



International Brotherhood of Electrical Workers • Local 46
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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 an online or optional in-person dispatch. These Guidelines are in addition to the official IBEW Local 46 Referral Procedures and are effective March 21, 2020. (UPDATED 6/14/21)

DISPATCHING:

- All members that can bid online will follow the online dispatching process or in-person dispatch is available for all members. When a member is dispatched, the dispatch will be emailed to the member and contractor (if you are bidding online). 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, (temp blue card number if available) and what job you would like to bid on (i.e. employer and job name) or come in person to dispatch in-person. 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 (temp blue card number if available) 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. ***If the proper information is not provided your bid will not be considered.*** Unfilled manpower requests shall be filled in accordance to the IBEW Local 46 regular referral procedures. 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, in-person resign is available for members.
- 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 or come in-person for resign.

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, the member can come in-person to resign or send resign via fax to 253-395-6539.
- If you are signed on a Temporary Registration (Blue Card) Stockman or Installer, the resign can be done through emailing dispatch1@ibew46.com or coming person to resign your card.

NEW MEMBER SIGN UP EFFECTIVE 6/15/21 (i.e. Installer, Stockman or Light Fixture Maintenance):

- All new entry level (Installer, Stockman or Light Fixture Maintenance) will be able to come on **Tuesday and Thursday from 10:00am-3:00pm**. We cannot make exceptions for another time for Blue card sign up.
- A mask, temperature check and health questionnaire will be required for entry into IBEW Local 46's building.

Sean L. Bagsby, Business Manager/Financial Secretary