



# DISPATCH PROCEDURE

## CONTACTS

Dispatcher  
(512) 326-9540 EXT 2

JIW Job Line  
(512) 326-9545

CW Job Line  
(512) 326-4425

## IMPORTANT LINKS

### JIW Job Call Posting

<https://ibew520members.org/jobcalls/>

### CW Job Call Posting

<https://ibew520members.org/job-calls-cwce/>

### Resign

<https://ibew520.workingsystems.com/registrationinfo>

### Travelers General Info Form

<https://forms.gle/BzSZdpsDJEkw43HT8>

### Out of Workbook Form

<https://forms.gle/n3BBWSvtXEwJHRCn8>

### Online Job Bid / Members Page

<https://ibew520.workingsystems.com/workeropenjobs>

## SIGN OUT OF WORK BOOK

### IF YOU HAVE NEVER SIGNED IN AT IBEW 520

- Required Documents
  - Travel Letter (Dated **Within 3 months from Sign Date**)
  - Dues Receipt
  - E-Mail
  - Phone Number
  - Social Security Number
  - Most Recent Termination Slip
- Signing in Person is allowed after 8:00 AM and after Morning Dispatch has completed.
- Signing Online
  - Complete Fully the Traveler's General Information Form ([See Important Links](#))
    - This will require a Google Account.
    - There will be spots where you must upload documents.
  - Complete Fully Sign Out of Workbook Form ([See Important Links](#))
    - This will require a Google Account.

When Signing after hours you will be placed on the Books starting the following day at 8:00 AM in the order that you signed and increasing a minute for everyone who signs following. Online Sign in may take up to 24 hours to register.

### IF YOU HAVE SIGNED IN AT IBEW 520

- Required Documents
  - Travel Letter (**Dated Within 3 months from Sign Date**)
  - Most Recent Termination Slip
  - E-mail if it has changed.
- Signing in Person is allowed after 8:00 AM and after Morning Dispatch has completed.
- Signing Online
  - Complete Fully Sign Out of Workbook Form ([See Important Links](#))
    - This will require a Google Account.

When Signing after hours you will be placed on the Books starting the following day at 8:00 AM in the order that you signed and increasing a minute for everyone who signs following. Online Sign in may take up to 24 hours to register.

## VERIFY REGISTRATION

- You may verify your Registration and location on the books by logging into you Members Page.  
([See Important Links](#))
  - If it has passed 24 hours and you cannot log in E-mail or Call the Dispatcher
    - Could be documents were not completed in full.

## BIDDING ON JOBS

### IN PERSON

- JIW Day-Sheets are available for Signing at 6:30 AM and close at 7:00 AM daily when calls are available.
- In Person Bids and Online Bids will be compiled using original sign in date to dispatch calls.
- 7:30 all Successful Job Bid Referrals will be printed out and Available to Dispatch in the order of placement on Out of Workbooks.
- CW/CE Day-Sheets are available for Signing at 7:30 AM and close at 8:00 AM daily when calls are available.
- In Person Bids and Online Bids will be compiled using original sign in date to dispatch calls.



- 8:30 all Successful Job Bid Referrals will be printed out and Available to Dispatch in the order of placement on Out of Workbooks.

#### ONLINE

- Working Systems
  - Job Calls will be Available for Bidding at 4:30 PM until 6:00 AM
    - You may log in to bid a call or view Members Page ([See Important Links](#))
- E-mail System
  - E-Mailed Job Bids will only be accepted between 4:30 PM until 6:00 AM
- 8:30 all Successful Job Bid Referrals will be printed out and Available to Dispatch in the order of placement on Out of Workbooks.

#### PICKING UP REFERRAL

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**All JIW referrals will be available to pick up from the hall between 7:30 to 10:00AM**

**All CW/CE Referrals will be available to pick up from the have from 8:30 to 10:00AM**

- When Picking up a referral have all credentials required to take the present
  - If you do not meet the requirements to take a call or fail to pick up the call by 10:00 AM you will gain a strike.
    - **After 2 strikes an applicant will lose Online dispatch privileges for 6 months and will be rolled off the books.**
- Once referral is completed you will receive Job Instructions.

#### UNFILLED CALLS

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If calls go unfilled during normal dispatch hours Unfilled calls can be dispatched between 12:00 PM and 2:00 PM.