

IBEW LOCAL 1245

Dispatch Policy 08.01.2020

Resigning Books on an active referral in 1245 Jurisdiction

Purpose:

This policy is strictly for members who are on active referrals through Local 1245 and leave an employer while working in Local 1245's jurisdiction.

This policy allows for members on an **active referral to electronically sign Local 1245 books** without having to physically report to the hall. Members requesting to use this sign in procedure the morning of dispatch will not be entered on the Book(s) until after 1 pm that day and will not be available for calls that day. To be available for calls that day the member will need to drive to the hall and sign up before 9 am that morning

Procedure:

Any member on a current referral working through Local 1245 who leaves their current employer (RIF, Quit, terminated etc.) will **no longer** need to return to the dispatch office to be put back on the appropriate books. In order to do this;

- 1) Within 48 hours of termination of the employment, a request must be made to Local 1245 dispatch office by e-mail at signup@ibew1245.com .
 - a) Emails must be titled: "**Option E**"
 - b) Body of email must contain: Your Name, Phone Number, and a picture/copy of your term slip (Term slip must be dated within the last 48hour-Weekend and Holidays excepted).

- 2) You will receive a corresponding e-mail from Local 1245 that day during normal business hours or the next business day. This email will contain electronic paperwork that **must be completed within the 48 window**. You will be required to upload a picture/copy of your term slip (Term slip must be dated within the last 48hour-Weekend and Holidays excepted). You will be required to upload pictures of certifications, including Driver's License, DOT/Medical Examiner Cert, Dues Receipts, First Aid / CPR Cards etc.
*** Make sure names and expiration dates are legible.

- 3) Once received and entered in the system the dispatchers will place you on the appropriate book(s) in the next position your e-mail was received in. You will receive an e-mail from OL-Dispatch confirming you position on the book(s).