

Dispatch Procedures

1. Dispatching rules, out of work list, and Dispatch Committee member's names with Dispatch Committee email address to be posted in the dispatch office, as well as in the member's portal of the Ironworkers Local 721 website. The dispatch office will be open [from 7a.m. to 2:30p.m. Monday](#) to Friday, excluding holidays.
2. The Dispatcher is the only individual authorized to sign dispatch slips, or the Business Agent performing dispatching, in the dispatch office, during the absence of the Dispatcher.
3. During off hours a Business Agent may fill requests for five (5) or less workers. Immediate notification shall be made from the Business Agent to the Dispatcher, via email, of all such actions.
4. All members and travel cards must secure a referral slip from the Dispatcher before commencing work within local 721's jurisdiction. A physical or electronic copy of this referral slip must be made available to the Job Steward upon request.
5. All requests are to be verified by the Dispatcher, and to be clearly marked "request" on the dispatch slip.
6. The number and type of travel cards will be decided by the Business Manager and a separate list shall be maintained for Travel Cards. The term of employment will be determined on a case by case basis by the Business Manager. The dispatcher may perform these functions on the assignment of the Business Manager. The Dispatcher will ensure the worker has paid travel service dues and clearance card fees for the approved tenure of their employment
7. A member accepting a job of short duration (forty (40) hours or less) will not lose their position on the out of work list.
8. A minimum of five (5) members in good standing will be appointed as a Dispatch Committee to investigate all issues arising from dispatching. A member holding office or a paid position (with the exception of the Dispatcher) may participate in Dispatch Committee meetings but will not vote on committee matters.
9. The Dispatcher shall be personally responsible for all referral slips. They must be available for inspection by the Dispatch Committee, or the Executive Board, upon request. The number on each dispatch slip must be entered on the file of the individual receiving the referral.

10. No request will be honoured for any member currently employed.
11. A member must be in good standing, outfitted for work, and fit for duty to receive a dispatching slip.
12. All jobs dispatched to be posted with the member's name, request or other, date, and company name.
13. Consideration will be made to those who require accommodation on an individual basis. All decisions will be reviewed by the Dispatch Committee.
14. Any member on the out of work list must check in with dispatch every ninety (90) days to retain their spot on the list. Failure to check in, without just cause, will result in removal from the list. The Dispatch Committee will review all removals.
15. Any member who accepts a referral, and does not honour it, will lose their spot on the list and be brought before the Dispatch Committee.
16. A member may be referred to the Executive Board by the Dispatch Committee for disciplinary action.
17. It is the right of any member to request a meeting with the Dispatch Committee to dispute any concerns or issues related to dispatch.