

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
LOCAL UNION 529**

#10 – 3703 Kochar Ave  
Saskatoon, SK, S7P 0B8

**DISPATCH POLICY**

The handling of jobs for unemployed members shall be under the full supervision and direction of the Business Manager.

Any of the hiring rules and/or procedures identified in this policy may be waived by the Business Manager at their sole discretion to account for extenuating circumstances, or to protect the jurisdiction of IBEW.

The Business Manager shall devise such means as are considered practical and fair in the distribution of available jobs to qualified members.

Members shall not violate such established rules.

**GENERAL RULES**

1. LU 529 Bylaw Article XIII, Section 13 states: *Any member upon becoming unemployed shall report to the Local Union within twenty-four (24) hours.*

Acceptable notifications include:

- a) calling the Local Union,
- b) emailing the Business Manager or General admin account, or
- c) utilizing the “out-of-work request” on Union Worx.

Members will be placed on the out-of-work list in the order in which the Union Office is notified that they are available.

2. When two (2) or more members of the same classification are laid off on the same date, their positions on the out of work list will be determined by a random draw of names.
3. Members who are in arrears, meaning **over** three (3) months behind in dues, will be required to make full payment prior to dispatch.
4. Any members charged under the Constitution by Local 529 only, and have not paid the fines, will be bypassed for job calls until such fine is paid.

5. Members must receive a referral slip or clearance from the Union before commencing work for any Union Employer; if non-union, clearance must be received from the Organizer or Business Manager in the form of a signed or verbal agreement.
6. Should a member accept a work referral verbally or otherwise, they will be considered working. If the member then changes their mind and refuses to report to that job, for an unacceptable reason, their name will be moved to the bottom of the out-of-work list and will not be available for name hire for a period of 30 days.
7. Members will maintain their place on the out of work list should they take a short-term call (< 21 days). They will lose their place on the list if they quit the job before the call is complete. If a short-term call extends beyond 21 days, and the member agrees to the revised duration, the member will be removed from the out of work list and the work reclassified as a long-term call (>21 days).
8. Members who work three (3) consecutive short – term job calls for the same jobsite will have their name put to the bottom of the applicable out of work list.
9. A member who has accepted union employment outside of Local 529's jurisdiction will maintain their position on the Local Out of Work List.
10. Should a member quit a union job they shall not be available for name hire for a period of 15 days.
11. It is an absolute that members report to the local union before taking any non-union electrical work anywhere. Members Salting for the union must FULLY COOPERATE with the Organizer to maintain their name on all books or be subject to removal from all books while working non-union. Members who choose to ignore this may be required to appear in front of the Executive Board and charges may be filed. The member will not be able to re-list until all matters have been resolved satisfactorily by the Executive Board.
12. A member who has accepted non-union work out of Local 529's jurisdiction must contact the union organizer of the area they are working in. If they do not have permission from that jurisdiction, they will be removed from the out of work list.
13. Members who possess an electrical contractor license will not be listed and will not be called for jobs. They may maintain their membership status with the local union and will be allowed to re-list themselves on the out of work list once proof of relinquishment of their contractor license is submitted.

14. Any member that quits union employment to work non-union electrical, anywhere in Canada, without prior approval, shall not be placed on the out of work list.
15. A contractor may request a member to become ineligible for any subsequent job calls once that member has been laid off or terminated for insufficient training or experience. The Local will then address any training or other requirements necessary to assist the member with employment.
16. If a member does not attend a booked training course without 24 hours' notice they will be assessed a fine for the cost of the course. Members will have their ability to bid for work removed until all assessments are paid.
17. Any member who bullies harasses or makes derogatory and/or defamatory remarks towards another IBEW member or office staff, including the posting of such remarks on social media sites such as Facebook, Instagram, LinkedIn, etc., may, at the discretion of the Business Manager, be required to meet in person with the Executive Board to review their conduct.
18. All members must have completed membership orientation and Code of Excellence and hold a valid SCOT (Safety Construction Orientation Training), and Rights & Responsibilities certificate prior to bidding for a job.

## **DISPATCHING**

1. Dispatching will take place between 10:30 a.m. until 4:00 p.m., Monday to Friday.
2. It is the responsibility of each member, available for work, to be able to receive calls or have someone on their behalf receive the call during office hours.
3. It is the responsibility of the members to keep the local union office informed as to any address, telephone number, or email address changes.
4. Job calls are placed on our website, [www.ibew529.com](http://www.ibew529.com) and on Union Worx. All job calls will include a description of the job, given duration (Short Term <21 days or Long Term > 21days), general working conditions (as provided by contractor), number of individuals requested, company, jobsite, contract, and safety requirements required for dispatch.

5. Jobs calls go live at 3:30 pm, no later than 4:30pm. Members are notified of new job opportunities by email and/or Union Worx push notification, however, it is the member's responsibility to enable notifications and be actively seek employment.
6. All job calls close at 9 am on the day following the original posting. If a member bids for a job and has any queries, questions or special circumstances they are required to call the Hall prior to 10 am on the day of closing, for opportunity to cancel without penalty.
7. Local 529 has adopted the use of the Union Worx application (App) for the purpose of maintaining an out-of-work list and dispatching members and it is the Primary and Preferred option.
8. The job call line is 306-384-6566. This is an option for those unable to utilize Union Worx. This is not the main line. Members must clearly state their **NAME, JOB CALL OF INTEREST, AND RETURN PHONE NUMBER.**

Members who call in will be manually input as a bidder into Union Worx to ensure the call summary report includes all bidders for the official record and to maintain a transparent process.

9. Late bids will only be considered, at the discretion of the Business Manager, if a job goes unfilled.
10. Union Worx will auto-generate the final selection report at 10:05 am and is visible to members shown as card numbers and book position.
11. Members who placed their bid through Union Worx will receive a push notification of selection or non-selection. Any member who bids for a job via the job line will be notified of award by phone call.
12. All selected bidders will be issued a clearance for electronic signature via Union Worx push notification, or by email (Adobe Sign) indicating signature is required.
13. Members must respond to Work referrals/Clearances within one hour (60 minutes) from receipt of their notification for signature. Members can respond to their clearance by either:
  - a) signing their clearance, or
  - b) calling the office to discuss or verbally authorize a signature on their behalf.

14. Members who are selected for employment and do not complete the referral process with the timeframe may be bypassed and failure to respond could result in the member losing their position on the out of work list.
15. A member who accepts a work referral (clearance slip) and does not report for work, will be considered to have quit.

END OF DOCUMENT