

ADMINISTRATIVE RULES FOR DISPATCH IBEW LOCAL UNION 1547

"The handling of jobs for unemployed members shall be under the full supervision and direction of the Business Manager. The Business Manager shall devise such means as are considered practical and fair in the distribution of available jobs to qualified members. Members shall not violate such established rules or plans." Local Union 1547 Bylaws - Article XIV, Section 10.

The Business Manager is responsible to fill calls in a timely manner as needed by Employers. This means in an emergency, referral may have to be made outside normal business hours using whatever means are available to fill calls and place registrants. Applicants should therefore keep a valid contact phone number current with the Local Union dispatch office.

Except as specifically addressed within the terms of a collective bargaining agreement, these rules shall apply for all applicants. Applicants seeking work must be available, except as noted herein, either at a designated local telephone in the referring Unit or at the dispatch hall in person during dispatch hours.

Dispatch Office Hours: 8:00 a.m. to 5:00 p.m.

Referral Hours: New jobs - calling starts at 9:00 a.m. each day until all jobs are filled.

Registration Hours:

Construction: 8:00 a.m. - 5:00 p.m.

All others: 8:00 a.m. - 5:00 p.m.

Re-sign Schedule: Days the Hall is open between and including the 10th through the 16th each month. 8:00 a.m. until 5:00 p.m.

I. BOOK STATUS

- 1) The Books recognized and used by Local Union 1547 are:
 - Journeyman Wireman (includes Residential)
 - Journeyman Lineman
 - Journeyman Substation Technician
 - Journeyman Tree Trimmer and Shredder
 - Journeyman Telecommunications Technician Inside (Includes Electronics Tech)
 - Journeyman Telecommunications Technician Outside
 - Equipment Operator (Outside Only)
 - Clerical and Administrative
 - Non-NECA (All other classifications)
- 2) Criteria for Book Status is determined by the terms of a NECA/IBEW Collective Bargaining Agreement (CBA), another Local 1547 and Employer Agreement, or by these rules. When in conflict with these rules, the language of an agreement prevails.
- 3) Any applicant may challenge another applicant's book status by completing a challenge (Appeal Form) in writing and presenting same to the Dispatch Office of the challenged applicant. The same form is used for any ruling an applicant feels is contrary to the dispatching rules of the Local or International Union. If the CBA does not contain a dispatch appeal procedure, dispatch challenges will be decided by an Appeals Committee consisting of the Business Manager, President, and the applicable Unit Committee Chair on an expedited basis. The Appeals Committee is authorized to issue procedural rules for the conduct of its business and shall have the power to make a final and binding decision on any such challenge.

- 4) Prior to registering on the out-of-work list, all construction applicants, applicants in tested classifications, and travelers, shall provide a list of all other Locals where he or she is currently registered on an out of work list and present to the dispatch office, as is applicable to their classification, the following:
 - a) Government issued photo identification.
 - b) A current dues receipt and a current letter from their home local union showing their classification, test date or completion of apprenticeship date, and a statement that the applicant is in good standing. Current dues, means paid through the date of registration. Current letter, means dated within ninety (90) days of the date registration is made.
 - c) Proof of unemployment. No construction applicant may work in this jurisdiction while remaining on another IBEW out of work list or remain on this out of work list while employed anywhere nationwide in construction classifications traditionally covered by an NECA/IBEW agreement or an IBEW agreement, and locally in classifications covered in any Local 1547 agreement except as provided elsewhere in these rules.
 - d) An Alaska state certificate of fitness, when required by law. It is not required for signing purposes but must be presented prior to receiving a Dispatch. Jobs remaining unfilled that require a certificate of fitness for which applicants are available but have not yet tested for and received a certificate of fitness will be dispatched provided the employer, through NECA, requests same in writing to the Local Union.
 - e) Applicants on the clerical administrative books may be employed outside of IBEW representation without having to remove their name from the out of work list.
- 4) Construction Classifications - Book status is determined by the appropriate NECA/IBEW collective bargaining agreement for construction classifications. Documentation for status must be reviewed and approved by the Local Union representative. The representative will be identified to the applicant by the Dispatch Office.
 - a) An applicant petitioning to sign Book I or III for the first time shall be required to prove residency in Alaska.
 - b) The one-year requirement listed in the NECA Agreement requires proof that during the appropriate period the applicant worked and received pay for a minimum of 2,080 hours.
 - c) Registering on Book IV requires the applicant demonstrate at least one year's experience (defined as 2080 documented hours of employment) in the classification to the satisfaction of the appropriate business representative.
 - d) Equipment operators will be evaluated by the appropriate business representative for Book placement and placed on the highest Book for which residency and hours of experience allows.
- 5) All classifications for which no test exists shall be determined by the following:

Book 1 - The applicant is a resident of the State of Alaska as determined by the Local Union's residency criteria (available upon request) and has worked either 2080 hours within the immediate preceding four (4) years or 1040 hours within the preceding three (3) years under the terms of an agreement (Local Union 1547) within a classification covered by the Book.

Book 1A – The applicant meets the requirements for Book 1, has elected to sign a local hire Book, and is a resident of the immediate job area as provided in Section III(1)(a)(ii) below.

Book 1B - The applicant meets the requirements for Book 1, is a resident of the immediate dispatch area, and has not signed a local hire book (Book 1A). Immediate dispatch areas are as follows:

Area 1 - Anchorage: North of the sixty-third (63rd) parallel and west of the one hundred forty-first (141st) degree west longitude.

Area 2 - Fairbanks: South of the sixty-third (63rd) parallel and west of the one hundred forty-first (141st) degree west longitude and extending southeast to include Yakutat.

Area 3 - Juneau: East of the one hundred forty-first (141st) degree west longitude and north of the fifty-seventh (57th) parallel, including all of Baranof Island and excluding all of Kupreanof Island.

Area 4 - Ketchikan: East of the one hundred forty-first (141st) degree west longitude and south of the fifty-seventh (57th) parallel, including all of Kupreanof Island and excluding all of Baranof Island.

Book 1C - The applicant meets the requirements for Book 1 but is not a resident of the immediate job area or immediate dispatch area.

Book 1D – The applicant has previously established Book 1 status in IBEW Local 1547 and has not established Book 1 status in any other IBEW Local Union.

Book 2 - All other applicants with experience within a classification covered by the relevant collective bargaining agreement.

II. REGISTRATION AND RE-SIGN

- 1) Except as elsewhere permitted by these rules or by the term of an IBEW Local 1547 collectively bargained agreement, an applicant may only sign the out of work list in the Unit of residence. Non-Alaska residents shall sign the out of work list in the Unit where they seek work and temporarily reside. When registering on the out-of-work list, the applicant's date and time (hour and minute) of signing will be recorded in the computer.
- 2) An applicant may register in, and be active on, only one book at a time (and the short call book if applicable) and on the highest priority list for which the applicant requests and is qualified to sign. Qualifications are determined under the terms of an agreement (Local Union 1547) or, if not addressed therein, by these rules.
- 3) **Annual Re-sign.** Once each year during the re-sign period between December 10th and 20th all applicants seeking work must re-sign in-person, or alternatively, if the applicant lives more than 25 miles from the Unit offices where they reside, re-sign by calling Dispatch in that Unit during normal working hours from the telephone number provided at the time registered. Failure to do so shall result in the applicant's registration being dropped.
- 4) At all other times any applicant may re-sign in person; or by telephone in the same manner and as allowed by Annual Re-sign; or by facsimile to (907) 777-7268; or by e-mail to re-sign@ibew1547.org; or by US Mail to Dispatch, IBEW Local Union 1547, 3333 Denali Street Suite 200, Anchorage, Alaska 99503. All re-signs including US Mail must be "received" by the close of business on the last work day during the re-sign period to be valid. The Local does not recommend US Mail as a reliable means of re-signing.
- 5) Re-signs made that are other than in person or as permitted by telephone must contain the following Information: Name, Address, Home Local Union #, and IBEW Membership #. If an applicant is not a member of the IBEW, a government issued identification card, such as a driver's license, will suffice. The applicant must include a photocopy of the ID with the re-sign for it to be valid.

III. The Referral Process

There are established four distinct referral Units for Local 1547 per the Bylaws Article XIII, Section 11, and as dispatch points under the NECA/IBEW Agreements. Construction dispatching, and support classifications as are applicable, shall be conducted as follows:

1) Referral Process - Indefinite Calls:

- a) When a job call comes to the Unit, the receiving unit will first exhaust the local hire preferential book, Book 1A, if applicable.
 - i) Local hire preferences are applicable only to applicants on Book IA and only for residents of the immediate job area defined below.
 - ii) "Immediate job area resident" is defined by the applicable Agreement. If the Agreement does not contain a definition, "immediate job area resident" is defined as "a person who has maintained their permanent home within twenty-five miles of the job or shop for a period of not less than thirty (30) days." Such applicants seeking preferential hire may specify their locality behind their name and will be given job area preferential hire only after proof of residency exceeding 30 calendar days has been provided. Proof of residency consists of at least one document from each of the following two categories:
 - signed lease agreement, property title, property tax records, mortgage statement, or utility statement from the previous month showing an address in the immediate job area AND
 - current PFD application, current voter registration, or current driver's license showing an address in the immediate job area.
 - iii) An applicant's status (1A to 1B) may be changed by registering at the bottom of the out-of-work list.
- b) For calls with a Book 1A local hire preference, the call will first be offered to applicants on Book 1A in the immediate job area. The call will then be offered to all applicants in the receiving unit (both Book 1A and Book 1B) based on out-of-work date. For calls with no local hire preference (Anchorage, Mat Su Valley, Fairbanks, Juneau, and Ketchikan), calls will first be offered to applicants on Book 1B and then to applicants on Book 1A in the receiving unit based on out-of-work date.
- c) If the receiving unit's Books 1A and 1B are exhausted, the call will be sent statewide (Book 1C) by the receiving unit. The applicant with the oldest out-of-work date, statewide, will be offered the call regardless of the unit in which s/he resides.
- d) If the receiving unit's Book 1C is exhausted, the call will next be offered to Book 1D by the receiving unit when such a Book exists. The applicant with the oldest out-of-work date in the Unit on Book 1D will be offered the call.
- e) If the receiving unit's Book 1D is exhausted, the call will be sent statewide (Book 1D) by the receiving unit. The applicant with the oldest out-of-work date, statewide, will be offered the call regardless of the unit in which s/he resides.
- f) This process will continue through Books II, III, and IV, if applicable. (For example, Book II in the receiving Unit, then Book II statewide; Book III in the receiving Unit, Book III statewide, etc.) There is no local hire preference for any Book except Book IA.
- g) On the afternoon of the day of dispatch an applicant is required to report to the Union Hall, complete the dispatch paperwork, and report to the Employer's designated location unless other arrangements have been made with the approval of Dispatch and the Employer. Failure to do so constitutes rejection of a call and the penalty of a "quit." Another applicant will be dispatched and the first applicant rolled from the list.

2) Referral Process - Short Calls

- a) Short calls are as defined in the applicable agreement and shall be offered in the same manner as a long call but from the list of applicants registered on the short call book. There is no requirement that an applicant sign the long call list and the short call list, or vice-versa. Short calls with room and board or per-diem shall go in order and statewide while all other short calls may be offered exclusively within the Unit at the discretion of the Local Union's authorized Unit representative and subject to the needs of the Employer.
- b) Applicants on a short call will retain their place on the long call out-of-work list and their status will move as though they were not working. Such applicant will be unavailable for an indefinite call until the applicant has re-signed the Book after release from the short call in accord with the appropriate CBA.

3) Referral Process - Specialty:

- a) Welding Calls - To be eligible for a welding call, an applicant must be currently certified, have proof of certification, or have successfully completed a dispatched welding job in the previous two years. Certification will be considered current if it was current when the applicant signed the books. An applicant that takes a welding call and fails the Employer's welding examination shall be charged a short call.
 - b) Wireman Equipment Operator - When the wireman with equipment operator skills list is exhausted or no applicants are available suitable to the employer request, the call will be placed in an "open" status and any qualified applicant will be dispatched. Except as allowed by trade jurisdiction such applicants shall perform no other labor except the operation and maintenance of the equipment and the Dispatch form shall be noted as "Untested Technician - No Certificate of Fitness" as is appropriate.
 - c) Other Specialty Calls - When no applicant from within the classification requested are available suitable to the Employer request, the Call will be placed in "open" status and any qualified applicant will be dispatched. Except as allowed by trade Jurisdiction such applicants shall perform no other labor except the specialty requested and the Dispatch form shall be noted as "Specialty Call/Untested Technician - No Certificate of Fitness" as is appropriate. When the need for the specialty has finished any out-of-classification applicants employed shall be terminated - end of job, and returned to the out-of-work list unless otherwise specified by a collective bargaining agreement.
- 4) Referral Process - Open Calls: Calls for which no qualified and/or acceptable applicant has been found shall be deemed "Open" and the first applicant that claims the qualifications shall be dispatched, regardless of Book Status. Applicants that normally register on the list by phone may claim the referral by phone. All others must appear in person to claim the referral.

IV. Penalty Rules

- 1) Applicants receiving a job call from the dispatcher shall immediately indicate their acceptance or rejection of the work call at that time. An applicant who accepts a call for a job, either by telephone or in person, and later refuses the call or fails to respond to the call conditions will be dropped from the out-of-work lists and must register for future work opportunity.
- 2) Applicants who quit or who are fired from any job will be removed from all out-of-work lists and must register for further work opportunity. Reinstatement may occur pending an investigation by the local union and a decision that the termination was unjustified.
- 3) Jobs for which the information provided to the applicant is different from what the employer stated on its job request (or as represented by Dispatch) will not be treated as a quit and the applicant will be restored to the position held prior to dispatch provided the applicant reports back to dispatch before working and within one business day.

- 4) An applicant on an indefinite call terminated within a two-week period by reduction in force or end of job will be reinstated on the indefinite out-of-work list. The job will be treated as a short call and the applicant shall register on the bottom of the short call list.
- 5) An Appeals Committee is established under the terms of the Inside and Outside NECA Agreements and is adopted for the adjudication of any complaints with respect to administration of these rules regarding NECA calls.
- 6) Pursuant to the mandate of the International President, an applicant discharged for cause twice in a twelve month period shall be suspended from future referral privileges under the NECA/IBEW Agreements until they appear before the Appeals Committee for a determination as to their continued eligibility for referral.

V. Special Circumstances

Unless covered by the terms of a NECA/IBEW Agreement or another IBEW 1547 Agreement, whether employed or on the out-of-work list, applicants must sign out through the Dispatch Office in the same manner that they re-sign before these special circumstances occur to have such time recognized as authorized leave under these rules.

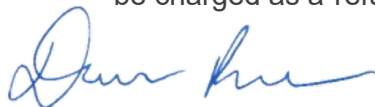
- 1) Applicants in the special circumstances listed below are subject to the following rules:
 - a) Vacation - Applicants that have worked at least one short call in the previous six months prior to the date of vacation may remain on the out-of-work list while on vacation for up to sixty (60) consecutive or total calendar days in a twelve month period. Should this vacation period cover the annual re-sign period the applicant must re-sign in person (Rule II.3) during the next re-sign period after vacation is completed.
 - b) Jury Duty - Applicants that miss re-sign as a result of jury duty shall be re-instated to their prior position upon proof that such duty occurred. Applicants on jury duty shall move up the out-of-work list but will not be considered available for work calls.
 - c) Military Duty - Upon presentation of "Orders" applicants called to active duty or military service shall not be required to re-sign until such time as released from duty. Such applicant shall not be available for any jobs until released from duty. Upon release from duty the applicant must notify the Dispatch office within two weeks or prior to the end of the next re-sign period, whichever is later, or be dropped from the rolls. Applicants on military duty shall move up the out-of-work list but will not be considered available for work calls.
 - d) Medical Issues - An applicant unable to re-sign due to medical issues will be restored to the position held when rolled provided written verification from an attending physician is given to Dispatch. Applicants on medical leave shall move up the out-of-work list but will not be considered available for work calls.
 - e) Lack of Work - Unless allowed under the terms of an Agreement, applicants employed on a job and not reported as working for a period in excess of thirty (30) calendar days shall be considered as terminated and shall be required to sign the out-of-work list before returning to work for the same contractor.
 - f) Working Under Scale - Applicants working under scale shall be defined as working for less than any and all contract hourly wage and fringe benefit rates per the NECA construction Agreement for their classification. Such Applicants will be exempt from monthly re-sign requirements and shall move up the out-of-work list but will not be considered available for work calls for a period not to exceed six (6) months. This provision does not apply to Applicants dispatched to a utility or a public employer.

- 2) Union Business - An applicant assigned to a position for the local union, working on behalf of any of our Trusts, or in attendance at an approved training course, convention, or other IBEW sponsored function that renders the applicant unavailable for work shall retain position on the out-of-work list and advance as though registered, re-signed and available for work. All applicants who become full-time employees of the local union or one of the trusts in which the union is a participant will have their hours worked in those jobs count toward Book I status.

VI. Three Refusal Roll

Pursuant to the Policies of the International Office, Local 1547 shall adopt a three refusal system whenever 20% of the active members of the classification are registered on the out of work list for more than three (3) registration periods; and jobs for an employer that has not rejected an applicant remain unfilled for more than one week. When the registration list of active members fall back to less than 20% of the active members of the classification for more than three (3) registration periods the refusal system shall suspend.

- 1) In the event a refusal system is implemented, the following shall apply. The Local shall post a notice on a bulletin board dedicated for such notices at the four Unit dispatch points and mail to every member on the affected registration list a letter to the last known address of the member that such a system shall take effect on the first day of the month following the date of the letter.
- a) Only one refusal per day shall be charged any applicant.
 - b) After three refusals, applicants are dropped from the out-of-work list and must re-register to be available for future calls.
 - c) Applicants not available for a job offer during referral hours (either in-person or by phone) shall be considered as refusing a job and charged.
 - d) Only one call will be made to each applicant each dispatch day unless the telephone line is busy. The dispatch office will make up to three (3) attempts to busy phones while continuing to pursue the list. After three attempts a refusal will be charged. A call filled after a busy signal shall not be offered to the "busy" phone applicant and the applicant will be charged a refusal.
 - e) The dispatcher shall attempt to notify the applicant when three refusals have been reached by telling the applicant at the time of the third refusal (or leaving a voice message if the applicant has such a mechanism) that the applicant shall be dropped.
 - f) Exceptions to the refusal system are as follows:
 - i. Jobs for which the information provided to the applicant is different from what the employer stated on its job request will not be charged against an applicant as a "hickey" or as a quit/refusal.
 - ii. Jobs declined that are more than 25 one-way road miles from an applicant's home will not be charged as a refusal.
 - iii. Jobs declined that require an applicant to be away from home for longer than two weeks will not be charged as a refusal.
 - iv. Jobs declined which require an applicant to commute to a different Unit within the Local will not be charged as a refusal.



Dave Reaves, Business Manager/Financial Secretary

December 30, 2020

Date