



**International Brotherhood of  
Boilermakers, Iron Ship Builders,  
Blacksmiths, Forgers and Helpers Local  
Lodge 146**

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2026

**WORK RULES AND DISPATCH PROCEDURES**

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**Article 1 Preamble**

1.01 The Work Rules and Dispatch Procedures of Lodge 146 (Local 146) contained herein serve to govern the actions of all members and workers dispatched through the Lodge, including supervision, because they are responsible for upholding the high standards of the workplace excellence expected of them as highly skilled professional tradespersons. Violations of the Work Rules and Dispatch Procedures may cause the Lodge to impose charges, administrative fees, directives, or even remove the privileges of membership for significant or repeated offences in compliance with the IBB Constitution. This is a measure to be used under circumstances whereby the actions of the individual are seen to be contrary to trade union expectations, principles, and practices and do not promote the union soundly via the benchmark standards of safety, productivity, and quality. The Out-of-Work list shall not be looked upon as a right of membership but rather a privilege of membership.

**Article 2 General**

- 2.01 All Work Rules and Dispatch Procedures are approved and implemented by the Business Manager/Secretary Treasurer and will be amended as necessary.
- 2.02 Posting such amendments or modifications at the Union Office or on the Member Portal will serve as a notification to the membership that such changes will become effective within 30 days from the date of notification.
- 2.03 If a breach of any of these Work Rules and Dispatch Procedures is alleged, then the provisions contained within the IBB Constitution may be applicable.

**Article 3 Member Contact Information**

3.01 It is the member's responsibility to inform both Lodge 146 and the Boilermakers' National Benefits Office when there is a change in their name, address, telephone number, email address or beneficiary information. Also, updates to beneficiary information must be made both with the Boilermakers National Benefits Office and the Union Office.

**Article 4 Dispatching**

- 4.01 The Dispatch Department shall be open from 9:30 a.m. to 11:30 a.m. and from 1:00 p.m. to 2:30 p.m. Monday through Friday inclusive.
- 4.02 Jobs will be dispatched starting at 9:30 a.m. each day from the top of the list until complete.

- 4.03 Job information will be available after 5:00 p.m. on the Job Callout section of the Lodge website and Member Portal.
- 4.04 Job Request Forms received from Employers before 1:00 p.m. with an immediate start date will be dispatched on the next business day.
- 4.05 Job Request Forms with future start dates will be placed on the Job Callout section of the Lodge website and Member Portal at the discretion of the Dispatcher(s).
- 4.06 In case of emergency, members may be dispatched the same day.
- 4.07 All members shall be dispatched in a fair and impartial manner.
- 4.08 No member shall work for more than one employer at the same time.
- 4.09 Members will endeavor to pay all outstanding dues, death assessments and/or Lodge fees prior to being dispatched.
- 4.10 Dispatches will be offered to the first person on the list who meets the qualifications of the job request.
- 4.11 Members must be on an Out-of-Work list to Post-In for available jobs.
- 4.12 To bid for open positions listed on the Job Callout:
  - 1) members can log in to the Member Portal to bid.
  - 2) members can call the Union Office between 8:00 a.m. to 9:00 a.m. (MST) Monday to Friday inclusive to bid. Any member Posting-In after 9:30 a.m. will be placed at the bottom of the Post-In list for that day.
  - 3) members can bid in-person at the Dispatch Office until 9:30 a.m. Any member Posting-In after 9:30 a.m. will be placed at the bottom of the Post-In list for that day.
- 4.13 Members must provide a telephone number at the time of Post-In for the Dispatch Department to contact them.
- 4.14 The Dispatch Department will call members on the telephone number provided with their Post-In. Members must answer the call. 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.
- 4.15 Any member who self-terminates and/or is terminated for cause from two (2) consecutive jobs/positions must appear before the Business Manager/Secretary Treasurer or Designate to explain their action(s).

- 4.16 Anyone dispatched by Lodge 146 will be given a Dispatch Slip that shall include their name, classification, rate of pay, membership type, telephone number and email address.
- 4.17 Each member must check that the employer, job site and classification listed on their dispatch slip are correct for where they are currently working. If any information is incorrect, the member must promptly inform the Union Office.
- 4.18 The Business Manager/Secretary Treasurer or Designate shall appoint and/or relieve the Job Steward on all job sites.
- 4.19 The Job Steward upon approval from the Business Manager/Secretary Treasurer or Designate shall have access to the Dispatch Slip and Active Workers Report for anyone dispatched to the job which they are appointed Job Steward.
- 4.20 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.
- 4.21 Members are expected to fulfill the pre-job requirements of the job taken as indicated on their Dispatch Slip prior to reporting to the job site (e.g., booking D&A tests, mobilizations, camp booking, weld testing and so forth). All pre-job requirements must be completed without delay.
- 4.22 Any member who does not meet the Alberta Job Ready Training requirements and takes a dispatch without having valid Alberta Job Ready tickets and is subsequently denied employment shall have their name placed at the bottom of the Out-of-Work list and may be subject to an administrative fee. (Refer to violation section)
- 4.23 Anyone dispatched to jobs requiring weld testing must schedule their weld test(s) within two (2) business days of their dispatch date. If their weld test(s) have not been confirmed within two (2) business days, it is the welder's responsibility to follow up with the Union Weld Centre.
- 4.24 Weld Test(s) will not be scheduled without an approved dispatch slip. If a welder completes the weld test(s) required for a specific dispatch slip but does not report to the job, they may be subject to an administration fee. (Refer to violation section).
- 4.25 Any member who finishes work at one site and is transferred to a new site, they must begin work at the new site within seventy-two (72) hours, unless they have received approval from the Business Manager/Secretary Treasurer or Designate.

**Article 5      Out-of-Work List**

- 5.01 Members signing the Out-of-Work list must provide Lodge 146 with the following information: date of their last day of work and reason for termination (e.g., layoff, termination, quit, etc.).
- 5.02 When a member is dispatched, their name shall be removed from the Out-of-Work list.
- 5.03 The term 'available for work' shall apply to members who have signed the Out-of-Work list indicating that they are willing and able to accept a dispatch to any job within the scope of Lodge 146's jurisdiction.
- 5.04 Members cannot remain or sign on to the Out-of-Work list if they are employed or contracted to work for any other trade union, employer, or third-party labour supplier within the industrial construction and maintenance industry.
- 5.05 Members may not work at a trade outside of the jurisdiction and/or bargaining unit of Lodge 146 without prior approval of the Business Manager/Secretary Treasurer or Designate.
- 5.06 Members can only sign one Out-of-Work list at a time, and only for a trade they are qualified in. To qualify, a member must hold a Boilermaker or Welder Journeyman ticket from a Canadian certified institution or be enrolled in a certified apprenticeship program. All other classifications will be placed on the OTHER Out-of-Work list.
- 5.07 To change job classification (by signing a different Out-of-Work list), a member must have the proper qualifications. Either a trade ticket from a Canadian certified institution or enrollment in a certified apprenticeship program. After changing lists, the member must stay on the new list for at least one year. When a member changes lists, they will be placed at the bottom of the new Out-of-Work list.
- 5.08 When a member is receiving a pension from the Boilermakers National Pension Fund they will be placed on the Retired Members Out-of-Work list only. Retired Members will be dispatched to work as per the order below:
- 1) Active Lodge 146 Members
  - 2) Active Travel Cards
  - 3) Retired Members (Lodge 146)
  - 4) Travel Card Retired Members (Other Lodges)
  - 5) Non-members (Permit)

- 5.09 Any member who is not actively working and fails to sign the Out-of-Work list within seventy-two (72) hours may be subject to an administrative fee and/or charged and subject to discipline in accordance with the IBB Constitution.
- 5.10 Members confirmed to have purposely provided an early layoff date, or an incorrect layoff reason may be subject to an administrative fee and/or charged and subject to discipline in accordance with the IBB Constitution. They may also be required to book an appointment with the Business Manager/Secretary Treasurer or Designate.
- 5.11 No member shall accept a Dispatch slip or register on the Out-of-Work list if they have not been laid off, terminated or self- terminated from their current employer (in instances of self- termination member must have informed the employer).
- 5.12 Lodge 146 has four Out-of-Work lists to which Members can be registered on:
- 1) Journeyperson Welder List (WD)
  - 2) Journeyperson Boilermaker List (BM)
  - 3) Apprentice List
  - 4) Other List
- 5.13 When a member calls the Union Office to register on the Out-of-Work list they will be assigned to the last list they signed prior to being dispatched. A member can only register on one list.

**Article 6      Travel Cards (Lodge 146 Members working through another Boilermaker Lodge)**

- 6.01 Any member accepting a dispatch from any other Boilermaker Lodge must contact Lodge 146.
- 6.02 Members taking a Lodge 146 Travel Card within the provisions of the IBB Constitution shall have their name removed from the Lodge 146 Out-of-Work list.
- 6.03 Members taking Travel Cards are not eligible for dispatch until their Travel Card has been deposited back at Lodge 146 Union Office. Any withdrawal or deposit of a Travel Card is the responsibility of the member.
- 6.04 When a member returns/deposits their Travel Card to the Lodge 146 Union Office within thirty (30) calendar days, their name will be placed back on the same Out-of-Work list they were registered to before taking the travel card. Their position on the list will be determined by the date they last registered on the Out-of-Work list.

- 6.05 Any member who self-terminates or is terminated with just cause while holding a Travel Card will not retain their position on the Out-of-Work list and will be placed at the bottom of the list.
- 6.06 Additional penalties may also apply, as agreed upon or imposed in compliance with the IBB Constitution.

**Article 7 Travel Cards and Non-Members (Members of other Boilermaker Lodges or Non-Members working through Lodge 146)**

- 7.01 Any Travel Cards or non-members working within the jurisdiction of Lodge 146 may have their dispatch privileges revoked indefinitely for any of the following confirmed infractions: termination for just cause, failing to report for the job or quitting the job.
- 7.02 Travel Cards and non-members are prohibited from accepting the role of Foreperson/General Foreperson and/or Name Hires unless otherwise approved by the Business Manager/Secretary Treasurer or Designate.
- 7.03 Travel Cards and non-members are prohibited from transferring with the same employer to a different job site that falls within the jurisdiction of Lodge 146 unless approved by the Business Manager/Secretary Treasurer or Designate.

**Article 8 Name Hires**

- 8.01 Name hired members must Post-In to accept their Name Hire. Members that have a Name Hire request submitted must take the Name Hire. Any deviation requires approval from the Business Manager or designate.
- 8.02 The names of all Name Hired members will be advertised on the Job Callout along with the name of the employer who requested the Name Hire.
- 8.03 To be eligible for a Name Hire (including Foreperson and General Foreperson), a member must be in good standing, be on the appropriate Out-of-Work list and cannot have self-terminated or been terminated from a job within the past fourteen (14) days.
- 8.04 Apprentices are not eligible for Name Hires.

**Article 9 Short Calls**

- 9.01 If a member is laid off from a job and has not earned more than three (3) days' pay, they must notify the Dispatch Department immediately by the fourth day. Upon doing so, the member will be entitled to return to their previously held position on the Out-of-Work list. This clause does not apply if the member self-terminates or is terminated for just cause.

**Article 10 Accommodation/Subsistence**

- 10.01 Members who are staying in camps are expected to abide by all camp rules and safeguard the positive reputation of Lodge 146 tradespeople. Members must always conduct themselves with integrity and professionalism and shall cooperate with the camp management regarding camp rules and regulations.
- 10.02 Any member receiving living out allowance or subsistence payments who is living in substandard conditions as deemed by the Business Manager/Secretary Treasurer or Designate may be subject to an administrative fee and/or charged and subject to discipline in accordance with the IBB Constitution.
- 10.03 Members living on subsistence are expected to conduct themselves with integrity and professionalism and abide by the rules and regulations of their temporary accommodations. Members shall cooperate with the establishment's management in all matters.
- 10.04 Any member with unpaid job-related fees for meals, accommodation, including but not limited to damage to said accommodation, or other debts, shall make full restitution to the satisfaction of the Business Manager/Secretary Treasurer or Designate or may be charged and subject to discipline in accordance with the IBB Constitution.

**Article 11 Job Cancellation**

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

**Article 12 Quit**

- 12.01 Any member who quits or terminates a job shall have their name placed at the bottom of the Out-of-Work list and will not be eligible for a Name Hire for fourteen (14) calendar days.

**Article 13 Returned Dispatch Slips**

- 13.01 A "returned slip" refers to a member returning their dispatch slip before reporting to the job site.
- 13.02 Members who accept a dispatch slip and either return it to the Dispatcher(s), fail to report to work at the scheduled date and time specified on the dispatch slip, or are delayed without just cause, will be required to pay an administrative fee of two hundred dollars (\$200.00). Additionally, their name will be placed at the bottom of the Out-of-Work list and will be ineligible for a Name Hire for fourteen (14) calendar days.

**Article 14 Medical Layoffs, Short-Term or Long-Term Sick Leave lists**

- 14.01 A member who receives a medical layoff or has a WCB claim in process shall be placed on the Out-of-Work list unless they qualify for Lodge 146 short-term sick requirements and are eligible to sign the short-term sick list.
- 14.02 The member remains on the short-term sick list until they can fulfill the Lodge return to work requirements or meet the requirements to transfer to the long-term sick list if their medical condition continues for 6 months or longer.
- 14.03 To be removed from the Lodge 146 short-term or long-term sick list, the member must meet the Lodge Return-To-Work requirements and provide a note from their physician indicating they are fit to return to work. When this has been completed the member shall be considered available for work and will be placed on the Out-of-Work list at their last registration date without restrictions.

**Article 15 Apprentices**

- 15.01 All Journeypersons are expected to provide positive guidance and mentorship for apprentices.
- 15.02 Disciplinary matters pertaining to a member's apprenticeship will be handled in accordance with the Apprentice Rules and Regulations administered by the Apprenticeship Agency.
- 15.03 While attending Trade School, apprentices may 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.
- 15.04 After completing Trade School, an apprentice member may return to their former employer if the employer submits a Recall Request to the Dispatch Department. The apprentice will then be re-dispatched to the former employer.
- 15.05 Apprentice members moving from first to second year or second to third year make a lateral move on the Out-of-Work list. When advancing from third year to Journeyperson, they are placed at the bottom of the new Out-of-Work list.
- 15.06 Foreperson's must submit a report for each apprentice on their crew.

**Article 16 Foreperson/General Foreperson**

- 16.01 Any member employed in the capacity of Foreperson/General Foreperson shall refrain from working with the tools. In keeping with the terms of the collective agreements, Foreperson/General Foreperson will be allowed to work to the extent necessary to instruct or inspect an employee's work, bearing in mind that safety is everyone's responsibility. If the Foreperson/General Foreperson is working excessively on the tools, it shall be reported to the Job Steward and the Area Representative for an investigation.
- 16.02 Any member Name Hired as a Foreperson/General Foreperson moving from a supervisor position to a lower classification cannot displace any member working for the same Employer. This must not exceed the Name Hire ratio provisions. Any violation may be subject to an administrative fee. (refer to violation section)

**Article 17 Code of Conduct**

- 17.01 All members are expected to conduct themselves in an ethical and professional manner and to promote safe and respectful worksites. Members are the Union and as such are expected to uphold the union values expressed in the IBB Constitution. In following the IBB Constitution, members shall refrain from participating in any activities that could bring disrepute upon the IBB, the Lodge or another member of the Union.

**Article 18 Reinstatement Fees**

Reinstatement is subject to the approval of the Lodge Membership Panel.

- Suspended for 1 Year: \$500.00 Reinstatement Fee  
3 Months Dues at the current rate  
\$150.00 (30) Death Assessments
- Suspended for 2 Years: \$500.00 Reinstatement  
3 Months Dues at the current rate  
\$200.00 (40) Death Assessments
- Suspended for 3 Years: \$500.00 Reinstatement Fee  
3 Months Dues at the current rate  
\$250.00 (50) Death Assessments
- Suspended for 4 Years: \$500.00 Reinstatement Fee  
3 Months Dues at the current rate  
\$300.00 (60) Death Assessments

Fees must be paid in full; no payment plans will be accepted.

**Article 19      Withdrawal from the Union**

*Refer to ARTICLE 32 WITHDRAWAL, SERVICE, AND RETIREMENT CARDS  
in IBB Constitution*

**Article 20      Violations**

20.01 All fees due to violation of the Work Rules and Dispatch Procedures will be administered on a consistent and non-prejudicial basis. Unless otherwise stated and in usual cases administrative penalties may be applied as follows:

- 1st Penalty: \$250.00
- 2nd Penalty: \$500.00
- 3rd Penalty: \$1,000.00

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