

LOCAL 2300  
HIRING REGULATIONS AND DISPATCH SYSTEM  
DECEMBER, 1998

1. All dispatching will be done by the Local 2300 office under direction of the union hiring committee.
2. No member will report to a job without a signed dispatch.
3. Calls will be made during office hours.  
It is the Members Responsibility to check on the office hours.  
It is the Member Responsibility to be available for the call.  
If a spouse has been given permission to accept or reject a call, it is the Members Responsibility to notify the office by letter of such an arrangement and so note on the members card.  
All members must state their qualifications by filling out a printed card.
4. The dispatcher will keep records of all persons called, jobs refused or accepted and the number of times jobs were refused. Three (3) consecutive refusals and member moves to the bottom of the board.
5. After four (4) unable to reach a member via telephone, a registered letter will be sent requesting work status to be returned within (10) days. Failure to do so, will result in moving to the unavailable for dispatch board. After a person has received 3 registered letters they will be moved to the bottom of the call-out board.
6. Unemployed members will be dispatched in rotation IF QUALIFIED. (Name requests excepted, who will be dispatched as per agreement). Their cards are then immediately tagged on the board and then moved to the working board after ten (10) working days.
7. A member may work ten (10) days and retain their position on the board. On the eleventh (11) day the member will either be put on the bottom of the list or on the working board.
8. The duration of the job will be taken from the first day of work to the day the job is reported finished by the member. It is the Member's Responsibility to report to the office any change in the job status. Names will appear on the hiring board and recorded the day the member reports into the office.
9. A member may work three (3) short term jobs and retain his position on the unemployed board. For scaffolding only: original dispatch for erection and recall for dismantle will count as one (1) call. Must comply with Section 7.
10. A member quitting or requesting a layoff without just cause within the ten (10) day term will be moved to the bottom of the list.

## HIRING RULES

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11. Members will be dispatched if more than three (3) months in arrears provided that such arrears are paid at time of dispatch.
12. No member is allowed to solicit their own work with Union Certified Contractors.
13. Members clearing in from other locals will be required to go on the "Third List" as stated in the Kootenay District Bylaws.
14. It shall be the sole responsibility of the hiring committee to administer the working and non-working boards.
15. All applications for membership will be dealt with by the hiring committee.
16. The hiring committee in conjunction with the apprenticeship trustee will select qualified persons for apprenticeships.
17. These hiring rules may be amended by the hiring committee as deemed necessary. The amendments must be re-affirmed at a special called meeting of Local 2300.
18. The hiring committee has the right to assess fines and penalties for violations of these hiring regulations.
19. All disputes arising from the hiring regulations shall be brought to the hiring committee in writing. The hiring committee's decision will be final

## QUALIFICATIONS

ACOUSTICS _____	AIR BRAKES _____
ARBORITE APPLICATOR _____	EQUIPMENT OPERATOR _____
DOOR HANGER _____	SPECIAL DRIVERS LICENCE _____
OCCUPATIONAL FIRST AID _____	LATHER _____
SUSP. CEILINGS _____	SCAFFOLDING _____
FINISHER _____	SIDING - WOOD _____
FIXTURE PLACING _____	- VINYL _____
FOREMAN _____	STEEL STUDS _____
FRAMING _____	STUCCO WIRE _____
INSULATOR _____	CERTIFIED SURVEYOR _____
JOB STEWARD _____	TAPER & DRYWALL _____
LAYOUT _____	W.H.M.I.S. _____
MOVABLE WALLS _____	WELDING - TICKETED _____
RIGGING (TICKETED) _____	OTHER TICKETED TRADE _____
BRICK LAYER (TICKETED) _____	HELPER/MATERIAL HANDLER _____

Please state your occupational first aid ticket Level \_\_\_\_\_

Please state your other ticketed trade and TQ# \_\_\_\_\_

Please state your specific drivers' licence \_\_\_\_\_

Please state what equipment you have a licence to operate:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please state Welding Ticket \_\_\_\_\_

NAME:

ADDRESS:

PHONE:

SOCIAL INSURANCE NUMBER:

TQ NUMBER:

INTERPROVINCIAL NUMBER: