

# LOCAL UNION 1245 I.B.E.W. DISPATCH POLICY

POLICY AND PROCEDURE SUBJECT TO CHANGE BY THE BUSINESS MANAGER AND/OR INTERNATIONAL OFFICES

Updated 07/13/2023

## Office Hours

Main Office 7:00 am – 4:00 pm (707) 452-2700 Job Hotline ext. 1

Dispatch Office: (707) 452-2703

Dispatch Office Hours 7:00 am – 4:00 pm Closed 12:00pm-1:00pm

## SIGNING THE OUT-OF-WORK BOOKS

1. Members must sign the out-of-work book in person at the dispatch office when signing for the 1<sup>st</sup> time and when return to the jurisdiction, etc. The application for out-of-work books must be completed and returned by 9:00am to be eligible for dispatch that same day.
2. If you are currently on an active referral in Local 1245 jurisdiction you may request an application to resign the books via email within 48hrs of the date of termination. You will be placed on the books after dispatch in the order that applications are received. To be placed on the books for dispatch that day you will need to sign in person.
3. Members must be unemployed and should have a paid-up dues receipt, a picture ID, and social security card in order to sign the books. Traveling members must also have a letter of introduction from the Local that they are currently a member.

Per the Outside Line Contract: **EXHIBIT D**

(a) **An applicant who becomes employed in the electrical industry shall have his name removed from the Out-of-Work List.**

4. When returning from a job within the areas defined by the Outside Line Agreement of Local 1245 and Local 47, an applicant for work must have a termination slip in order to sign the books. All End of Job term slips must be sent to Local 1245 at the end of every job.
5. An applicant may assign two telephone numbers (including area codes) and an email address to be used for a referral for work. **Any changes must be in writing in person or email.**
6. An applicant may apply for book 1 status once he/she has completed 2000hrs and have hours worked in our jurisdiction for each of the 12 months. Applicant must supply the following documentation:  
For California: (1) California 540 tax return; (2) CA driver's license  
For Nevada: (1) Federal 1040 tax return; (2) Nevada driver's licenses (minimum 1yr from issued dated)

## UPDATING OUT OF WORK BOOKS

7. Each month, out of work applicants must update their status on the books by either doing so via our website [www.ibew1245.com](http://www.ibew1245.com) or via email [OL-Dispatch@ibew1245.com](mailto:OL-Dispatch@ibew1245.com) in order to remain eligible for a referral.
  - a. Updating out of works books must be completed between the 10<sup>th</sup> through the 16<sup>th</sup> of each month.
  - b. Members are responsible for keeping confirmations when updating their status on out of work books. If the dispatch office does not receive your update request, it will be assumed it was not sent.
8. In the event an applicant fails to update the books, the applicant's name will be removed from the out-of-work books. **NO EXCEPTION.**

## **REFERRALS FOR WORK**

9. Marks will be given on all calls including refusing the same call, unless an appeal is made at the next executive committee meeting and the decision is made that no marks are warranted, special skills, driver's license, etc.
10. An applicant's name will be removed off the out-of-work book after declining calls for the third time. An applicant must re-register by email. 1245 members can resign through their member account. Members have **1 (ONE) business day** from their 3<sup>rd</sup> strike to resign. 3 strike resigns **MUST BE SUBMITTED BY 8:59am** the next business day in order to be on that day's dispatch. Failure to complete the resign within 24 hours will result in the applicant coming back to the hall to resign the books in person.

**Please title emails as "3 Strikes"**

Email [OL-dispatch@ibew1245.com](mailto:OL-dispatch@ibew1245.com) SUBJECT LINE: 3Strikes

Your Email needs to contain your Name- Book #- Phone #-Card# Or Last four of SSN

11. An applicant must notify the union and provide a turnaround notice by close of business. of the show-up day listed on the referral when rejected for work in order to remain on the out-of-work books.
12. Referrals will be emailed. Referrals must be signed and returned to the hall the same day not later than end of business day. A copy must be given to the company/foreman on the jobsite. Violations of any terms of this email privilege will result in discontinuing email privilege for referrals for a period of one year.

## **TURNING CALLS IN**

13. An applicant's name will be removed from the out-of-work book if a referral is turned in after such referral had been accepted. In such cases, the applicant must re-register in person.

## **SHORT CALLS**

14. A short call is defined as a referral for work that shall not exceed five (5) regular workdays. Non-workdays, such as weekends and holidays, are not included in determining a short call.
15. An applicant's name will remain on the out-of-work books when referred on a short call. It is the applicant's responsibility to immediately notify the union and provide a termination slip at the conclusion of a short call. If the applicant does not notify the union by close of business. on the workday after the conclusion of the short call, the applicants name will be removed from the out-of-work book.
16. An applicant's name will be removed from the out-of-work book if an applicant quits a job on a short call or is terminated.

## **DISCHARGE FOR CAUSE**

17. 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 for a determination as to their continued eligibility for referral.
18. Individuals who are discharged for cause, involving Safety Violations in reference to the "***California Safety Manual Accident Prevention Rules***" are to be suspended from future referral privileges until a full investigation by the Local 1245 Business Manager or his appointed Business Representative. The Business Manager may, in his or her sole discretion: (1) require the applicant to obtain further training from the JATC before again being eligible for referral; (2) disqualify the applicant for referral for a period of four weeks or longer depending on the seriousness of the conduct and/or repetitive nature of the conduct; (3) refer the applicant to an employee assistance program, if available, for evaluation and recommended action; or (4) restore the applicant to his/her appropriate place on the referral list.

19. Any applicant who is prohibited from signing the out-of-work books pursuant to this procedure may appeal to impartial arbitrator John Kagel. Mr. Kagel may conduct an informal hearing with the affected applicant and the appropriate representative(s) of Local 1245 or may ask for submission of facts and argument in writing. Mr. Kagel may uphold the prohibition, may create conditions for reinstatement of the right to sign the out-of-work books, or may overturn the prohibition entirely. A written decision will be sent to the affected applicant.