

As many of you may be aware, Local 351 uses an online dispatch system. The dispatch link can be accessed through our web site www.ibew351.org by clicking on the REFERRAL tab and opening the "DISPATCH AND DUES" page. You will then be the IBEW Local 351 referral page where you will need to login.

Initial login: User name is your Card Number Password: Your last name and the last 4 digits of your SS# You will be prompted to change your password. Your new password must be a minimum of 8 characters and contain at least 2 numbers and is not case sensitive. Once these steps are complete you are going to see your Personal Info. Please verify your address, phone numbers and email to ensure they are correct. You will be responsible for keeping this information up to date. Be sure to click SAVE if you make any changes. Next, verify your skills, certifications and/or expiration dates are correct. If any are missing, call the union hall to have these items updated (documentation of certificate may be required).

Once you've completed the initial login, you will be able to view your complete work history and see your registration numbers on both long and short term books. Under the JOBS tab click the REGISTRATION button to view your position on the book. You may also **resign the book (required between the 10th and 16th of every month)** under this tab using the resign button at the top of the page. You will receive a confirmation email if you resign using this method. This button is only available between the 10th and the 16th. Resign can also be done in person, by fax or email. Additional information is available under the ANNOUNCEMENTS tab.

To bid on jobs you will be required to look under the JOBS tab of the referral site. Each classification has a long and short book which are viewed separately. Be sure to check both tabs nightly for available jobs. Available jobs will be posted each day at 5:00 PM Monday through Friday. Jobs posted on Friday can be viewed and bid on until 5:00 AM Monday. When you click either the long term or short term book you should then click SHOW DETAILS to view all available details about the job(s). To bid on a job, you must click the drop down menu that says "No Bid" or is blank and assign the job a priority number, "1" being the job you prefer. Any jobs you are not interested in should still show "No Bid" or be blank. You must click SUBMIT to record your bids in the system. You will receive an email confirming your bids were received. You may modify or remove bids through 5:00 AM the next business day. For those members without access to the internet, you may bid for work daily at the union hall between the hours of 7:00 AM and 7:30 AM.

All jobs will be dispatched by the referral agent beginning at 7:30 AM. You must be available to take a phone call to confirm you will take the job. If you do not answer, we will leave a voicemail (if available). If you do not return a call within 15 minutes, we will attempt to call again. If you do not answer the second call, we will move on to the next interested member. Anyone not receiving a job will receive an email communication stating the job was closed. You can then view the daily referral summary under the ANNOUNCEMENTS tab to see the highest actual book position who accepted each job. For any job listed as same day dispatch, you must arrive to the job before 9:00 AM to be paid for the whole day. If you arrive at the job after 9:00 AM, you will be paid for hours worked. Strikes will be implemented when a job is bid on and then refused for any reason. This includes turning down a job, not answering the phone, having a bad phone number, not having the skills requested for the job, etc. Any member who

receives 3 strikes will be moved to the back of the book. Strikes are not given for jobs not bid or if a member with a lower book number than you takes the job.

If you have any issues or concerns, please call the union hall and someone will be able to walk you through and help you with any issues.