

DISPATCH PROCEDURES for 684 Inside and S&C

3 turndowns will drop you off the available for work list

Effective: January 19, 2023 all applicants for employment shall sign the appropriate available for work list in person any weekday (excluding HOLIDAYS) during regular business hours. To sign up for the available for work list an applicant cannot be currently working under the terms and conditions of the Collective Bargaining Agreement of IBEW Local 684 in any capacity. Thereafter, in order to remain current on the available to work list, you must **RE-SIGN**. For all applicants on the 'available for work' list re-sign will be required monthly beginning on the **10th and ending at 5pm on the 16th of each month**. If the 16th falls on a weekend or holiday re-sign will end at 5:00 pm on the next business day. All times are Pacific Standard Time. *Re-sign must include name, address, home local #, and IBEW card # or if not a union member a driver's license or government approved ID.* Re-sign can be completed: in person, re-sign at www.ibewlu684.org, by mail, by e-mail at re-sign@ibewlu684.org or by fax at 209-521-9664. All information on Re-sign form must be filled out.

To be eligible for dispatch an applicant must **leave name and phone number on job call recorder 209-522-6001** between 5:00 p.m. and 7:30 a.m. or already be on book and show up in person before 8:00 a.m.

Dispatch shall start at 8:00 a.m. You must be by the phone number you left on recorder or at the Hall in person. If there is no answer when we call, we will proceed to next name on the call in list. All jobs shall be dispatched from the Local Union at 519 12th Street, Modesto, CA. The Business Manager is responsible to fill job calls in a timely manner.

Any job/jobs that are not accepted or passes you by each day will count as one turndown. **Three (3) turndowns will roll you off the book.** **EXCEPTIONS:** LESS THEN TEN(10) ON BOOK 1, VACATION, DISABILITY, SPECIALTY JOBS SUCH AS WELDER, SPLICER and JOBS WORKED UNDER SCALE, ETC. **Vacation dates must be submitted by filing a vacation declaration form prior to being listed on vacation, a maximum of three weeks per year is allowed.**

*******Disability paperwork must be submitted BEFORE declaring or being listed as on disability.*******

Short calls equal 2 (40 hr) periods or less **overtime hours not to count.** Over 80 hrs accumulated will remove you from the out of work list. **Short calls will erase turndowns and may turn into long calls.**

Repeated discharge: individuals who receive two discharges for cause within a twelve month period to be suspended from future referral privileges until they appear before the Appeals Committee. Per Section 4.14 of CBA

Any person **laid off, through no fault of his own,** who receives 2 (40 hr) periods or less, **must resign within (24) hours,** Saturday, Sunday and Holidays excluded. You will then be returned to your place on the out of work list with the proper verification of hours. **Quitting a job or asking for a layoff to avoid the intent of this paragraph will automatically place the applicant at the bottom of the available for work list.** You must notify the Business Manager if there is an emergency and you cannot resign within the 24 hr. period.

On **emergency job calls,** the dispatcher shall call applicants by phone, starting at the top of group one and proceeding down the list and by group until the job/jobs are filled. **Hours do not count towards the 2 (40 hr) periods if replaced and you do not receive a turndown if you do not accept the emergency job call.**

REMEMBER: JOB LINE - 209-522-6001 - FAX - 209-521-9664 - OFFICE - 209-524-5171
BUSINESS HOURS: 7:30 a.m. - 4:30 p.m. Monday thru Friday

If **phone problems** occur, including fax problems, call 209-524-5171 after 7:30 a.m. and before 8:00 a.m. or show up in person before 8:00 a.m.

CONTRACTORS MUST CALL IN DURING REGULAR BUSINESS HOURS FOR NEXT DAYS DISPATCH. CALLS FOR SAME DAY DISPATCH WILL BE ON EMERGENCY BASIS ONLY.

THE BUSINESS MANAGER RESERVES THE RIGHT TO AMEND OR MODIFY THESE PROCEDURES AS NEEDED AND POSTING OF SUCH AMENDMENTS OR MODIFICATIONS AT THE UNION OFFICE WILL SERVE AS NOTIFICATION TO THE MEMBERSHIP OF THOSE CHANGES.