



# THEATRICAL WARDROBE UNION LOCAL NO. 887



## Hiring Hall Dispatch Rules as of April 2017

### I. Preamble:

These are the Dispatch Rules of the Theatrical Wardrobe Union Local No. 887 Hiring Hall as revised January 2017.<sup>1</sup> It is the mission of the Hiring Hall to use these rules to dispatch available work to its registered employees in a fair and equitable manner. The Hiring Hall Rules will not discriminate by race, color, national origin, creed, religion, age, gender, sexual orientation, disability, union affiliation or as otherwise prohibited by applicable state or federal legislation.

The Business Representative of Theatrical Wardrobe Union Local No. 887 shall be the officer in charge of the Hiring Hall. The Business Representative shall answer for his or her actions in the management of the Hiring Hall to the Executive Board and membership of the Local. The Executive Board of TWU Local No. 887 shall be the sole disciplinarian of these rules.

The Dispatch Governance Board (DGB) shall govern and administer these rules. The Dispatch Governance Board shall be made up of four (4) members in good standing of TWU Local No. 887. They shall be the Business Representative of Theatrical Wardrobe Union Local No. 887, the Hiring Hall's Dispatcher(s), a past Dispatcher and one member at large of the Local who may be elected by the membership of or appointed by the President of the Local.

During the first quarter of each year The Dispatch Governance Board will review and revise the Hiring Hall Dispatch List using the qualifications for remaining in each Group as stipulated in these rules. A copy of the revised list, as well as the worker's place on the list, will be made available to each worker. Following the publication of the revised list, Hiring Hall Workers will have 30 days in which to petition the Dispatch Governance Board to re-examine their position on the revised list; no petitions will be accepted after this date. The DGB will submit the final list for approval to the Executive Board by the end of the First Quarter of each year. All records of the annual revision of the Hiring Hall Dispatch List will be kept in the office for at least seven years. The DGB will also review the Hiring Hall Dispatch Rules and offer any proposed revisions during the third quarter of each year.

All workers are employed by the entity issuing their payroll paycheck. The Hiring Hall is not an employer of any worker.

Holding a place on any of these dispatch lists and maintaining good standing in the Hiring Hall in accordance with these rules does not guarantee employment for any worker.

Contract language that differs from the Hiring Hall Dispatch Rules shall take precedence in hiring.

### II. Dispatch Lists: The Hiring Hall shall maintain a dispatch list made up of five (5) groups.

#### A. Group A:

1. The first group – Group A – shall consist of a maximum of thirty (30) qualifying workers. This maximum shall not include those qualifying workers age sixty-two (62) or older or any other employee receiving Social Security Benefits.
2. The qualifications for remaining in Group A shall be the acceptance of at least five (5) calls or the completion of at least two hundred (200) hours of work in one (1) of the previous two (2) years.
3. Should a worker in Group A fail to meet these call acceptance or hour requirements, that worker will be placed at the top of Group B when the dispatch list is reviewed.
4. Those workers in Group A who have met the qualifications for remaining in the group shall be moved up in numerical order to fill the spots left empty. Any spots still available in Group A shall be filled by qualified workers in numerical order from Group B.

**B. Group B:**

1. The second group – Group B – shall consist of a maximum of thirty (30) qualifying workers. This maximum shall not include those qualifying workers age sixty-two (62) or older or any other employee receiving Social Security Benefits.
2. The qualifications for remaining in Group B shall be the acceptance of at least two (2) calls or the completion of at least forty (40) hours of work in one (1) of the previous two years.
3. Should a worker in Group B fail to meet these call acceptance or hour requirements, that worker will be placed at the top of Group C when the dispatch list is reviewed.
4. Those workers in Group B who have met the qualifications for remaining in the group shall be moved up in numerical order to fill the spots left empty. Any spots still available in Group B shall be filled by qualified workers in numerical order from Group C.

**C. Group C:**

1. The third group – Group C – shall consist of a maximum of thirty (30) qualifying workers. This maximum shall not include those qualifying workers age sixty-two (62) or older or any other employee receiving Social Security Benefits
2. The qualifications for remaining in Group C shall be the acceptance of at least one (1) calls or the completion of at least twenty (20) hours of work in one (1) of the previous two (2) years.
3. Should a worker in Group C fail to meet these call acceptance or hour requirements, that worker will be dropped from the list when the dispatch list is reviewed.
4. Those workers in Group C who have met the qualifications for remaining in the group shall be moved up in numerical order to fill the spots left empty. Any spots still available in Group C shall be filled by qualified workers in numerical order from Group D.

**D. Group D:**

1. The fourth group – Group D – shall consist of all other qualifying workers and all new workers.
2. All new workers shall be placed in Group D commencing with the first day the individual is employed under a collective bargaining agreement held by TWU Local No. 887, whether by dispatch or direct employment.
3. If two or more workers begin on the same day, the order of their placement shall be determined by the date their Roster Information Sheet was received by TWU Local No. 887. If both Sheets were received on the same date, or if neither worker has a Sheet on file with the Union, the order of their placement shall be determined by lottery.
4. The qualifications for remaining in Group D shall be the completion of at least four (4) hours in one (1) of the previous two (2) years. If the Dispatch Governance Board determines that there has not been sufficient work offered from the Hiring Hall to meet this requirement, this qualification may be waved provided the worker has current contact information on file with the union office and has expressed interest in remaining on the list. Should a worker in Group D fail to meet these qualifications, they will be removed from the dispatch list. These workers may re-apply to be placed in Group E at any time after being removed from the dispatch list.
5. The first year of employment is a probationary period. Should a worker violate the Worker Agreement within one year of the first date the individual is employed under a collective bargaining agreement held

by TWU Local No. 887, whether by dispatch or direct employment, the Executive Board may remove them from the 887 Hiring Hall Dispatch List. The workers are allowed a hearing with the Executive Board as stipulated in the Worker Agreement. These workers may re-apply to be placed in Group E.

E. Group E – the Extras List:

1. The fifth group – Group E – shall consist of those who have submitted their Roster Information Sheet and Worker Agreement to TWU Local No. 887 for consideration as a prospective hiring hall worker.
  - (a) The forms may be requested from the office of TWU Local No. 887 at 2800 1<sup>st</sup> Ave., Suite 236, Seattle, WA 98121 or by email to [office@twu887.org](mailto:office@twu887.org). The prospective hiring hall worker will be considered for dispatch upon the return of the requested information.
  - (b) A reasonable effort shall be made to keep prospective Hiring Hall workers in an order determined by the date their Roster Information Sheet is received. However, a prospective hiring hall worker who is determined to be better qualified on the basis of their resume and Roster Information Sheet or who is requested by an employer in accordance with this document and the applicable collective bargaining agreement may be dispatched for employment ahead of other applicants.
2. If a prospective hiring hall worker has not accepted a call within the one (1) year of the receipt of their information they may reassert their interest in remaining in the through written contact with the TWU Local 887 office.
3. Should a prospective hiring hall worker in Group E fail to meet these qualifications, they will be removed from the list. Those removed may reapply at any time.
4. The Dispatcher will initiate the first telephone contact with the prospective hiring hall worker in regard to dispatched employment.
5. Once a prospective hiring hall worker in Group E accepts a call through the Hiring Hall or is employed directly by an employer under a collective bargaining agreement held by TWU Local No. 887, they will be placed at the end of Group D.

F. Lack of Available Work:

1. For any year that the work available to the workers on the Dispatch List is not enough to allow them to maintain their positions on the lists, the Dispatch Governance Board may revise the required minimum number of calls or hours to reflect the work available. They will do so during the First Quarter of the following year.
2. Any worker feeling that the number of calls made available to them has adversely affected their position on the Dispatch List may request such a review of the Board.
3. Any revisions by the Dispatch Governance Board of these minimums must be approved by the membership.
4. Workers who are sixty-two (62) years of age are exempt from the call or hour acceptance requirements of their group. However, they will not count as a part of the maximum number of their group.
5. Workers who receive Social Security, limiting their ability to accept calls, may be exempted from the minimum number of calls or hours required to remain in their group at the discretion of the Dispatch Governance Board. It is the responsibility of such employees to inform the Dispatch Governance Board of their situation. Some documentation may be required.

G. Additional Methods of Qualification:

1. The Dispatch Governance Board may consider additional methods of meeting the qualifications for remaining in a dispatch list group. These methods may include:
  - (a) Hours worked in the trade within the boundaries governed by these rules. Hours must be documented by pay stub and/or payroll records. The current TWU Local No. 887 payroll percentage assessment must be paid on gross wages in accordance with Local 887 rules once the hours are accepted by the Dispatch Governance Board for actual qualification.
  - (b) Satisfactory completion of formal education or training programs deemed relevant to the trade. Completion must be documented by report of grades or written report by a qualified educator.

The Dispatch Governance Board may request an interview with a worker when assessing a request for qualification by education or training.

- (c) Volunteer work in the trade within the boundaries governed by these rules. Such credited work shall not exceed 20 hours or one call per year. Volunteer work should be documented in writing by the worker and be corroborated by a supervisor. An example of the work accomplished can be included. The Dispatch Governance Board may request an interview with a worker when assessing a request for qualification by volunteer work.
  - (d) The Dispatcher shall be exempt from the qualification requirements.
  - (e) Workers may seek an exemption from the hours/call qualification based on health issues that prevent them from working for an extended period of time. (adopted 2006)
2. Workers seeking credit for additional methods of qualification must apply in writing to the Dispatch Governance Board by January 15th of each year.
  3. Alternative methods of qualification endorsed by the Dispatch Governance Board for any worker must be approved by the membership of the Local.

#### H. Super Seniority:

1. Workers who are on the A or B list and have been on the TUW #887 roster for 12 or more years, shall only need to meet half the number of qualifying hours or calls to retain their spot.
2. Workers over 62 may request Hiatus Status (no calls) from the Hiring Hall. This status shall allow the worker to maintain their Dispatch List placement without having to meet the qualifying work hours for that group. The worker must maintain all financial obligations to TWU Local No. 887. Workers seeking Hiatus Status must apply in writing to the Dispatch Governance Board by January 15<sup>th</sup> during the First Quarter; the status will remain in effect year-to-year until a written request to change their status is received by the Dispatch Governance Board.

### III. Calling Procedure:

#### A. Eligibility: Once an employee has a position on the Hiring Hall Dispatch List the requirements to be eligible for dispatch are as follows:

1. A worker must be current with any payment of dues, fees or payroll percentage owed to the Hiring Hall or to TWU Local No. 887 in accordance with the guidelines set forth in the Worker Agreement.
2. A worker must have a signed affidavit on file with the Hiring Hall indicating receipt of and agreement to abide by the Hiring Hall's Dispatch Rules and Worker Agreement.
3. The worker must not be barred from dispatch to the employer in question. Such barring may only take place following the language outlined in the appropriate collective bargaining agreement or by other legal procedure.
4. The worker must not have been suspended from dispatch by the Executive Board of TWU Local No. 887. Such suspension may only take place following the guidelines set forth in the Worker Agreement.
5. It is the responsibility of the Business Representative or their designee of TWU Local No. 887 to apprise the Dispatcher of a worker's eligibility status. Any question a worker may have about their eligibility status must be directed to the appropriate officer through the TWU Local No. 887 office by emailing [office@twu887.org](mailto:office@twu887.org), or in writing to TWU Local No. 887 at 2800 1<sup>st</sup> Ave., Suite 236, Seattle, WA 98121.

#### B. General Calling Rules:

1. It is the responsibility of the Business Representative to communicate work calls to the Dispatcher. If the Dispatcher's schedule causes him or her to be unable to contact workers in a timely fashion, the Business Representative will appoint a temporary Dispatcher or make the calls him or herself.
2. The Dispatcher shall contact each eligible worker in Dispatch List order starting at the top of Group A and continuing through each subsequent group using the procedure set forth here.
3. The Dispatcher will make calls between the hours of 8:00 AM and 9:00 PM except in the case of an emergency or prior arrangement with a worker.

4. The Dispatcher is not obligated to call workers who have already started working on a dispatched call when the time of work conflicts with the new call being dispatched.
5. For each work call dispatched the Dispatcher will be required to make one call to a worker. The procedure regarding these calls is put forth in Section II, C.
6. Direct contact:
  - a. The Dispatcher must make direct contact with the worker or leave an electronic message. No third party messages will be left unless that is the only option.
  - b. An electronic message may consist of a voice mail or answering machine message. The Dispatcher may not accept a third party response to accept or decline any offered work.
7. Non-availability:
  - a. Any worker wishing not to be called for dispatch to specific venues or for specific skills must inform the Hiring Hall of this request in writing via email to [dispatch@twu887.org](mailto:dispatch@twu887.org)
  - b. A worker wishing not to be called for dispatch for a period greater than seven (7) days must inform the Hiring Hall in writing by email to [dispatch@twu887.org](mailto:dispatch@twu887.org).
  - c. If at any time the Hiring Hall, Dispatcher, Dispatch Governance Board, or TWU Local No. 887 are not able to reach a worker by the contact information on file with the Union, the Dispatcher will not be obligated to attempt contact while dispatching until the worker provides their current contact information.
8. The Dispatcher shall keep complete and accurate records of all calls made. Any worker with a question about a specific call may review these records by appointment with the Business Representative and the Dispatcher.
9. No worker shall accept a dispatch call directly from an employer.

### C. Calling Procedure:

1. Calling and Callback Allowance (time to accept or decline a call):
  - a. The Dispatcher shall attempt to make direct contact with the worker at the primary phone number listed with the Hiring Hall. If no direct contact is made, a message will be left. If a message cannot be left, the attempt to leave a message still counts as the call placed to the worker.
  - b. The worker shall have twenty-four (24) hours to accept or decline the call.
  - c. A worker accepting a call within the 24-hour callback allowance will be placed on the call in Dispatch List order.
  - d. A worker responding after the 24-hour callback allowance may be placed on a call in the order of their response, regardless of their place on the Dispatch List, if any places remain on the call at the time they respond.
2. Availability Call:
  - a. To expedite the filling of a call(s), the Dispatcher may, in consultation with the Business Representative, make a call to workers to determine their availability to take work. The call will be made in Dispatch List order.
  - b. The Availability Call will include the venue(s) of the work concerned, the start and end dates and the type of work. Also, the Dispatcher will make a statement to the effect that this is not an offer of work, but a call to ascertain availability/interest in taking the work in question, and that only those responding within 12 hours will be called in Dispatch List order, should the work get to them.
  - c. Once the 12 hours has passed, the Dispatcher will offer the work, in Dispatch List order, only to those people who have responded that they are available for the work.
  - d. Once the call is filled, the Dispatcher is not required to respond to people who stated their availability, but who are not needed to fill the call.
  - e. The order of response to the Availability Call will not determine the order that the call is offered to workers.
3. Accepting a call in writing:
  - a. If a worker knows they will be out of contact during the time a call they wish to accept is being dispatched, they may indicate so in advance to the Dispatcher.

- b. The worker must, in writing via email to [dispatch@twu887.org](mailto:dispatch@twu887.org), inform the Dispatcher which call they wish to accept, including options such as day-work, load-in, laundry, etc.
- c. The worker must contact the Dispatcher as soon as they return to confirm the details of the call.

#### D. Emergency Calls

1. Thirty-Six-hour policy:
  - a. At thirty-six (36) hours or less, prior to the commencement of a call, the Dispatcher shall move directly through the Dispatch List in the order outlined in the General Calling Rules.
  - b. Each worker shall receive one (1) call at the phone number they are most likely to be reached.
  - c. If contact is not made, the Dispatcher will leave a message indicating that he or she is filling a call and of the time they will move to the Eight (8) hour Emergency Policy.
  - d. The Dispatcher is not obligated to call workers who are already working on a dispatched call under a TWU Local No. 887 collective bargaining agreement where the hours conflict with the new call he or she is dispatching.
  - e. Calls will be filled by the person highest on the Dispatch List, who has responded affirmatively when the conditions requiring the Eight Hour Emergency Policy are met (see Section 2.)
2. Eight Hour Emergency Policy:
  - a. A call shall be considered in eight (8) hour emergency under the following conditions:
    1. If the call occurs on the same day, or there are less than eight (8) hours prior to its commencement.
    2. If the call begins at twelve noon or earlier the following day, it is considered an eight (8) hour emergency at six (6) pm.
  - b. The Dispatcher will follow the Thirty Six hour policy for 30 minutes, and whenever possible an hour.
  - c. The Dispatcher will leave a message informing the worker of the call being dispatched, but is not obligated to wait for a return call before moving on.
  - d. The first person(s) to accept the call shall be dispatched, regardless of their place on the Dispatch Lists.
  - e. After 30 minutes the Dispatcher may call any eligible worker who is known to be available regardless of Dispatch List order so that the call may be filled in a timely manner.
3. Four Hour Emergency Policy: A call with less than four hours to start time may be filled at the Dispatcher's discretion.

#### E. Additions and Replacements to Calls:

1. If additional or replacement workers are added to an existing call, and the additional times and dates differ from the original call, the Dispatcher shall first contact any workers who are already on the call, in order of call acceptance, but not employed during the hours of the additional call.
2. If no worker currently on the call is able to take on the additional duties, the Dispatcher will then contact workers who have been on the call and have left for any reasons other than disciplinary. These workers shall be contacted in the order describe of call acceptance.
3. If no current or previous workers are available, the Dispatcher shall then return to the beginning of the Dispatch List to dispatch the additional workers.
4. If the new call is of a temporary nature, the replacement worker will be informed at the time the dispatch call is made to them.
5. If any additions to a call are eligible to be requested by name or are Specialty Personnel (as described in Section II, H), they will be dispatched as such.

#### F. Reductions in Calls:

1. In the event that an employer decreases the original number of workers requested, then the last worker accepting the call will be the first worker to be removed from the call.

2. On calls where Specialty Personnel have been requested, reductions to the call must be made on the same basis. The last worker accepting the call on said basis will be the first worker removed.

#### G. Leaving a Dispatched Position:

1. Any worker who accepts a call and then reneges before the job begins on three separate occasions in a calendar year will be asked to appear before the Executive Board of TWU Local No. 887. This does not apply to workers who are offered an alternative call by the Dispatcher.
2. Any worker who accepts a call for work and fails to report for work without giving the Hiring Hall notice at least twenty four (24) hours prior to the call shall be subject to discipline or fines as stipulated to the TWU Local No. 887's Constitution. The worker may appeal all such fines to the Executive Board of TWU Local No. 887.
3. All advance requests for temporary replacement from a call, whether they are made at the time the call is accepted or during the term of employment, must be made to the Business Representative and must be agreed to by the Wardrobe Supervisor.
4. Any worker making excessive requests for temporary replacement or arranging directly with a Wardrobe Supervisor or other workers for temporary replacement may be asked to appear before the Executive Board for appropriate disciplinary action.
5. Any worker requiring either temporary or permanent emergency replacement should first attempt to make direct contact with the local Wardrobe Supervisor/House Head or his or her Assistant. If the Wardrobe Supervisor is not available they should next attempt to contact the Dispatcher. If they are unable to contact the Dispatcher they should then attempt to contact the Business Representative. While it is appropriate to leave a voice mail message, the worker should not assume that such a message will be retrieved in a timely manner and should continue to attempt to make direct contact with one of these three people.
6. Any worker needing to leave a position permanently shall notify their Wardrobe Supervisor and the Business Representative with as much notice as possible so that they may be replaced in a timely manner.
7. If a worker who has been requested by name leaves a call, either permanently or temporarily, they may be replaced by another request by name.

#### I. Specialty Personnel:

1. Those workers who have completed the *Payroll Class for Leads* offered by TWU Local No. 887 will be given dispatch priority for Lead positions at venues not covered by a collective bargaining agreement, commonly referred to as General Contract work.
2. In the absence of collective bargaining agreement language governing the requesting of Specialty Personnel for skill, gender or experience, the guidelines in this document shall apply.
3. There is no limit to the number of Specialty Personnel that may be requested on a work call.
4. Specialty Personnel are workers requested by skill, experience, or gender, not by name.
5. Specialty Personnel requested by skill must be used in the capacity requested.
6. Specialty Personnel skills may include, but are not limited to: sewing, beading, millinery, shopping, shoe maintenance, cutting, specific craft skills or tailoring
7. Specialty Personnel experience may include, but is not limited to years of experience, experience at a specific venue, or experience with a specific artist.
8. Specialty Personnel may be requested by gender for dressing calls only and is based on the preference of the employer.
9. Specialty Personnel requested by skill will be placed in Dispatch List order within the skill group. This applies only when the call is dispatched through the Hiring Hall.
10. In the event that any Specialty Personnel leaves a call or assumes other duties, whether permanently or temporarily, the position of Specialty Personnel remains a requested position and may be filled by a request as often as necessary during the run of a show.

#### J. Personnel Requested by Name:

1. Both Local and Touring Heads of Department must make every effort to notify the Hiring Hall through the Business Representative of anyone they wish to request when call information is provided for dispatching. Requests may be submitted later, but if Dispatch has already filled the call, no subsequent

requests can be honored. Requests must comply with the venue's collective bargaining agreement regarding dispatched personnel.

2. If the collective bargaining agreement does not include a provision stipulating a rate of pay for dressers requested by name from the Hiring Hall, one dresser per call may be requested by name. The requested dresser will receive a pay premium of one (\$1) additional dollar per hour.
3. When utilizing the Local 887 General Contract, a Local 887 temporary agreement, or a rate sheet, the employer or their designated representative may request a Department Head or Assistant by name, or specialty personnel by skill. (Rules regarding Specialty Personnel are covered in the previous section, Section I.) One dresser per call may be requested by name. The requested dresser will receive a pay premium of one (\$1) additional dollar per hour.

#### K. Skill Assessment:

1. Skill requirements needed for particular jobs shall be provided by the employer and the Dispatcher shall make every effort to accurately convey the requirements when dispatching a call.
2. It is each employee's responsibility to assess his or her own skill level when accepting a dispatched call.
3. An employee may be dismissed from a call when they do not meet the level of skill required to perform the tasks at hand.
4. An employee who misrepresents their skill level when accepting a call may be called before the Executive Board of TWU 887 for disciplinary action as stated in this document.

#### L. Inclement Weather:

1. No employee shall be required by the Hiring Hall to make a dangerous commute to an event or venue for work during inclement weather, natural disaster, riot, act of God or general conflagration.
2. It is the responsibility of any employee who feels that they must be tardy for or absent from work due to the above conditions to contact the appropriate Hiring Hall representative as described in Section II, G so that they may be replaced if necessary.
3. An employee who is tardy or absent without informing the appropriate Hiring Hall representative may be asked to appear before the Executive Board for appropriate disciplinary action.
4. Any employee or applicant who is not currently working and feels that they are able to safely commute to an event or venue where employees are working under a TWU Local No. 887 collective bargaining agreement during the above conditions should indicate their availability to the Dispatcher.

### IV. Discipline:

#### A. Expectations:

1. All workers and applicants registered with and dispatched by the Hiring Hall are representatives of TWU Local No. 887 in their place of employment and as such are expected to abide by and uphold these Dispatch Rules. Failure to do so may result in disciplinary action.
2. All workers are expected to abide by the Worker Agreement and Working Rules of TWU Local No. 887.

#### B. Disciplinary Action:

Should the Executive Board of TWU Local No. 887 expel a worker from the Hiring Hall for violations of the Worker Agreement, the worker will lose their Hiring Hall Dispatch List placement. They may re-apply to the Hiring Hall through Group E.

### V. Additional Items

1. A worker may petition the Executive Board of the local for a \$50 "dispatch mistake" fee, if he/she is given incorrect call information that results in lost wages.

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<sup>i</sup> The Dispatch lists were originally established in 1992 by the Local 887 Executive Board adopting the following rules. (Revisions to the rules were approved in 1993, 1997, 1998, 2000, 2003, 2004, 2006, 2010, 2014, 2016, and 2017)

- a) All workers shall be placed in one of four groups depending on their qualification date.
- b) The qualification date will be the date of a worker's first employment as a Wardrobe Department employee working with previously constructed costumes in a theatre of LORT B+ size or larger within the boundaries to be governed by these rules. If two or more workers start working on the same date, the one with the greatest number of hours or calls in the year preceding placement will have the higher qualifying date.
- c) The first group, which shall consist of a maximum of twenty workers, shall initially consist of workers who have a qualification date of prior to December 31, 1989.
- d) The second group shall initially consist of workers who have a qualification date of prior to December 31, 1990. It shall consist of a maximum of 25 workers.
- e) The third group shall initially consist of workers who have a qualification date prior to September 1, 1992.
- f) The fourth group shall be a probationary group. All new applicants for referral shall be placed on a twelve-month probationary period commencing with the first day the individual is dispatched by the Dispatcher. During this period the individual will not be given a qualifying date, but shall be placed in a separate chronological group maintained by the Dispatcher. Upon completion of the probationary period and assuming the worker has completed one call in the preceding year, an individual shall be placed in Group Three and his/her qualification date shall be recorded as his/her first day referred for work through the dispatch system.
- g) Original start dates were submitted by the individual workers and checked by dispatch and payroll records by the Board of Examiners. A good faith effort was made by the Board of Examiners to insure that all qualifying workers were encouraged to submit their start dates to the Board.