

GENERAL RULES OF DISPATCH

1. Any abuse of the dispatcher by a member will lead to severe discipline of the member.
2. Anyone seeking dispatch while under the influence of drugs or liquor, or smelling of liquor, should not seek work. They shall also be subject to disciplinary action.
3. The dispatcher will ensure that all members are dispatched in a fair manner.
4. To be added to the Dispatch list please follow these instructions:
 - a. Please dial 604-525-7277 between 1800 (6:00 p.m.) of the previous day and 0600 hrs of the day you are looking for work. *Example: If you are looking for work on Monday, you would phone in after 6:00 p.m. (1800 hrs) on Sunday up until 6:00 a.m. (0600 hrs) on Monday to make yourself available for work on Monday.*
 - b. An automated voice message will answer and say, "Welcome to the Teamsters Local 31 automated dispatch."
 - c. You will be requested to enter your social insurance number followed by the number key (#). Please note your SIN is secure and this is the means that the Union uses to identify each member. This information is already in our database.
 - d. You will be requested to enter only one ten digit phone number where you can be reached at for dispatch.
 - e. The automated system will confirm the information you entered.
 - f. You will be informed that you are successfully registered.
 - g. You must call in every day that you are seeking work, Monday through Friday. Those that call in Friday will be held Saturday and until 1800 hrs Sunday of each week. On statutory holidays you must still call in every day to be added to the list.
5. When booking back onto the list, it must be after the completion of your last shift. For those members who work the graveyard shift, 2400-0800 hrs please call 604-527-2705 and request to be added to the list if you want to make yourself available for work on the afternoon shift. If not, just call in again after 1800 hrs to be added to the dispatch list for the following day.
6. There will be **no refusal** of work. If you refuse work, you will be taken off the list, and may be subjected to suspension and/or permanent removal.
7. Any member failing to report to a dispatched job, barring exceptional circumstances as determined by the dispatcher, shall immediately be suspended from the dispatch hall for thirty (30) calendar days. A second offense will result in an indefinite suspension and/or permanent removal from the dispatch list. Not reporting to a dispatched job, walking off the job, or trading a dispatch, will not be tolerated. A member doing so will not be dispatched again until authorized by the officer in charge.
8. Any member who has been banned from working at three (3) companies will no longer be dispatched, and a withdrawal card may be issued.
9. Members must have their dues paid-up prior to the month they are being dispatched. Anyone who works three days or who has been dispatched three times are **required to pay monthly dues of \$20.00**. Please insure that you have a paid-up dues receipt in your possession. (*Shop stewards will be requesting to see your receipt.*) This will also apply to those who are working out of dispatch on the rand formula.
10. A member must have a high visibility vest and work boots before they are dispatched. They must also wear appropriate clothing for the work to be performed, i.e., no muscle

shirts, shorts, sweat pants, inappropriate logos or words on clothing, and warm enough clothing.

11. Any member who by-passes the dispatch hall will be removed from the job forthwith. First offense will result in a suspension of thirty (30) calendar days and a second offense will be subject to discipline by the Local 31 Executive Board.
12. An employer is allowed to name-request a member under the following conditions:
 - (a) The person must be requested through the Local 31 dispatcher and not be contacted directly by the company;
 - (b) The person requested must be a union member.
13. The Dispatcher will call by phone for dispatches.
14. A member must be available to be dispatched from 0630 to 1600 hrs. If a member does not answer his/her phone when the Dispatcher calls, it may result in a suspension. A member will be called only once for dispatch. If no contact is made, he/she will be off the dispatch list for that day. If this occurs four (4) times in the week, the member is taken off the dispatch list for one week and may further result in a longer or permanent suspension.