

Implementation Date & Summary Instructions Online & Telephone Bid System Role Out

Dear Millwrights Local 1460 Member,

AT 5:00 P.M., OCTOBER 20, 2015 BIDDING JOBS ONLINE AND BY TELEPHONE GOES LIVE

Below is a brief outline:

- Jobs will be available for bidding Monday-Thursday between 5:00 pm and 7:00 am each day
- Fridays and weekends jobs will be posted Friday at 5:00 pm and be removed at 7:00 am Monday morning.
- During long weekends and holidays, the jobs will be available until 7:00 am the next business day.
- Job postings will **not** be available by telephone or online between the hours of 7:00 a.m. – 5:00 p.m. weekdays.
- Ensure your apprentice or journeyman tickets are on file with the training department. You will not be able to bid if the system cannot find your credentials.
- If your dues status is not in Goodstanding (you are four plus months in arrears), you will not be able to bid jobs or be dispatched. Please check your My Information page for your status regularly. In the event you are in arrears or suspended, please contact Millwrights Local 1460 office at (780) 733-2164 during regular business hours. The My Information page can only be updated by Millwright Local 1460 staff.
- The Contact Preferences page is used by both your dispatcher and employer to contact you regarding work. Please ensure this is up to date. Your primary phone number and email address are extremely important for dispatch purposes. This information can only be changed by **YOU**. The “*Save My Preferences*” button sends this directly to the Dispatcher.
- Please **do not send SIN or Credit Card information by email** as the site is not encrypted.
- If you have any questions regarding these bidding processes, please call the Dispatcher during regular business hours at (780) 733-2165 or email dispatch@millwrights1460.com.