



REVISED 2025

LOCAL UNION 424

INTERNATIONAL BROTHERHOOD

OF ELECTRICAL WORKERS

LOCAL UNION HIRING PROCEDURE

The Union Hiring Procedure is operated primarily for the Members of Local Union 424 and secondly for other Members of the IBEW.

Sec 1. OBJECTIVE and MISSION:

To make available to Local Union Members a practical and equitable procedure, which provides opportunity to Members who have been unemployed the longest, the first opportunity to work when signatory Contractors and Sister Locals of the IBEW request our services. Success of this hiring procedure is contingent upon member support and co-operation.

Sec 2. Definitions

Book 1 - 424 Members (JM and Apprentices) for work within 424 jurisdiction.

Book 2 - Non-Members for work within 424 jurisdiction.

Book 3 - Members of sister IBEW locals for work within 424 jurisdiction.

Book 4 - 424 Journeymen Members ONLY for work outside 424 jurisdiction.

Covered Employment - Employment in a related trade covered by a legitimate union not in conflict with IBEW or Local Union 424 jurisdiction.

Member - A member of IBEW Local Union 424 in good standing.

Traveling - Employed in the trade covered by an IBEW Collective Agreement outside the geographical jurisdiction of Local Union 424 as defined by the I.B.E.W. International.

Unemployed - Members are considered unemployed when they have left the job site, vacated camp and are off the employer's payroll.

Salt – A Local Union member working for a non-signatory contractor that coordinates with the Local Union membership development team to actively engage and organize contractors outside the IBEW.

Sec 3. GENERAL RULES:

1. The Hiring Procedure is established pursuant to Art. 20, Sec. 10 of Local Union 424's Bylaws and is enforced by the Business Manager or Business Agents as delegated by the Business Manager.
2. Members in contravention of articles in this Hiring Procedure shall be subject to disciplinary action by the Local Union Executive Board. This may include a peer review committee, appearing before the Local Union 424 Executive Board, JATC (Joint Apprentice Training Committee) or other positive discipline by the Local Union.
3. Union Clearance is required prior to being employed in the electrical trade with a signatory contractor. Employment, when terminated with the contractor, a new Union Clearance will be required prior to commencing employment with any other signatory employers.
4. Members employed in trade related work while on the Unemployed List **MUST** report to the organizers/Membership Development team and will be **EXPECTED** to Salt. See Sec. 7, Salting. Except as permitted by the Local Union Policies, members working in the trade for non-signatory contractors **are required to pay working dues.**
5. Members dispatched to a signatory contractor **SHALL NOT** under any circumstances work for a non-signatory contractor while that dispatch is active.
6. Subject to a recommendation of the Executive Board and/or the JATC, the Business Manager may reserve the right to refuse a clearance to any Member.
7. The Business Manager may dispatch Members at any time, subject to the protection of life, imminent danger to property, the protection of the IBEW Trade Jurisdiction and when stripping under the Organizing Program.
8. Members dispatched shall report to the employer for work not later than the start date listed on clearance. Failure to report by start date may result in dispatch being revoke and loss of previous out of work number.
9. When Employers require workers with specialty trade related skills, Members not sufficiently experienced with those skills shall refrain from filling such requests. Members taking calls without the appropriate asked for qualifications, training or experience and are turned around by contractor, shall sign the bottom of the out of work list.
10. Any Members found to have solicited a layoff for shortage of work will have it recorded in dispatch as a quit.
11. Members **LAID OFF** in the times frames below **MAY** have their prior out of work numbers reinstated plus adjusted by the days worked on last call. This is only permitted **ONE TIME ONLY** within period of the last 12 months of the members last dismissal.
 - a) Members dispatched on calls of one week plus, two weeks plus, or one month duration (or longer), and **LAID OFF** respectively within the first seven days (1 week plus), fourteen days (2 weeks plus), or twenty-one days (one month plus) of employment will be returned to their adjusted position on the Unemployed List.
 - b) Local dispatch records, will be the only records used in determining the above.
12. Members who Quit or those who take a call and choose not to report to work shall wait seven (7) Calendar days from the date of re-signing the Unemployed List before taking another call.

13. Members failing to comply with drug & alcohol tests shall be required to sign the bottom of Unemployed List.
14. IBEW Local Union 424 recognizes P.A.C.T., R.A.P., Trade Winds to Success, Women Building Futures, Helmets to Hardhats, and potentially other legitimate industry recognized programs. The Union reserves the right to dispatch those involved in these programs as it sees necessary.
15. Members on approved Maternity leave will be redispached to the same contractor they left to take the leave when the over, if the same or similar work position is still available.
16. Members, when working with an IBEW contractor, who enter into an approved and recognized physical, mental, or Drug rehabilitation programs and have agreement from the employer that once completed successfully, they may return to work with the same employer, the member will be directly dispatched without prejudice.
17. New and returning Members may not accept a name hire until a minimum of 90 days has past, commencing from their latest initiation date, unless approved by the Business Manager.
18. A member receiving a Record of Employment from an Employer MUST register on the applicable Out of Work Book list.
19. Members working in other jurisdictions are guests and an ambassador of Local Union 424 and **WILL** conduct themselves accordingly. Any 424 Member finding themselves unemployed by means of firing or disciplinary removal in another IBEWs jurisdiction due to their own adverse actions as documented and communicated by said sister local, will not be re-dispatched as a traveler in the future. **Traveling as an IBEW Member is a privilege.** Traveling Privileges may be reinstated **only after** reparations have been made and recommended discipline completed.

Sec 4. REGISTRATION:

1. Members not employed in the trade shall register on the unemployed books following the procedures below.
 - a. Members will contact dispatch or report in person to the Edmonton Union office to register on the Unemployed List.
 - b. Name, telephone number, classification, date and previous Employer are required.
 - c. A Record of Employment may be required depending on circumstances or dismissal.
 - d. The Member will be assigned a Registration Number for callout/dispatch procedures.
 - e. Journeymen may registered on Book 1 and Book 4.
 - f. All nonworking and 'working in jurisdiction' Journeymen were assigned their first Travel number in Nov 2023, based on a date matching the following criteria in this order:
 - i. Date AIT recognized them as a Journeymen from 2017 or after UNLESS;
 - ii. 1st time they signed Book 1 as Journeymen from 2017 or later UNLESS;
 - iii. Date they last returned from a Travel Call and informed LU 424 after 2017.

Sec 5. CALLOUT/DISPATCH:

1. All requests for workers are advertised on the job line at the following website link:
www.ibew424.net/jobline.html
2. The Jobline is updated at the end of the business day. All requests received are referred to callout normally at 9:30 a.m. the following weekday.

3. Callout will take place at 9:30 am for Journeymen requests in order of Book 1, 3, then 2, followed by Apprentice requests in order of Book 1, 3, then 2. Book 4 callout will be done after all Local call books are completed.
4. For members bidding on jobs, registration numbers will be used in chronological order. 424 Members may register for job requests by the following means;
 - a. By being present at the Union office in Edmonton and registering prior to 9:30 a.m.
 - b. By phoning the Edmonton Union Hall 780-462-5076 before 9:25 a.m.
 - c. Online at www.ibew424.net when logged into their member profile before 8:00 a.m.
 - d. Travelers, then Non-Members, may Bid on calls open for 2 days after 9:30 a.m
5. Combination calls will be dispatched in descending priority order of **secondary trade** qualification level as requested by contractor. This will be enforced for all calls of this type for any trade:
Journeyman Welder / **Journeyman Electrician** → **4th Year Electrician** → **3rd Year Electrician** → **2nd Year Electrician** → **1st Year Electrician** → Journeyman Welder ONLY
6. Journeyman may only bid on and be dispatched on posted calls if BOTH Book 1 AND Book 4 numbers are active in the 424 member tracking system and NOT currently on an active Job Clearance.
7. Qualified non-Members, when dispatched, will become Members on the first day on the job under the IBEWs **Membership Day One** directive.
8. Dues and assessments must be paid prior to issuance of clearances. Member's dues shall be determined by the Local Union's records. Dues deducted by the Employer and not received by the Local Union Office will not be considered paid, however, the Member may provide proof of payment with pay stubs showing those outstanding dues being deducted.
9. Members must pay a minimum of 3 months dues in advance before being dispatched to another local's jurisdiction. It is the Member's responsibility to keep their dues current with Local Union 424 while they are working in another jurisdiction.
10. Members may be required to supply records of employment, or employment insurance, records to dispatch upon request, prior to being dispatched.
11. Members successful in obtaining jobs may pick up their clearance slips from the Edmonton Union office within 48 hours, or under extenuating circumstances may request to have their clearance slips emailed.
12. Apprentice Members shall produce their Apprenticeship Record Book with up-to-date work record, along with verification of a valid apprenticeship, prior to being re-dispatched. The Local Union will verify an active apprenticeship with Alberta Industry Training (AIT).
13. Members dispatched inside of the IBEW Local Union 424 jurisdiction for a signatory contractor will be removed from Book 1 but retain an active number on Book 4.
14. Members dispatched outside of the IBEW Local Union 424 jurisdiction for a signatory contractor will be removed from Book 4 but retain an active number on Book 1. Local Union 424 Members dispatched to another local's jurisdiction will and MUST check in with that local's business office, prior to commencing employment.

Sec 6. LOCAL RESIDENTS:

1. As permitted by agreements, on requisitions for Local Residents, if no Local Resident is available within 24 hours, an additional 48 hours will be provided for ANY Member of the Local Union to be dispatched under the same conditions of the requisition, as if a Local Resident accepted.
2. A Local Resident shall mean any Member who meets the requirements of Art. 8.05 (a) [within 75km of a Jobsite] of the IBEW 424 Collective Agreement not-with-standing the terms laid out in Appendix "A" [within 10km of a local post office of a listed municipality].
3. Residency determination will be made upon the following factors:
 - a. The dwelling place of the person's spouse and dependents
 - b. Personal property and social ties to a specific community
 - c. Residential ties els
 - d. ewhere
 - e. Permanence and purpose of residence in a particular community
 - f. As well as at minimum five of the following documents:
 - i. Driver's license or Government issued identification (current Province of primary residence)
 - ii. Insurance (home, tenant or auto)
 - iii. Vehicle registration
 - iv. Utility bills (landline phone, power or natural gas/propane)
 - v. Rental or Lease agreement (complete)
 - vi. Bank or credit card statements (address section only)
 - vii. Government documents (address section only) ex: (record of employment (ROE), property tax, income tax assessment, or Employment Insurance Statement (EI))
 - viii. Employee Benefit Funds Administration Registration

Sec 7. SALTING:

1. The Business Manager may authorize Members to seek employment by non-signatory Contractors for the purpose of organizing the unorganized.
2. Unemployed Members shall report to the Organizer for the purpose of assisting as needed in the organizing program. The Unemployed Member must sign a "Salting Clearance" after one (1) full week of employment with a non-signatory Employer
3. The Organizer shall maintain records of all Members authorized to seek employment by non-signatory employers including date(s) of authorization, date(s) of employment, and other pertinent information.
4. Such Members, when employed by non-signatory employers, shall work diligently at the job and to organize as per the Alberta Labour Relations Code.
5. Such Members shall remain on the Unemployed List subject to fulfilling the above assignments.
6. Members who fail to comply with the above assignments are subject to removal from the Unemployed List and having the Local Union Salting Clearance revoked upon request by Membership development.
7. Any Members accepting employment by a non-signatory Employer, except as authorized shall be subject to charges and discipline as provided by the Constitution and Bylaws, Art. XX, Sec. 1, 2, 3 and 4. This includes work outside of the geographical jurisdiction of Local Union 424.