in your preferences or make your bid in person. In order to register your termination you may fax in your severance to 312-466-8313, on the severance you must have your social security number or card number and your signature.

Referral Rules

JOURNEYMAN WIREMAN REFERRAL POLICY

These rules are supplementary to the hiring procedure and rules contained in the Principal Agreement, Communication Agreement and Residential Agreement. The burden of proof for qualification is on the Applicant.

The Referral office shall be open daily from 5:30AM to 3:30PM excluding holidays recognized in the Principal Agreement. The Referral hours may be extended at the discretion of the Business Manager. Notification of extended Referral hours will be posted on this website and on a recorded message at (312) 474-4141.

REGISTRATION

Hours of registration are 5:30AM to 3:30PM Hiring hall phone number during business hours is (312) 466-8300.

All applicants for employment shall fill out a "Group Registration Application." This must be filled out completely, in ink, and signed by the Applicant. Any applicant making false statements, entries, or using false documents shall be subject to having his/her name removed from the "Out of Work" list.

All applicants shall be required to furnish verified or documented proof of work experience approved by the Hiring Hall Administrator in order to qualify for employment.

Letters of introduction from traveling I.B.E.W. members must state the following information:

1. DATE
2. NAME OF APPLICANT
3. I.B.E.W. CARD NUMBER
4. CLASSIFICATION
5. VERIFICATION OF AT LEAST FOUR YEARS TRADE EXPERIENCE
6. VERIFICATION OF HAVING PASSED A JOURNEYMAN INSIDE WIREMAN EXAMINATION GIVEN BY AN I.B.E.W. INSIDE LOCAL UNION OR HAVE BEEN CERTIFIED AS A JOURNEYMAN BY AN INSIDE JOINT APPRENTICESHIP COMMITTEE

7. LETTER MAY BE ADDRESSED "TO WHOM IT MAY CONCERN" BUT MUST BE AN ORIGINAL WITH LOCAL UNION SEAL (Copy will be made if requested)

The Administrator shall evaluate the application and place the applicant in the highest Group for which he qualifies in accordance with the applicable Agreement.

The applicant shall sign the appropriate "Out of Work" Group and list the date, his address, social security # and phone number where he/she can be reached. It is the responsibility of all applicants to notify the Referral hall of address and phone number changes. He/she shall likewise print his name following his signature. The applicant shall be advised of his/her Group Number and his/her position with that Group. Applicants placed in Groups 2, 3, and 4, shall be further advised that referrals will be made from Groups 1, 2, 3, and 4, respectively, as long as there are applicants for employment in higher groups.

Applicants must re-register with the Referral Office monthly. Monthly re-registration will be from the 10th through the 16th of every month. It is no longer necessary to re-register in person after 90 days. Online re-registration is the preferred method of re-registration. Re-registration by mail is permissible only by the use of a standard form available from the Referral Administrator.

Any Applicant upon becoming unemployed shall notify the Referral Department. The Referral Department will automatically register you upon receiving your severance notice. The applicant may also sign the book in person, at 2722 S. King Drive, Chicago, IL with a severance to re-register or will be permitted to re-sign the book by fax or email. The fax number is 312-466-8313, email referral@local134.org

In order to protect the integrity of the book system, however, members wishing to re-register by fax must (1) also fax a copy of their severance slip to the Referral Office and (2) must retain a hard copy receipt of the re-signing fax as proof of the date and time of the fax transmission.

Any Applicant not re-registering within seven (7) calendar days of becoming unemployed shall be removed from the "Out of Work" list, and shall have to re-sign the bottom of the book.

JOB CALL PROCEDURE

All job calls will be filled in accordance with the following procedures:

1. Jobs will be posted on day one from 3:30PM. until 5:00AM. the following morning. On day two, the calls will be processed and the member will be notified when their bid has been accepted. On day three the member will report ready to work for the contractor. (If a contractor chooses to utilize the afternoon of the second day for safety training and job orientation, the contractor must include that information on the job posting).
2. All job calls will be placed on a recorded message that can be accessed by telephone for Construction (312) 474-4141, or Communication (312) 474-4147, updated each afternoon at 3:15PM, Monday through Friday. Or you may view the job calls on the Local 134 Referral Page.
3. Applicants wishing to submit their bid preferences in person must check-in with the referral office no later than 7:00AM on the morning the bid is awarded.
4. Applicants will be able to submit their bid preferences on-line, by phone, or in person at Local 134's Union Hall. The phone number to submit your bid is (312) 454-9272. When calling in, you will be required to state your name exactly as printed on your union card, give your union card number, and your book number. If you do not supply all three pieces of information, your bid will not be accepted! Once you have supplied the required information, you may state the jobs you would like to bid on in the order of your preference. The contractors name and the job address must be included in your bid. Any loss of confidence in your bidding procedure should cause you to come to the referral hall in person.
5. On-line and phone in job calls will be offered only to applicants who are current with their quarterly dues, those not current must be present and checked in with the Referral office before 7:00AM the morning the bid is awarded. Applicants will be identified by their registration number and group, in the chronological order they are registered in the Out of Work Books.
6. When submitting your bids it is very important to keep in mind that when we process the bids we will fill the calls in the following sequence: Long calls, Short calls, McCormick Place. Also keep in mind that if you are a Top 50 or prior you need to bid on all long calls or chance receiving a strike if your other preferences are filled before getting to your number. If you fail to bid on all of the short calls for which you are eligible, you risk the short call number bypassing your number on the Out of Work List.
7. Foreman call out list will be posted. In calling a foreman by name, the applicant must be registered and available on the "Out of Work" list for a minimum of 15 working days. Upon receiving the referral, the applicant automatically forfeits his registration number and must return to the end of the "Out of Work" list after being terminated.

The administrator will refer applicants to employers by email or by phone by 11:00AM daily.

TURN DOWNS, QUILTS AND STRIKES

Effective as of August 2nd, 2021; applicants in the top fifty (50) or prior are required to bid on ALL long calls.* Applicants in the top fifty or prior are obligated to submit their bid preferences by 5:00AM. If an applicant does not submit their bid preference on the day they are required, it will be considered a turn down and a strike will be issued. Applicants in the top fifty or prior may turn down a long call on two (2) separate occasions. However, turning down a long call on the third occasion will result in the applicant being rolled off the "Out of Work" list in his group.

*Applicants in the top fifty or prior are not required to bid on long calls that are considered specialty calls pursuant to Section 4.17 of the Principal Agreement. The referral agent will note on the job call out whether the long call is a specialty call. If for any reason you are unsure of whether the job call is a specialty call or not, it is your responsibility to contact the referral agent for clarification.

Any applicant being offered only the same long call on two (2) consecutive occasions shall be deemed to have one (1) turn down.

Any applicant who is in the Top 50 or prior and is registered on both the "A" and "R" Books, must inform the administrator if they are unavailable for a long call due to picking up a short call off of any Book. Applicants in the Top 50 or prior who fail to notify the administrator that they are unavailable for a long call due to picking up a short call will be issued a strike. Any applicant receiving three strikes will be removed from the Out of Work list on which they received the three strikes.

Any applicant who is fired, or accepts a referral or submits a bid, but fails to report for work shall be deemed to have quit and shall be removed from the "Out of Work" list. Also any applicant who accepts a referral and reports to the shop or the job and asks to be turned around or refuses the job shall be deemed to have quit and shall be removed from the "Out of Work" list.

Applicants who receive two discharges for cause (fires) within a twelve month period will be suspended from future referral privileges until they appear before the Appeals Committee for a determination as to their continued eligibility for referral.

If on any occasion we roll through Book 1 and applicants from Books 2, 3, and 4 are not present this shall also be deemed a turn down and a strike will be issued.

Pursuant to Section 4.19 of the Principal Agreement, any applicant who has a complaint regarding the administration and application of Local 134's Referral Hall Procedures shall file a complaint with the Appeals Committee. Complaints pursuant to Section 4.19 may be submitted to the referral agent who will immediately forward it to the Appeals Committee for consideration.

ADDITIONAL RULES FOR THE RESIDENTIAL BOOK

If you take a call from Book 2 in any IBEW local and the call lasts more than fourteen (14) days, you must remove yourself from Local 134's Residential Book. You may work short calls in any local including Local 134 and still retain your position on the Residential Book as long as you notify the administrator that you are on a short call.

TYPES AND DURATION OF CALLS

A short call consists of 14 calendar days or less.

A long call is defined as any call over 14 days.

A "McCormick Place Call" is considered a short call.

An Applicant who is hired and who received through no fault of his own, work of 45 days or less, shall upon registration be restored to their appropriate place within their group.

Effective June 1st, 2018 if you are working and are registered on more than one book and accumulate more than 45 days you will be removed from all Books. You can not resign any Books until you are unemployed.

An Applicant accumulating more than forty-five (45) days of work shall be placed at the bottom of his respective "Out of Work" Group Book. Short call days will not be counted towards the 45 days of work.

FOR EMPLOYERS

All Employer requests for members must be placed before 2:30PM in order to be on the web site and the recorded message. Any employer request after 2:30PM will be posted the following day.

All job requests to the Referral shall be submitted online and shall be filled out in full, with the address of the jobsite, to be accepted.

MISCELLANEOUS INFORMATION

Employers have the right to refuse to hire anyone and do not need to state a reason for doing so.

Hiring will be deemed to have occurred when the applicant completes a W4 Form or is placed to work on a job.

Any Employer may require an applicant to complete an application form. This form may include the following questions:

Employees Name, Address, Telephone Number, Social Security Number, Date of Birth, and the Names, Addresses and Telephone Numbers of those to notify in case of an emergency. Also, when a Member is required to operate the Employer's vehicle, the employees shall be required to show a valid Driver's License.

Day Book excuses

1. Military Service
2. Jury Duty
3. Death in the immediate family
4. Illness under doctor's care:
5. Must have written doctors note explaining nature of illness and return date
6. Not to exceed ten (10) days
7. Workmen's compensation will not count
8. Short term disability- must have paperwork from EIT showing short term disability, number will be held up to 13 weeks.
9. Court, must have documentation to prove court date, prior to court appearance
10. Vacation, must provide itinerary prior to leaving.

ONCE THE TEN DAYS HAVE BEEN USED UP THERE WILL BE NO MORE EXCUSES.

Furlough

1. Thirty (30) day limit, according to the Illinois Department of Employment Security

However, once an Applicant's 30 furlough days have been exhausted, all of the days that the Applicant remains with that contractor (Monday – Friday, excluding holidays) will be counted towards their 45 days regardless of whether they actually worked or not. If, through no fault of their own, an Applicant is laid off from a long call within the first 14 calendar days of that call, the days will not be counted against the Applicant's 45 days. Employer verification that the layoff was not the fault of the Applicant is required. Anytime that an Applicant requests a layoff from a long call, or causes the layoff, the days worked will be counted against the Applicant's 45 days.

2. The burden of proof is upon the member
3. Upon layoff proof of days off must be shown or it will not be counted.
4. IF YOU HAVE BEEN ROLLED ALREADY IT IS TOO LATE!!!!!!!!!!!!!!

Revised 03-19-24