

International Brotherhood of Electrical Workers

LOCAL UNION

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www.ibew234.org



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The Electrician's Union for Monterey, San Benito, and Santa Cruz County

DISPATCH PROCEDURE

Inside, Sound & Communications, and CECW

Jobline: **(831) 633-5627 (633-JOBS) between 2-3:30 PM**

Office hours: 8:00 AM – 12:30 PM and 1:00PM – 4:30 PM

Effective January 1, 2026

www.ibew234.org/member-forms

SIGN-IN & RE-SIGN:

1. Sign-in can be done electronically or in person. Sign-in requires a driver's license or valid identification. If an IBEW member, a current dues receipt and a travel letter dated within one year are required at sign-in. Applicants will be placed in order on the appropriate Book. An applicant shall not be allowed to sign the Out-of-Work List if he/she is employed by a signatory employer.

Book I status may only be granted to one Local at a time. Once an applicant qualifies for, requests, and is granted Book I status in any Local Union, he shall retain that status in that Local Union and shall not be required to requalify unless he qualifies for, requests, and is granted Book I status in another Local Union.

2. Applicants shall designate a zone, or zones, when signing the Out-of-Work List, to indicate work areas for which he/she will accept a dispatch. Applicants will only be offered a dispatch for their chosen zone(s). Applicants must, at a minimum, register in their zone of residence. An applicant not living in any zone must at least choose one zone. Failure to designate a zone will be considered a willingness to accept a dispatch for any zone. Changes to zone selection can be made electronically by submitting an updated sign-in sheet and must comply with rules above. Monterey County is divided into two zones with a straight line from Vista Point on Hwy 1 extending thru the south city limit of Chualar.

Zone 1	North Monterey County	Zone 2	South Monterey County
Zone 3	Santa Cruz County	Zone 4	San Benito County

3. All registrants must re-sign between the 10th and the 16th of each month. Re-signing can be accomplished in person, by phone (831-633-2311), or online via <https://form.jotform.com/ibew234/sign-in-form> Form B-Sign in/Re-sign.
4. Other than registrants on Book I, any registrant who is employed under the terms of an IBEW Inside Agreement in any other jurisdiction is obligated to remove his or her name from the IBEW Local 234 Out-of-Work-List. Applicants shall be responsible for removing themselves from the Out-of-Work List. Please go to <https://ibew234.org/member-forms/> and submit Form E – Book Removal.

GETTING A JOB:

1. By 2:00 PM, the Dispatcher will record all the jobs offered that day on the jobline. The phone number for the jobline is **(831) 633-5627 (633-JOBS)**
 - a. All applicants must indicate their desire to apply for a referral by calling (831) 633-5627, listening to the message and leaving their name, telephone number, and job preference(s) on the recorder between the hours of 2 and 3:30 PM. Applicants who apply for a referral must be available to receive a call back from the dispatcher between 3:30PM and 4:30PM. Dispatch will begin at 3:30 PM, each day, Monday through Friday, excluding Holidays. All applicants that apply for referral will be offered work in the order of their position on the Out-of-Work List within each Book. Referrals will be by the proper list starting with Book I, then II, III, and IV.
 - b. Anyone wishing to be dispatched in person, or when the recorder is unavailable, must be in the Local Union Office and indicate their job preferences beginning at 3:30 PM or until dispatch is complete and all calls have been filled.
2. When there are unfilled calls, anyone who could have been referred but did not respond will receive (1) ding. Only one (1) ding will be issued per day. Anyone receiving (3) dings will be removed from the Out-of-Work List.

SHORT CALL:

1. Applicants who accept a Short Call, **MUST TERMINATE EMPLOYMENT** after a period of no more than **80 hours of straight time**. When the applicant finishes the Short Call, he/she must contact the union hall to let them know the job is done.
 - a. Short Calls will be offered to the individual who called in for the project, starting with those on Book 1 and down to Book 4. Individuals retain their place on the out-of-work books while working a short call. Working a Short Call erases all dings.
 - b. Applicants dispatched and receiving 80 straight time hours or less, through no fault of their own, shall retain their place on their respective book, provided they return to the Local Union Office with proof of termination by the end of the next business day.

IMPORTANT RULES:

1. Anyone who accepts a job dispatch but fails to report for work shall be removed from the Out-of-Work List and shall be required to sign-in again. Accepting a job dispatch means showing up on time, ready for work, having the proper tools, and having the proper identification (including any certification required in a specialty call).
2. Any calls from employers making requests for employees prior to 1:30 PM shall be dispatched that day beginning at 3:30 PM. Dispatched applicants will report to work the following working day. Any calls from employers after 1:30 PM will be dispatched as if they were called in the following day. The Business Manager is responsible to fill calls in a timely manner as needed by employers. This means in an emergency; referral may have to be made outside normal hours using whatever means are available to select and refer applicants.
3. If a Blue Card is on file at the Local Union Office, it will keep the applicant from getting a ding for refusing a dispatch to that employer. Applicants will not be able to take a call from that employer while there is a Blue Card on file.
4. Applicants may request to be temporarily removed from the Out-of-Work List and reinstated later to their original position upon proof of readiness to work under the following conditions:
 - a) While unable to work (i.e. disability).
 - b) While on approved vacation.
 - c) While on Jury Duty.
 - d) While attending industry related training.
5. It is the responsibility of the individual to notify the EDD when he/she is no longer on the Out-of-Work list.