



**EXCELLENCE
AT WORK**



April 7, 2020

Re: Dispatch Procedures

Sisters and Brothers,

While we navigate our way through this pandemic I must remind everyone of the importance of reporting to dispatch any change in your employment status. Many things are based on the members reporting, for example:

- out of work date
- benefit coverage
- SUB payments
- number of days dispatched to a particular employer

All of these may have dire consequences when determining eligibility for benefits. Points # 19 & 20 in the dispatch procedures state:

19. Out of work dates will not be adjusted retroactively. Members must report to the dispatcher immediately any changes to their employment status, i.e.: trade school, W.S.I.B., temporary layoff, weekly indemnity, long term disability, ill and injured, etc.

20. A member's out of work date will be calculated by adding the number of calendar days dispatched to their previous out of work date.

If you have not done so already you must contact dispatch as the failure to do so will ultimately delay anything you may be entitled to. You can find the full dispatch procedures on our secure site at www.ibew353.org

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Business Manager/Financial Secretary

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