

BOILERMAKERS



LOCAL LODGE 191 VICTORIA BRITISH COLUMBIA DISPATCH PROCEDURE

“The goal of the Boilermakers Local 191 Dispatch Policy is to assist members to obtain gainful employment within the scope of his or her classification and skill set.”

“The Boilermakers Local 191 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 191**

January 1, 2022

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1.0 GENERAL

- 1.0 All Dispatching Procedures are approved and implemented by the Business Manager and will be amended as necessary.
- 1.1 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.
- 1.2 The Dispatch office shall be open from 9:00 am to 12:30 pm and from 1:40 pm to 5:00 pm Monday through Friday inclusive.
- 1.3 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.
- 1.4 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 and email in rotation of their name on the Out-of-Work list with respect to job urgency, location, skills required and security clearance if required.

2.0 DISPATCHING

- 2.1 All members shall be dispatched in a fair and impartial manner.
- 2.2 Members must contact the office or attend in person upon layoff to be placed on the Out-of-Work list. Errors have been made in the past from employers during layoff periods, this will assist the office in confirming each member's employment status. To be eligible for dispatch each member must notify the office and be placed on the out of work list. When signing the Out-of-Work list, each member must provide Local 191 staff with the following information: date of their last day of work and reason for termination (i.e., layoff, etc). Members will state whether they will take a short-term dispatch, or if they will wait for longer term dispatch. Members selecting the long-term dispatch will not be contacted for short term calls. Short term is defined as 1 week+ (plus). Long term is defined as 2 weeks+ (plus). It is each member's responsibility to notify the Local 191 office of their status and availability. ***As described by the employer, the Union does not have control over actual length of the dispatch.**

Dispatch Policy and Procedures- Local 191

- 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 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. Members on seniority at Local 191's employers will be dispatched in order of seniority.
- 2.5 Members must answer the phone number they registered when posting in. If there is no answer a message will be left, and the Dispatcher will proceed to the next name on the list. It is the intention of the Local 191 Dispatcher to allow each member on seniority at Local 191's signatory employers, twenty-four (24) hours to respond to a job call. During an emergency dispatch if there is no answer, the Dispatcher will move to the next member on the list until the job call is filled. Saving the position will be at the dispatcher's discretion.
- 2.6 When a member is dispatched, their name shall be removed from the Out- of-Work list.
- 2.7 Any member who self-terminates with no notice and/or is terminated for cause must appear before the Local 191 Executive to explain their action(s).
- 2.8 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.
- 2.9 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 Sector Industry.

3.0 NAME HIRES

- 3.1 To be eligible for a name hire (Including chargehand and Senior chargehand) a member must be in good standing, be on the out-of-work list and cannot have self-terminated from one of Local 191's signatory employers or another Local of the International Brotherhood of Boilermakers within the past fourteen (14) days.
- 3.2 Indenture apprentices to Local 191's employers are subject to name hire upon the request of the employer. Local 191's sponsored apprentices will be dispatched based on the position on the out-of-work list.

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 (3) day they shall notify the Dispatcher immediately and they 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 Dispatch shall remain on the Out-of-Work at the same position.

7.0 RETURNED DISPATCH SLIPS

7.1 Members who accepts a dispatch and returns it to the Dispatcher without showing just cause to the Dispatcher will pay a \$200.00 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 WorkSafe BC claim in process, shall be placed on the short-term/long-term sick list. When the member is ready to return to work and has provided Local 191 with a doctor's note the member will have their name placed back on the Out-of-Work list by the member's last registration date. A member who is on a WorkSafe claim will return to their last employer for a graduated return to work by approval from their Doctor, discretion of the employer, and approval from WorkSafe BC.

9.0 ATTENDING TRADE SCHOOL OR UPGRADING

9.1 An Apprentice who is attending trade school shall call the Local 191 Union Office to be placed on the Out-of-Work list.

9.2 While attending Trade School, Apprentices may register during their last week of school for work with the Union provided they are able to meet the requirements for dispatch and do not delay the start date of the job.

9.3 Upon completing Trade School, the Apprentice and the former employer mutually agree, the Apprentice may return to work for their former employer. The former employer shall submit a recall order to the Union office at which time the Apprentice will be re-dispatched to the former employer.

9.4 Member attending school for upgrading or recertification will notify the Local 191 Union office and place their name on the Out-of-work list. The member shall state the length of

training and their availability for dispatch once they have completed the training.

Local Lodge 191 By-Laws

13.8 It shall be the responsibility of each individual member to inform the Lodge Business Manager/Secretary-Treasurer whenever there is a change in the member's name, email address, address, and telephone number.



Robert Taylor

January 1, 2022
Date

Business Manager/Secretary Treasurer of Local Lodge 191 of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers and Helpers.
January 1st, 2022 Victoria British Columbia.