International Brotherhood of Electrical Workers • Local 46
19802 62nd Ave S, Suite 105 • Kent, WA 98032
253-395-6500 (voice) • 253-872-7059 (fax)
www.ibew46.org

ONLINE DISPATCH GUIDELINES DURING TEMPORARY COVID-19 EMERGENCY

Out of safety and concern for members and staff during the COVID-19 Emergency, IBEW Local 46 is going to a complete online dispatch. These Guidelines are in addition to the official IBEW Local 46 Referral Procedures and are effective March 21, 2020. **(UPDATED 7/9/20)**

DISPATCHING:

- All members that can bid online will follow the online dispatching process. When a member is dispatched, the dispatch will be emailed to the member and contractor. The members will report directly to the Employer.

- Any member unable to use online bidding due to book restrictions can email dispatch1@ibew46.com between 5:30pm-7:00am with your name, phone number, job classification and what job you would like to bid on (i.e. employer and job name). Those without internet may call in between the hours of 5:30pm-7:00am to **253-395-6530** and leave a message. You will need to leave your name, phone number, job classification and what job you would like to bid for (i.e. employer and job name). We will process the bids the same way as if it were an online bid or in person bid. Any emails or phone calls not received between the hours of 5:30pm-7:00am will not be considered for bid. You will be contacted via phone if you are dispatched. We will not contact you via phone or email if you are not dispatched.

- **NO CHECKMARKS WILL BE GIVEN WHILE THESE GUIDELINES ARE IN EFFECT.**

TERMINATION PROCESS:

- Employers are required to email or fax the termination slips to the dispatch office. Members will be required to send email confirmation to re-register or re-sign the out of work list to dispatch1@ibew46.com. If a member does not have access to email, they can drop off the signed termination slip or a letter stating they would like to be re-register or re-sign the out of work list by placing that information in the IBEW Local 46 mailbox in Kent or Silverdale.

- If a member is turned around, the employer will need to send in the "turn around form" through email or fax. The member needs to contact the dispatch office through email dispatch1@ibew46.com asking to be resigned. If the member does not have email access the request to be resigned with a letter stating, you would like to resign with your full name, card number, the date and drop off time and can be dropped off in the IBEW Local 46 mailbox in Kent or Silverdale.

MEMBERSHIP RE-SIGNING:

- All resigns can be done online through https://www.ibew46.net/members/jobref.dll/.

- If you do not currently have a Username/Password for the website that request can be sent to dispatch1@ibew46.com.

- If you do not have internet access, a written request to re-sign can be done with a letter stating you would like to resign with your full name, card number, the date and time of drop off. This letter would need to either be faxed **253-395-6539** or dropped off in the IBEW Local 46 mailbox in Kent or Silverdale.

- If you are signed on a Temporary Registration (Blue Card) Stockman or Installer, the resign can be done through emailing dispatch1@ibew46.com or dropping off a written re-sign with your name, red registration number, date and time in the IBEW Local 46 mailbox in Kent or Silverdale.

NEW MEMBER SIGN UP EFFECTIVE 6/22/20 (i.e. Installer, Stockman or Light Fixture Maintenance):

- All new entry level (Installer, Stockman or Light Fixture Maintenance) will call dispatch 253-395-6530 to schedule a time for temporary registration and explanation of dispatch process.

- The times available will be Tuesday and Thursday from 10:00am-2:00pm. You must call and schedule a time. Walk-in's will not be accepted. Appointment's will be 15 minutes.

- A mask, temperature check and health questionnaire will be required for entry into IBEW Local 46's building. Only **ONE PERSON** will be allowed for entry (unless an interpreter is needed).

Sean L. Bagsby, Business Manager
and Financial Secretary