

# DISPATCH PROCEDURES



*“The goal of the Boilermakers Local 146 Dispatch Department is to assist members to obtain gainful employment within the scope of his or her classification and skill set.”*

*“The Boilermakers Local 146 Dispatch Procedures are designed to ensure that all members are dispatched in a fair and impartial manner.”*

**International Brotherhood of  
Boilermakers, Iron Ship Builders,  
Blacksmiths, Forgers and Helpers  
Local Lodge No 146**

**January 1, 2015**



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*Please note: Wherever the context so requires, the masculine gender includes the feminine and conversely.*

### **1.0 GENERAL**

- 1.1 All Dispatching Procedures are approved and implemented by the Business Manager and will be amended as necessary.
- 1.2 Posting of such amendments or modifications at the Union office or Members' Section of the website will serve as notification to the membership that such changes will become effective within thirty (30) days from the date of notification.
- 1.3 The Dispatch office shall be open from 9:30 am to 11:30 am and from 1:00 pm to 2:30 pm Monday through Friday inclusive.
- 1.4 Jobs will be called out for Journeymen each day from the top of the list starting at 9:30 am until complete. Apprentices will commence from the top of the list each day at 10:30 am until complete.
- 1.5 Nightly job information will be available on the Job Line by telephone (780-414-6860) and on the Local 146 website. The JobLine will be updated at the end of each business day with information regarding jobs that will be dispatched the following business day.
- 1.6 Manpower Orders received from employers before 3:00 pm with an immediate start date will be dispatched the next business day. Manpower Orders with future start dates will be placed on the Job Line at the discretion of the Dispatcher.

- 1.7 In cases of emergency, members may be dispatched the same day as the order is received and then every effort will be made to contact the members by phone in rotation of their name on the Out-of-Work list with respect to job urgency, location, skills required and so forth.
- 2.0 DISPATCHING**
- 2.1 All members shall be dispatched in a fair and impartial manner.
- 2.2 Members signing the Out-of-Work list must provide Local 146 staff with the following information: date of their last day of work and reason for termination (i.e., layoff, etc).
- 2.3 No member shall be dispatched if they owe any Lodge levied fines, subject to any agreement or order of the Executive Board. Members will endeavour to pay all outstanding dues and death assessments prior to being dispatched.
- 2.4 Dispatches will be offered to the first person on the Out-of-Work list who meets the qualifications of the job request.
- 2.5 Members must answer the phone they registered when posting in. If there is no answer or the line is busy, the Dispatcher(s) will proceed to the next name on the list. The Dispatcher(s) may, at their discretion, try to reach the member again.
- 2.6 When a member is dispatched, their name shall be removed from the Out- of-Work list.

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- 2.7 Any member who self-terminates and/or is terminated for cause from two (2) consecutive positions must appear before the Area Representative and the Pride & Progress Representative to explain his action(s).
- 2.8 A dispatched member will be given a Dispatch Slip that shall include their name, classification, rate and membership status, which must be submitted to the employer upon hiring. The Job Steward, upon his request to either the employer or Dispatch Department, shall also be provided with the same information in the form of a Dispatch report.
- 2.9 Dispatched members confirmed to have falsified or misrepresented their qualifications are not entitled to retain their position on the list when the employer terminates them or does not accept them to the job site.
- 2.10 No member may keep their name on the Out-of-Work list or sign the Out-of-Work list if they are working for or are contracted to work for any other trade union, employer or 3rd party labour supplier within the industrial construction industry.
- 2.11 Members taking a Local 146 travel card, within the provisions of the International Constitution, will have his name removed from the Local 146 Out-of-Work list. If the travel card is deposited back with the Local 146 Union office within thirty (30) calendar days, the member will have his name placed back on the Local 146 Out-of-Work list by the member's last registration date.

Members taking travel cards are not eligible for

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dispatch until their travel card has been deposited back at the Local 146 Union office. Any withdrawal or deposit of a travel card is the responsibility of the member.

- 2.11.1 Any member found to have self-terminated while in possession of a travel card will not retain their position on the Out-of-Work list and will be placed at the bottom of the list in addition to any other penalty agreed upon or imposed.

### **3.0 NAME HIRES**

- 3.1 The names of all Name Hired members will be listed on the audio Call Out and on the website along with the name of the employer.
- 3.2 To be eligible for a Name Hire (including Foreman and General Foreman) a member must be in good standing, be on the Out-of-Work list and cannot have self-terminated or been terminated from a job within the past fourteen (14) days.
- 3.3 Apprentices are not eligible for Name Hires.

### **4.0 SHORT CALLS**

- 4.1 When a member is laid off from a job and has not earned over two (2) days pay plus show-up time on the third (3rd) day they shall notify the Dispatcher(s) immediately and will be entitled to return to their previously held position on the Out-of-Work list. However, this

clause shall not apply if the member voluntarily quits or is terminated for just cause.

### **5.0      JOB CANCELLATION**

- 5.1      Members who are dispatched to a job that is cancelled will be placed back on the Out-of-Work list at the same position they were prior to being dispatched.

### **6.0      JOB REFUSAL**

- 6.1      Members choosing not to accept a job shall remain on the Out-of-Work list at the same position.

### **7.0      RETURNED DISPATCH SLIPS**

- 7.1      Members who accept a Dispatch Slip and return it to the Dispatcher(s) without showing just cause to the Dispatcher(s) will pay a \$100.00 administrative fee and have their name placed at the bottom of the Out-of-Work list.

### **8.0      MEDICAL LAYOFFS/SHORT-TERM/LONG-TERM SICK LISTS**

- 8.1      A member who receives a medical layoff or has a WCB claim in process shall be placed on the Out-Of-Work list. However, if that member subsequently registers onto the Local 146 Short-Term or Long-Term Sick list the member's name will be removed from the Out-of-Work

list. When the member is ready to return to work and has provided Local 146 with a doctor's note the member will have his name placed back on the Out-of-Work list by the member's last registration date.

### **9.0 ATTENDING TRADE SCHOOL**

- 9.1 An Apprentice who is attending trade school shall call the Edmonton Union office to be placed on the Out-Of-Work list.
- 9.2 While attending Trade School, Apprentices may register (post in) during the last week of school for work with the Union provided they are able to meet the pre-mobilization requirements and do not delay the start date of the job.
- 9.3 Upon completing Trade School, if the Apprentice and the former employer mutually agree, the Apprentice may return to work for his/her former employer. In this case, the former employer shall submit a Recall Order to the Union office at which time the Apprentice will be redispached to the former employer.

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