



UA LOCAL UNION 488
POLICY and PROCEDURES
for DISPATCHING



ALL OUTSTANDING UNION DUES, FINES, AND/OR ASSESSMENTS MUST BE PAID BEFORE A DISPATCH SLIP WILL BE ISSUED.

REGISTERING as UNEMPLOYED:

1. As per UA Local 488 Bylaws and Working Rules Article IV, Bylaw 4.02(a).
4.02(a) Members becoming unemployed will report 'in person' or by 'FAX' or 'EMAIL' to the Dispatch Hall to register on the employment list, registering their name, trade qualifications and certifying that they are unemployed. It remains the member's responsibility to ensure that he or she has terminated their employment with their previous Employer prior to signing the out-of-work board. Members registering by FAX or EMAIL will have their names placed on the out-of-work board, in the order they are received, at 3:00 PM on the following working day.
2. Individuals **must** be registered as unemployed in order to be dispatched.

ORDER of DISPATCH:

1. Members in attendance at callout.
2. Members by online dispatch.
3. Travel Cards in attendance at callout.
4. Travel Cards by online dispatch. *
5. Permits in attendance at callout.
6. Permits by online dispatch.
7. TFW Travel Cards in attendance at callout.
8. TFW Travel Cards by online dispatch. **
9. TFW Permits in attendance at callout.
10. TFW Permits by online dispatch. **

*must be on file with UA Local 488 (or have completed the online registration)

**must be on file with UA Local 488 (including Canadian SIN)

PLACING a BID ONLINE:

1. Individuals bidding for jobs online will be allowed to list their first and second preference (maximum of two (2) choices only) and may ONLY submit one (1) request form/day.
2. Bid must be received between 5:00 PM and 7:00 AM MST (MDT when applicable) to be accepted for the day's call out.
3. All bids will be destroyed at 4:59 PM MST (MDT when applicable) on each week day.

4. Bids must be submitted daily to be valid.
5. UA Local 488 Bylaws and Working Rules – Article IV, Bylaw 4.02(b) shall be in full force and effect in enforcing these policies and procedures.

4.02(b) Any member found abusing or defrauding the integrity or equipment of the dispatch system shall immediately upon determination by the Business Manager or his designate and the Dispatcher(s) have any and all access to the electronic dispatch services suspended for one (1) year.

In addition, should charges be filed, such member may be subject to additional disciplinary action including fines and/or suspension of dispatch privileges.

Robert Taylor
Business Manager
UA Local 488