

# DISPATCH, WORK RULES AND PROCEDURES

INTERNATIONAL BROTHERHOOD OF  
BOILERMAKERS, IRON SHIP BUILDERS, BLACKSMITHS  
FORGERS AND HELPERS

LOCAL LODGE 359

AFL-CIO



BURNABY, BRITISH COLUMBIA, CANADA

2007

- 1.1 Any member who wishes to change classifications for the out-of-work lists, must as required by the British Columbia Regulations, have the appropriate qualifications for the list he/she wishes to change to. Furthermore, once a member posts on the out-of-work list of his/her choice, that member will not be able to change boards until he/she has accepted a dispatch and returns from work.
- 1.2 All members can post their names between the hours of 8:30 a.m. through 4:30 p.m. The posting will be sent to the dispatcher at 9:00 a.m. at 12:00 p.m. and again at 4:30 p.m. each day, Monday through Friday.
- 1.3 Normal weekend posting is available to those members who are layed off between Friday's dayshift and Sunday's nightshift. Weekend posting is also applicable during recognized holiday long weekends. For a 3 day long weekend, posting will be available to members layed off between Friday's dayshift and Monday's nightshift. For a 4 day long weekend, posting will be available to members layed off between Thursday's dayshift and Monday's nightshift. Weekend posting will be open between the hours of 8:30 a.m. and 12:00 p.m. on Monday's, and or the first business day after a recognized holiday long weekend
- 2.1 Any travel card member applying for transfer of membership in Lodge 359 as a mechanic or apprentice shall make such application in keeping with the International Brotherhood Constitution and the following;
  - (a) Hold a valid British Columbia Welding Qualification, or
  - (b) Hold a British Columbia Journeyman Trade Qualification or Interprovincial Boilermaker Red Seal,
  - (c) Hold a transferable certificate of apprenticeship
- 3.1 All work orders from the Employers shall be received at the Lodge Dispatch office and the members shall be dispatched from the out-of-work list in a fair and impartial manner. When a member has accepted a job dispatch he/she shall be removed from the out-of-work list. The dispatch office shall be open from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 3:00 p.m. Monday through Friday inclusive.
- 3.2 **CALL OUT** – Members will be dispatched from 9:00 a.m. to 12:00 p.m. or until orders are filled each day starting from the top of each out-of-work list. Furthermore, the Dispatch office will be open to member phone calls between the hours of 1:00 p.m. and 3:00 p.m. if afternoon dispatch is not required.

Dispatch will commence from the number one (1) position on each out-of-work list until complete. Each member shall receive one call (minimum of 8 rings), the result of the call will be noted on the computer data system. If the phone is busy three (3) attempts will be made to reach the member.

Emergency dispatch will commence from the number one (1) position on each out-of-work list until complete. Because of the nature of emergency dispatches, start time and geographic location will factor into the dispatcher having discretion to call those members who are able to meet the job start time.

Dispatching order is as follows;

- (a) Members on Tool Crib Board
- (b) Members on Rigger/Fitter/Welding Boards
- (c) Members on Probationary Journeyman Board
- (d) Members on Shop Board
- (e) Member Rigger/Fitters with Welding Qualifications
- (f) Member Welders with Rigger/Fitter Qualifications
- (g) Member Apprentices with Welding Qualifications
- (h) Travel Card Members
- (i) Members on Pensioners Board
- (j) Permit Workers

**Note: Apprentices shall be dispatched by the Coordinator when possible, in accordance with the Collective Agreement Journeyman to Apprentice ratio.**

- 3.3 Any job orders received from employers before 1:00 p.m. will be dispatched the following day. Only in cases of emergency can members be dispatched the same day as the order is received and then every effort must be made to contact the members by phone in rotation of their name on the out-of-work lists.
- 3.4 A nightly job information line will be maintained and kept as up to date as possible. The dispatcher will record all the information available on the job information line (604) 291 – 7531 or (604) 294 – 8317. The job information recording will also be maintained on the Lodge's website located at [www.boilermakers359.org](http://www.boilermakers359.org)
- 3.5 The term "available for work" shall apply to those members who have registered with the Dispatch Office via the Lodge's "Posting Line" and are willing and capable of accepting a dispatch to any job within the scope of Lodge 359's jurisdiction. Once a member has been layed off from his/her employer, he or she shall not proceed to their next job without clearing his/her name (as is the case of a name request) or by being contacted by the Lodge Dispatcher.
- 3.6 If a member has been on the out-of-work list for an extended period of time, and the Union has repeatedly tried to contact him/her for available work with no success, the Union may, at the Business Managers discretion, serve him/her with written notice via registered mail (to last known address), that his/her name will be "**tagged out**" until such time the member contacts the Business Manager to explain why he/she is not actively seeking work.
- 3.7 Any member Journeyman shall have his/her choice of jobs, provided he/she has the proper qualifications required. **Note; Article 3.2 will apply to the order of dispatch.**
- 3.8 All fines, monthly dues, field dues, and assessments shall be paid before a member is placed for work.

- 3.9 It shall be mandatory upon all members who voluntarily accept a job to report for work at the time and place designated. Failure to comply without a reasonable excuse shall cause the member to be liable to a fine of not less than one hundred dollars (\$100.00). Members will be notified by registered mail of the assessed fine to their last known address. The members name will then be removed from the out-of-work list and the member shall be responsible to repost his/her name during regular office posting hours once the assessed fine has been paid.
- 3.10 When a member is dispatched to a job and that member earns less than 40 paid hours, the member may post his/her name as "Under 40". When a member posts his/her name as "Under 40" he/she will retain their previous board position on the out-of-work list.
- 3.11 When a member is dispatched to a job, and that job is scheduled to work for 40 or more paid hours, and the member has the opportunity to work those hours but misses shifts or comes to work late thereby making the paid hours under 40, he/she shall post as if he/she worked the 40 paid hours. Furthermore any member who knowingly posts as "Under 40" and is not qualified to do so, shall cause the member to be liable to a fine of not less than one hundred dollars (\$100.00). Members will be notified by registered mail of the assessed fine to their last known address. The members name will then be removed from the out-of-work list and the member shall be responsible to repost his/her name during regular office posting hours once the assessed fine has been paid.
- 3.12 Any member who posts his/her name on the out-of-work list and has not been terminated, quit, layed off from his/her last employer shall cause the member to be liable to a fine of not less than one hundred dollars (\$100.00). Members will be notified by registered mail of the assessed fine to their last known address. The members name will then be removed from the out-of-work list and the member shall be responsible to repost his/her name during regular office posting hours once the assessed fine has been paid.
- 3.13 **RECALL** – Members may be recalled to employers after being layed off within a 21 day time period only. The Dispatcher must refer to the original dispatch list and recall those members in order of classification and sequence in which they were originally dispatched. Member criteria are as follows;
- (a) Member must be posted.
  - (b) Member must have not taken another job.
  - (c) Member must not have a "Tag" on his/her name at time of recall.
  - (d) Job Steward recalled first in their classification.
  - (e) Recalled as per original dispatch order.
  - (f) Recall to original shift only as per original dispatch order.
  - (g) Member must be contacted to be able to accept the recall.
  - (h) Contractor is responsible to call "name requests" at their discretion.
  - (i) Name Requested members must clear their names.

**Special note as follows;**

**Hours worked when recalled to a job will be added to hours worked on the original job dispatch regarding posting "Under 40". Board position is lost when forty (40) paid hours are reached. Once a job is completed or all Boilermaker crews are layed off, recall will no longer apply, unless otherwise approved by the Lodge Business Manager.**

- 4.1 No member shall proceed to any job coming within the scope of the construction and or maintenance and repair agreements without having cleared with the Dispatch Office. Failure to do so shall cause the member to be liable to a fine of not less than one hundred dollars (\$100.00).
- 4.2 Any member who is fired or quits his/her last job must be on the out-of-work list for fourteen days (14) to be eligible for a name request, unless otherwise approved by the Business Manager.
- 5.1 Any member working within the jurisdiction of Lodge 359 who leaves the job without paying outstanding bills for accommodations, phone bills, other debts, or has caused damage to the accommodation, shall make full restitution to the satisfaction of the Business Manager or his designate before being dispatched to his/her next job.
- 6.1 Any member who is summoned to appear before the Business Manager and or the Lodge Executive Board via registered mail which has been accepted on his/her behalf for a hearing, and fails to appear without a reasonable excuse acceptable to the Business Manager and or Local Lodge President shall;
  - (a) Have his/her name removed from the out-of-work list.
  - (b) If he/she is working, upon completion of their job will not be able to post on the out-of-work list.

The above member will not be dispatched until he/she has appeared before the Business Manager/President/Lodge Executive Board.

- 6.2 Any member employed in the capacity above the rank of Journeyperson (such as Foreman, General Foreman etc.) shall refrain from working with the tools, except to the extent necessary to instruct or inspect the employees work, bearing in mind that safety is everyone's responsibility. Failure to comply shall cause the member to be liable to a fine of not less than one hundred dollars (\$100.00).
- 7.1 When a member of Lodge 359 requests a Travel Card within the provisions of the International Constitution, he/she shall have his/her name remain on the out of work list as a tagged Travel Card. It shall be further understood that no member shall be dispatched by the Lodge while in possession of a Travel Card.
- 8.1 All fines which are assessed under the "**Dispatch, Work Rules and Procedures**" will be under recommendation and review of the Lodge Executive board and imposed by the Lodge Business Manager. Any member who has been assessed a fine, may, within fifteen (15) days of receipt of such fine, make an appeal in writing, to the Lodge Executive Board for a hearing to review the fine.