

## WAREHOUSE DISPATCH PROCEDURES

- THE DISPATCH INFORMATION FORM IS POSTED ON THIS WEBSITE. DOWNLOAD AND FILL IT OUT, AND RETURN IT TO THIS OFFICE AS SOON AS POSSIBLE.
- THIS DISPATCH FORM MUST BE RECEIVED IN THIS OFFICE IN ORDER FOR YOU TO BE ON THE DISPATCH LIST. PLEASE SEND THIS FORM BACK IMMEDIATELY. **YOU MUST ALSO BE A MEMBER IN GOOD STANDING.**
- ***CALL – IN WILL BE ON THE FIRST MONDAY OF THE FOLLOWING MONTHS: DECEMBER, APRIL AND AUGUST.*** WHEN CALLING IN FOR DISPATCH, YOUR I.D. NUMBER WILL BE YOUR SOCIAL SECURITY NUMBER. PLEASE GIVE YOUR I.D. NUMBER TO THE DISPATCHER. **Warehouse Dispatch phone number - 510-746-3311.**
- A NEW DISPATCH LIST WILL THEN BE ESTABLISHED. YOU WILL BE LISTED INITIALLY BY THE ORDER IN WHICH WE RECEIVE YOUR CALL. AFTER THE INITIAL CALL, YOU MAY CALL IN AT ANY TIME TO RE – ESTABLISH YOURSELF ON THE LIST.
- SCRATCH: **A) DISPATCHED TO A JOB; B) REFUSED A JOB; C) NOT AVAILABLE FOR DISPATCH DURING DISPATCH HOURS (7:00 A.M. TO 9:00 A.M., MONDAY THROUGH FRIDAY); D) IF HIRED FROM INTERVIEW**
- SCRATCHED PEOPLE: MAY SIGN UP AGAIN ON THE LIST AT ANY TIME, ONCE THEY ARE AVAILABLE. IT IS YOUR RESPONSIBILITY TO NOTIFY THE LOCAL UNION.
- THERE ARE THREE (3) LISTS: **A LIST:** THIS LIST IS FOR DUES PAYING MEMBERS AND IS THE FIRST (1<sup>ST</sup>) TO BE DISPATCHED; **B LIST:** THIS LIST IS FOR MEMBERS ON WITHDRAWAL AND IS THE SECOND (2<sup>ND</sup>) TO BE DISPATCHED; **C LIST:** THIS LIST IS FOR NON – MEMBERS AND IS THE LAST TO BE DISPATCHED.

IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE CONTACT THE OFFICE. YOU MAY ALSO CALL AND LEAVE A MESSAGE AT EXTENSION 3311.

RODNEY SMITH  
DISPATCHER