

## **SCHEDULE F – UNION DISPATCH SERVICE**

The Union operates a dispatch system based on qualified members first. A member needs to let dispatch know that they are available to be on the dispatch list. Failure by a Member to add themselves to the Dispatch list does not exclude them from receiving a call for work.

### **HOURS OF OPERATION AND CONTACT INFORMATION**

- The Union Dispatch Service is available from 9:00 am to 17:00 pm Monday to Friday.
- Messages may be left after hours for the Dispatcher.
- A Minimum of 12 hour's notice is required on all Dispatch requests along with all relevant information.
- All Dispatch requests must go through the Dispatcher at: **204-953-1100 ext. 3**

### **Here is how it works:**

A Production may hire any member in accordance with the hiring procedures laid out in this Agreement. While Crewing is usually left up to the Heads of Department, a Production may also choose to go through the Union Dispatch System. If a Member or a Permit wishes to add themselves to the availability list, this can be done on the secure website within your member availability page on your profile or by phoning the union office @ 204-953-1100 and speaking to either the Receptionist or the Dispatcher to have your name and information added to the list.

**The following Union Dispatch Service provisions shall be adhered to for all Day Calls:**

### **DISPATCH PROVISIONS**

**For all day calls and dispatch requests the Production or Supervisor/Head of Department may:**

1. Call a Local 856 member directly, or
2. The Union Dispatch Service, if the Employer does not wish to contact members directly, but prefers to place such day calls through the Union Dispatch Service, or
3. The Union Dispatch Service, when the Membership list in accordance with the provisions set out in this agreement have been exhausted and a Permit or non-member must be dispatched.

**Permits or Non-members may not be contacted directly for daily calls.**

**The allowed time for individuals to respond to the call is as follows:**

Calls placed more than 72 hours in advance of the call: A member/permit has 6-12 hours, depending on call volumes to respond or they relinquish their right to the call.

Calls placed 24 to 72 hours in advance of the call time: A member/permit has 4 hours, depending on call volumes, to respond or they relinquish their right to the call.

Calls placed less than 24 hours in advance: The first available member/permit reached in person shall be offered the call.

It is essential for people to respond to the calls as quickly as possible whether or not they want the job. This frees up Dispatch to proceed down the membership list to fill the positions in a timely manner. In the event that there are no members to fill the position, the Dispatch person will proceed to the permit list. A Department Head may request any permit over another permit. If none are specified, the Dispatcher will call the permits in a rotational order, trying to make sure everyone gets a chance to work

**A Minimum of Twelve (12) hours-notice is required when placing a call through the Dispatch Service with all the relevant information such as call time and call location.**

**CALL CHANGE/CANCELLATION, MISC.**

- **Once a Day Call has been filled, the Employer or Supervisor/ Head of Department shall assume responsibility for any call time change, call cancellation with due notice, and/or notification of location to report to work.**

**LENGTH OF DAY CALLS**

- Calls may last for a **maximum of 3 (three) days**. The length (in days) of a day call must be stated in advance.
- A day call may be extended where the Union and the Employer agree such is necessary for continuity purposes.

2023 COLLECTIVE AGREEMENT EFFECTIVE APRIL 1/23 TO MARCH 31/24