

NOTICE
Hiring Hall Rules
EMERGENCY AMENDMENTS
Effective March 23, 2020
Revised December 14, 2020

III. General Rules

A. Operation of the Hiring Hall

2. Hours of Operation – The Dispatch office is open from 8:30 a.m. until 5:00 p.m. Monday through Friday. Dispatch is closed for lunch from 12:00 p.m. until 1:00 p.m.

Temporary amendment:

Due to the unprecedented circumstances surrounding the outbreak of COVID-19, and with our commitment to our members, staff, and community, Local 48 will be operating with limited staff effective Monday March 23rd and will not be providing in-person services to those without an appointment. This will remain in effect until the Union determines it is appropriate to return to normal operations.

Please know that Local 48 will still be operating, including dispatching and assisting members as always during this difficult time, but it has become necessary to modify some of the Union's procedures. Per Article XIV of the Hiring Hall Rules, the Business Manager has determined that the COVID-19 outbreak qualifies as an emergency and 15-day notification of these changes is not required. The specifics of how dispatch and other services will continue are provided below in temporary amendments to the Hiring Hall Rules. Notification will be provided when the temporary amendments provided below are no longer in place.

Under these temporary amendments, references to “signing in from the job,” “signing the Book,” “signing the Out-of-Work List,” etc. will refer to the process specified in III.B.3.a.1. The temporary process for taking a call is provided in III.B.4.b.2. References to appearing in person, hand-delivering documents, etc. should not be considered to be available to registrants unless an appointment is made per these temporary amendments.

3. Hours of Dispatch – Registrants and individuals returning from a job may sign in from 8:30 a.m. until 9:00 a.m. Jobs will be dispatched beginning at 9:00 a.m. each business day.

Note: Registrants who successfully bid online should refer to Section II.B.4.a.3 of these rules. General business will take place after dispatch.

Temporary amendment:

The requirement to sign the Out-of-Work Lists in person has been temporarily waved, as long as the request and required documentation can be provided by alternative means. Local 48's office staff will provide confirmation when utilizing alternative means to sign an Out-of-Work List. Please see below for further information.

These processes will take additional time, so please be patient. Every effort will be made to begin the dispatch process prior to 11 a.m. each day.

B. Dispatch of Jobs

3. Signing the Book

a. Sign In

- 1) Initial Registration – Individuals who have not previously registered on the Out-of-Work List will need to provide information to the Dispatcher. The Dispatcher may ask for and consider available documentation to determine what Book the applicant is eligible to register on. The Dispatcher will allow the individual to register on the highest priority Book for which he or she is entitled.

Temporary amendment:

For individuals who are currently represented by IBEW Local 48, but have not yet signed an Out-of-Work List, or Travelers signing the Out-of-Work list for the first time, the documentation necessary to determine Book eligibility is to be emailed (dispatch@ibew48.com), faxed (503.251.9920), or mailed (Attention: Dispatch, IBEW Local 48, 15937 NE Airport Way, Portland, OR 97230) to the Union while the Union’s business office is closed. The same is true for registrants wishing to qualify for a higher priority Book.

Registrants with established Book status that need to sign an Out-of-Work List should not come to the Hall in order to do so, but should instead follow the process below that applies to their circumstances:

- 1) *If a registrant has been terminated from employment (given a reduction in force, quit, or terminated for cause) and that registrant is eligible to sign an Out-of-Work List per the Hiring Hall Rules, that registrant must provide the Dispatcher a copy of the termination slip and a written request that the Dispatcher “sign” that registrant in on the appropriate Out-of-Work List. Written notification may be provided by email, fax, or mail (please see contact information above), or by texting the Dispatcher at 503.799.4371. All written requests must contain the following: a clear request to be “signed in” and on what Out-of-Work List, the registrant’s full name, and the registrant’s card number or the last four (4) digits of the registrant’s social security number.*

Please note that this suspends the current requirement that a registrant come in within fourteen (14) days to preserve that registrant’s place on the Out-of-Work List. It is required that there be a written request to the Dispatcher that the registrant be signed in; if no written request is

provided, the Dispatcher will place the registrant on the appropriate Out-of-Work List per the normal Hiring Hall Rules, but that registrant will come off that Out-of-Work List after the fourteen (14) days if no written request is provided.

The Dispatcher may still verify termination with the Employer if a termination slip is not available, but the written request to have the Dispatcher “sign” the registrant in is still required in order for the registrant to maintain the assigned place on the appropriate Out-of-Work List.

- 2) If a registrant is not currently on any Out-of-Work List and has already provided the registrant’s most recent termination slip to the Dispatcher, that registrant must provide a written request to the Dispatcher that the Dispatcher “sign” the registrant in on the appropriate Out-of-Work List. Written notification may be provided by email, fax, or mail (please see contact information above), or by texting the Dispatcher at 503.799.4371. All written requests must contain the following: a clear request to be “signed in” and on what Out-of-Work List, the registrant’s full name, and the registrant’s card number or the last four (4) digits of the registrant’s social security number.*
- 3) For all sign-ins that are performed by the Dispatcher, confirmation of being signed in shall be provided by the Union in the same fashion the written request was made (email, fax, mail, or text).*

b. Special Rules

- 4) Taking Your Name off of One Book and Registering on Another – Any registrant on any Out-of-Work List is entitled to request that the Dispatcher remove his or her name from the List. (**Note:** Once such a request is made and the name is removed, a registrant may not change his or her mind and ask to be put back on.)

When a registrant is taken off one Out-of-Work List, he or she is eligible to register on any other Book in accordance with the general rules for initial sign-in.

Temporary amendment:

A registrant may still request that the Dispatcher remove the registrant’s name from an Out-of-Work List, but if that registrant wishes to register on another list for which that registrant is eligible, the registrant shall follow the appropriate procedure outlined under III.B.3.a.1-3.

4. Dispatch

b. Getting the Job

- 2) In Person – Take your dispatch and report to the Employer at the time and location on the dispatch slip.

Temporary Amendment:

Bidding on jobs in person will not occur in person while Local 48 has limited its business office to appointment only. Instead a registrant must either bid online (available to registrants on the Commercial/Industrial, CE, Sound & Communications, and Material Handler Out-of-Work Lists) per the standard procedures in the Hiring Hall Rules, or may bid by leaving the Dispatcher a phone message (503.251.8689) or via text message (503.799.4371) giving the registrant's full name, card number or the last four (4) digits of the registrant's social security number, phone number, and the specific call or calls that the registrant is bidding on (available to registrants on the Commercial/Industrial, CE, Sound & Communications, Residential, Material Handler, Electronic Control Panel Manufacturing, and Marine Out-of-Work Lists). If bidding on multiple calls, the registrant must specify the priority of the bids (1st choice, 2nd choice, etc.) If priority is not provided, the Dispatcher will award the registrant with the first job specified on the phone message.

The cut-off time for leaving a bid or bids via voicemail and/or text message is 9 a.m. on the day of dispatch. The Dispatcher will combine both online bids and bids placed by phone message and award jobs based on the registrant's placement on the Out-of-Work List as per the standard Hiring Hall Rules. If the registrant bid on a job or jobs via phone message, the Dispatcher will call those who were awarded jobs at the phone number left on the message. The successful registrant will be provided with the necessary information for appearing at the jobsite over the phone by the Dispatcher, and the Dispatcher will also send a copy of the dispatch slip and the authorization for withholding to the appropriate Employer.

FOR NEW MEMBERS AND/OR TRAVELERS ON THEIR FIRST JOB WITH LOCAL 48, the Dispatcher will call after you are dispatched to set up an appointment between 1:00 p.m. through 3 p.m. Monday through Friday to do the necessary paperwork for your Local 48 membership & benefits

Because registrants will not appear at the Hall to pick up dispatches, registrants must bring their photo ID, electrical license(s) and proof of any bona fide skills listed in the dispatch to the Employer. The Employer will be responsible for verifying the required documents and will provide copies of the following to the Dispatcher via email or fax: photo ID, electrical

license(s), proof of bona fide skills if applicable, and the signed copy of the authorization for withholding.

3) Online –

Temporary Amendment:

The process for bidding online remains the same, including the 9 a.m. cut-off time, but all references in this section to picking up a dispatch are temporarily not in effect. The Dispatcher will send a copy of the dispatch slip and the authorization for withholding to the appropriate Employer.

Because registrants will not appear at the Hall to pick up dispatches, registrants must bring their photo ID, electrical license(s) and proof of any bona fide skills listed in the dispatch to the Employer. The Employer will be responsible for verifying the required documents and will provide copies of the following to the Dispatcher via email or fax: photo ID, electrical license(s), proof of bona fide skills if applicable, and the signed copy of the authorization for withholding.

After the day's initial dispatch is completed, registrants may take unfilled calls by either emailing, calling or texting the Dispatcher per the requirements listed above.

Dispatch for the day will cease at 3 p.m. each day.

e. Dispatched but Not Hired – If you are dispatched but not hired you must:

- 1) Have the Employer sign the dispatch slip or send an email or fax to the Dispatcher stating that you were not hired.
- 2) Notify the Dispatcher of this fact on the day you were rejected, no later than 3:00 p.m. This notice may be in person, by fax (503.251.9920), by telephone (503.251.8689), or by email (dispatch@ibew48.com). If notice is other than in person, then you have the responsibility to give the Dispatcher the dispatch slip signed by the Employer the next time you are in dispatch. If you notify the Dispatcher that you were rejected on the day you were rejected, you will be eligible for dispatch the next day in the regular rotation. If you do not notify the Dispatcher of your rejection on the day you were rejected, you will be treated as returning from a job.

Temporary Amendment:

In-person notification of rejection is suspended while Local 48 has limited its business office to appointment only, but the other alternatives for notification remain available. The registrant may ask the employer to send the Dispatcher a copy of the signed dispatch slip via email (dispatch@ibew48.com) or fax (503.251.9920), or may take a picture of the signed dispatch slip and email or

text (503.799.4371) it to the Dispatcher if the registrant has the ability to do so. A registrant needs to remember to include the registrant's full name and the registrant's card number or the last four (4) digits of the registrant's social security number.

10. Re-sign

- a) Rules – All registrants must re-sign in person at least once per year. (No more than 366 days may pass from one re-sign before the registrant must come in to re-sign again.) Re-sign in one-year date, meaning if you sign on May 1, 2019, you must re-sign on or before May 1, 2020.

Temporary Amendment:

The requirement to re-sign in person is temporarily suspended. Instead, registrants must still meet the re-sign requirement, but may do so via email to the Dispatcher (dispatch@ibew48.com), via fax (503.251.9920), by phone (503.251.8689), or by text (503.799.4371). When it becomes active again, the Union will provide adequate notification for those needing to re-sign in person in order to maintain their status on the Out-of-Work List.

IBEW Local 48



Garth Bachman
Business Manager/Financial Secretary

Dated: December 14, 2020