TABLE OF CONTENTS

1   LOCAL 1000 PROCESS ARCHITECTURE

1.1   BUSINESS PROCESS NOTATION

The following table provides a brief description for each notation used within the process maps.

Notation	Description
Start	Indicates the starting point in the process map.
Connector	Indicates that the flow continues on a new page or a new point on the map.
End	Indicates that the process ends or stops at that point. The map may have several end points.
Time span	This indicates that a point in the process where there is a time lapse or a time constraint on a given task
Activity	An activity indicates a single step or a series of steps that must be executed in the process.
Collapsed Sub-Process	Refers to another complete process within the model that is executed as part of the flow.
System Activity	Used to indicate a step that is completed within a system.
Decision/Branching	Refers to a point in the process where more than two alternatives can occur.

Notation	Description
↻ **Activity Looping**	Indicates that the steps within the activity can be performed multiple times.
◇ **Exclusive decision**	Refers to a decision point in the flow where a true/false test for the condition is executed.
⬦⊗ **Merge decision**	Refers to the combining of two or more paths into one path.
⬦⊕ **Join decision**	Refers to the combining of two or more paths into one path.
⬦◯ **Inclusive decision**	Refers to the decision based on alternatives or conditions.
Expanded Sub-Process	Represents a part of the process that may be executed multiple times within the flow.
⟶ **Sequence Flow**	A sequence flow is used to show the order that activities are performed in a process.
◇⟶ **Conditional flow**	An outgoing flow that may be taken based on the evaluation of the condition or decision.
⟶ **Default flow**	An outgoing flow that reflects the most common path from a condition or decision.
⟶ **Directed association**	Use to associate information with a flow object. Directed association shows whether the information/object is an input or an output by the placement of the arrow.
⋯⋯ **Undirected association**	Use to associate information with a flow object. Undirected association does not specify whether the information/object is an input or an output by the omission of the arrow.
📄	Data Object provides information on what activities may be produced. They do not have an effect on the flow.

Notation	Description
Data Object/Information flowing	

1.2   100 – DISPATCH MANAGEMENT

The Dispatch business unit within the Local 1000 is responsible for registering the names and phone numbers of members who are unemployed, and for tracking processes related to the rotation and assignment of members within the Out Of Work Books.

1.2.1   100A-1 ADD MEMBER TO OOW BOOK

The following process map and narrative outlines the major steps taken when an unemployed member wants to be added to the Local 1000 OOW Book.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage OOW Book

Business Process : 100A-1 Add Member to OOW Book

Member

- 100A-1.1 Available for Employment
- MUST WAIT UNTIL THE NEXT WORK DAY

Dispatcher

- 100A-1.2 Initiates addition to rotation on OOW
- Dispatcher available form 8:00 am to 12:00 pm
- 100A-1.4 Dispatcher Calculates Member's accumulated work days
- Reason for Availability — Quit/Fired/No Show
- Lay Off/New
- Accumulated workdays >21 days — Yes / NO
- 100A-1.5 Add member to bottom of OOW Book
- 100A-1.6 Enable Member OOW Book at last known position

ULTRA

- 100A-1.3 Dispatcher Determines Member's Dues Status
- Good Standing? — NO
- Yes

Local 1000

Business Function: Dispatch Management

Business Sub-function: Manage OOW Book

Business Process: 100A-1 Add member to OOW Book

Step #	Process	Functional Area/Responsible Party	Description
100A-1.1	Available for Employment	Member	An employee notifies the Dispatcher that they are Out OF Work and which Geographic Center they would like to be dispatched from. The earliest a member can notify the dispatcher is the day after their last day of work. The member provides Phone Number, who was the last employer and how many days worked.
100A-1.2	Initiate activation in OOW list	Dispatch	The Dispatcher determines the appropriate OOW Book to use. Possibilities are Industrial, Maintenance, Construction or Apprentice.
100A-1.3	Determine Member Status	ULTRA	The Dispatcher must check ULTRA to determine if the member is in Good Standing.
100A-1.4	Calculate Member's Accumulated Work Days	Dispatch	The Dispatcher applies penalties to the Member's accumulated work total so as to determine position on the OOW Book.
100A-1.5	Add Member to bottom of OOW List	Dispatch	If the member's accumulated work total exceeded 21 days or if the reason they are available is one of FIRED/QUIT/NO SHOW, then they are added to the bottom of the OOW Book
100A-1.6	Activate Member's previous List position	Dispatch	If the member's accumulated work total does not exceed 21 days, then they maintain their previous position on the OOW Book.
The process ends			

1.2.2   100A-2 ADD A PERMIT WORKER

The following process map and narrative outlines the major steps adding a permit worker on the OOW Bok.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage OOW Book

Business Process : 100A-2 Add Permit Worker to OOW Book
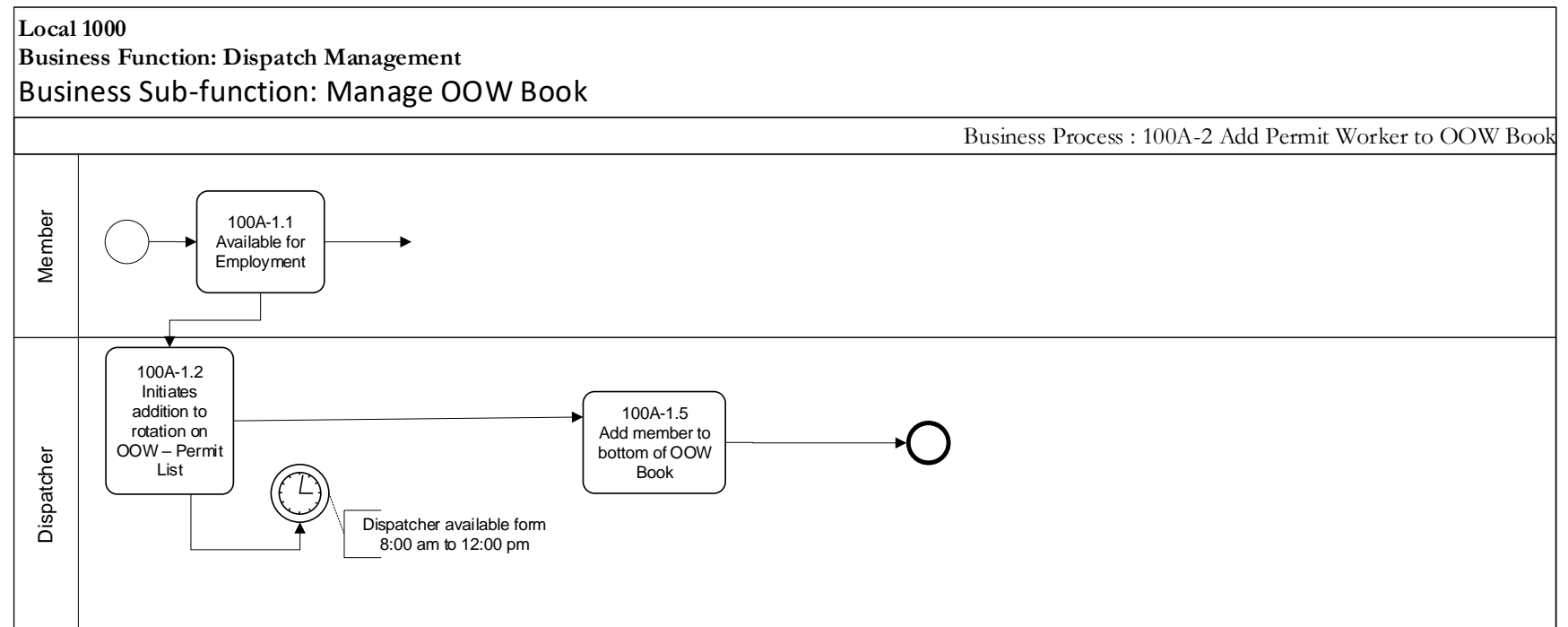
ABC Company Local 1000

Business Function: Dispatch Management

Business Sub-function: Manage OOW List

Business Process: 100A-2 Add a Permit Worker			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
100A-2.1	Seeks a Position	Non-Member	A non-member contacts the Dispatcher, looking for work.
The next step may happen			
100A-2.2	Finds a Position	Dispatcher	The Dispatcher has an immediate opening
100A-2.3	Registers	Non-Member	The non-member proceeds with registering with the union and is responsible for paying all initiation fees.
100A-2.4	Designation	Member	The new member is designated assigned to appropriate OOW Book and placed on probationary status
100A-2.5	Add to OOW Book	Dispatcher	The dispatcher assigns the new member to the bottom of the designated OOW Book
100A-2.6			
The process ends			

1.2.3 100A-4 ADD AN APPRENTICE

The following process map and narrative outlines the major steps adding an apprentice on the OOW Book.
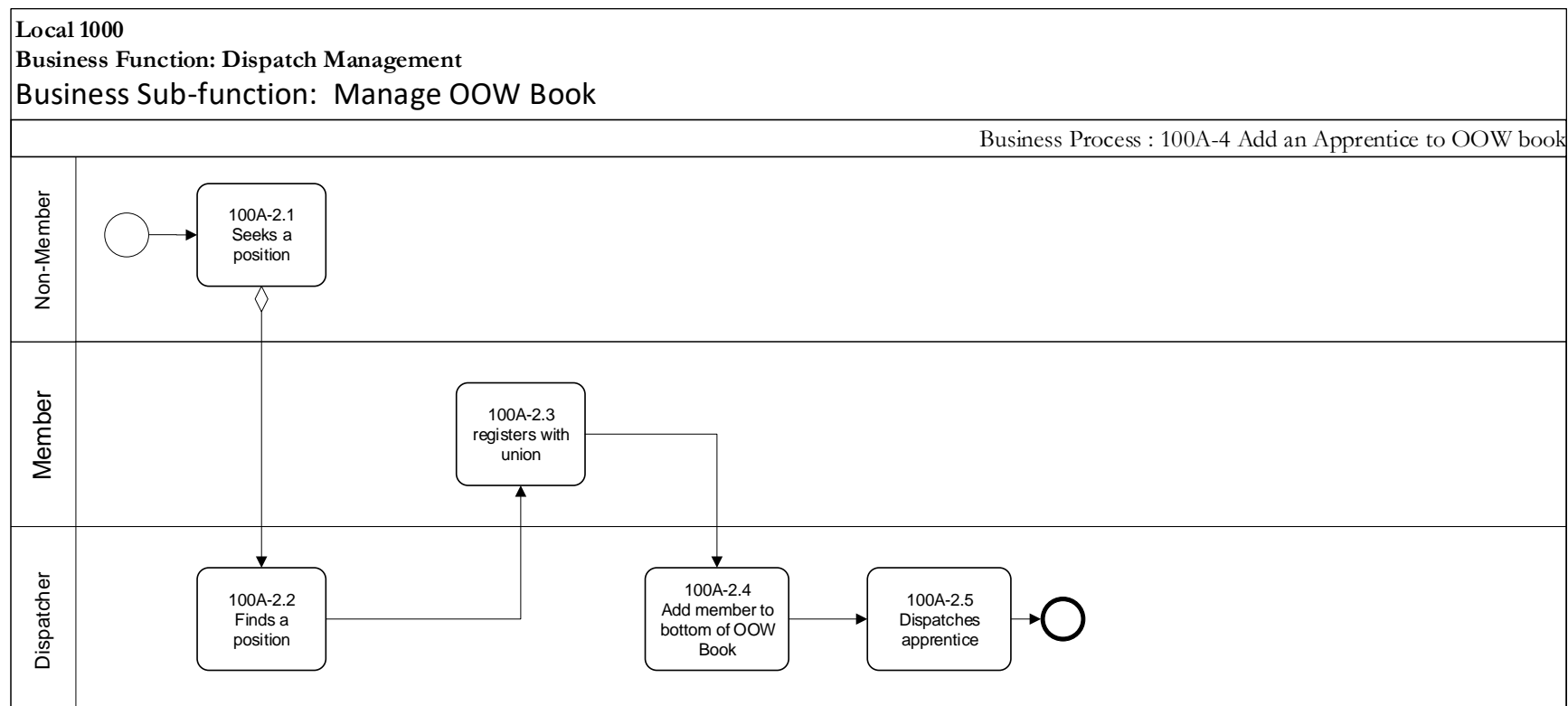
Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage OOW Book

Business Process : 100A-4 Add an Apprentice to OOW book

Non-Member	100A-2.1 Seeks a position
Member	100A-2.3 registers with union
Dispatcher	100A-2.2 Finds a position · 100A-2.4 Add member to bottom of OOW Book · 100A-2.5 Dispatches apprentice

Local 1000

Business Function: Dispatch Management

Business Sub-function: Manage OOW List

Business Process: 100A-2 Add an Apprentice			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
100A-2.1	Seeks a Position	Non-Member	A non-member contacts the Dispatcher, looking for work.
The next step may happen			
100A-2.2	Finds a Position	Dispatcher	The Dispatcher has an immediate opening
100A-2.3	Registers	Member	The non-member proceeds with registering with the union and is responsible for paying all initiation fees. The new member is designated assigned to appropriate OOW Book and placed on probationary status
100A-2.4	Add to OOW Book	Dispatcher	The dispatcher assigns the new member to the bottom of the designated OOW Book
100A-2.5	Dispatch Apprentice	Dispatcher	The new member is designated assigned to appropriate OOW Book and placed on probationary status
The process ends			

1.2.4   100B-1 ADD MEMBER TO SICK LIST

The following process map and narrative outlines the major steps taken when a member makes a request to be added to the SICK List

Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage Sick List			
Business Process: 100B-1 Add member to Sick List			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
100 B-1.1	Supplies Doctor Certificate	Member	The Member deposits a doctor's certificate at the dispatcher's office.

100 B-1.2	File Certificate	Dispatcher	The Dispatcher files the certificate
100 B-1.3	Add Member	Dispatcher	The Dispatcher adds the members name to the Sick List which in turn disables the member's availability status in the OOW Book and triggers the Member current status to "On Sick Leave"

1.2.5   100B-2 REMOVE MEMBER FROM SICK LIST

The following process map and narrative outlines the major steps taken when a member makes a request to be removed from the Sick List.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Sick List

Business Process : 100B-2 Remove Member From Sick List

Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage OOW List			
Business Process: 100B-2 Remove Member from Sick List			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
100B-2.1	Supplies Doctor Certificate	Member	The Member deposits a doctor's certificate at the dispatcher's office.
100B-2.2	File Certificate	Dispatcher	The Dispatcher files the certificate
100B-2.3	Add Member	Dispatcher	The Dispatcher removes the members name from the Sick List which in turn enables the member's availability status in the OOW Book disables the Member's "on On Sick Leave" status
The process ends			

1.2.6   100C-1 ADD MEMBER TO VACATION LIST

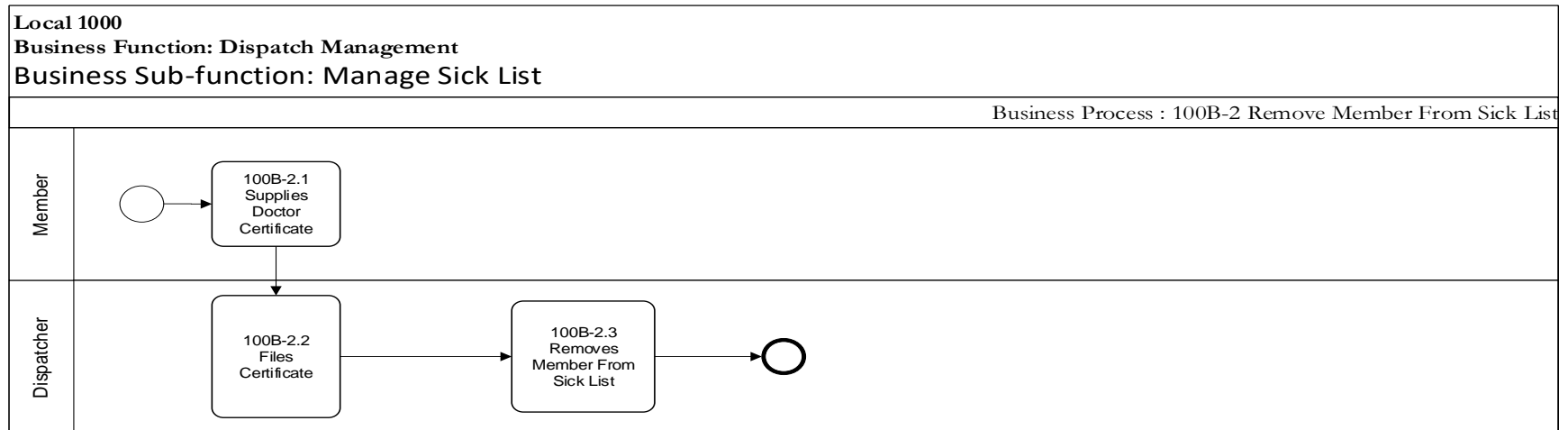The following process map and narrative outlines the major steps taken when a member makes a request to be added to the Vacation List. The Member specifies when he wants the vacation to start and end. The duration of the vacation is a minimum of seven days.

Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage Vacation List			
Business Process: 100C-1 Add a Member to Vacation List			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
100C-1.1	Supply date	Member	The member contacts dispatcher with a request for vacation time
100C-1.2	Review Member Status	Dispatcher	Dispatcher determines if the Member has enough vacation days remaining
If the Member has enough or some vacation days,			
100C-1.3	Add member to Vacation List	Dispatcher	If the member has enough or all the vacation days remaining then the Dispatcher adds the members name to the Vacation List effective the date supplied by the Member. which in turn disables the member's availability status in the OOW Book and triggers the Member's current status to "On Vacation"
If the Member did not have any or enough vacation days, they may request the next step			
100C-1.4	Add member to Will Call List	Dispatcher	See Process 100D-1
The process ends			

1.2.7   100C-2 MEMBER REQUEST TO BE REMOVED FROM VACATION LIST
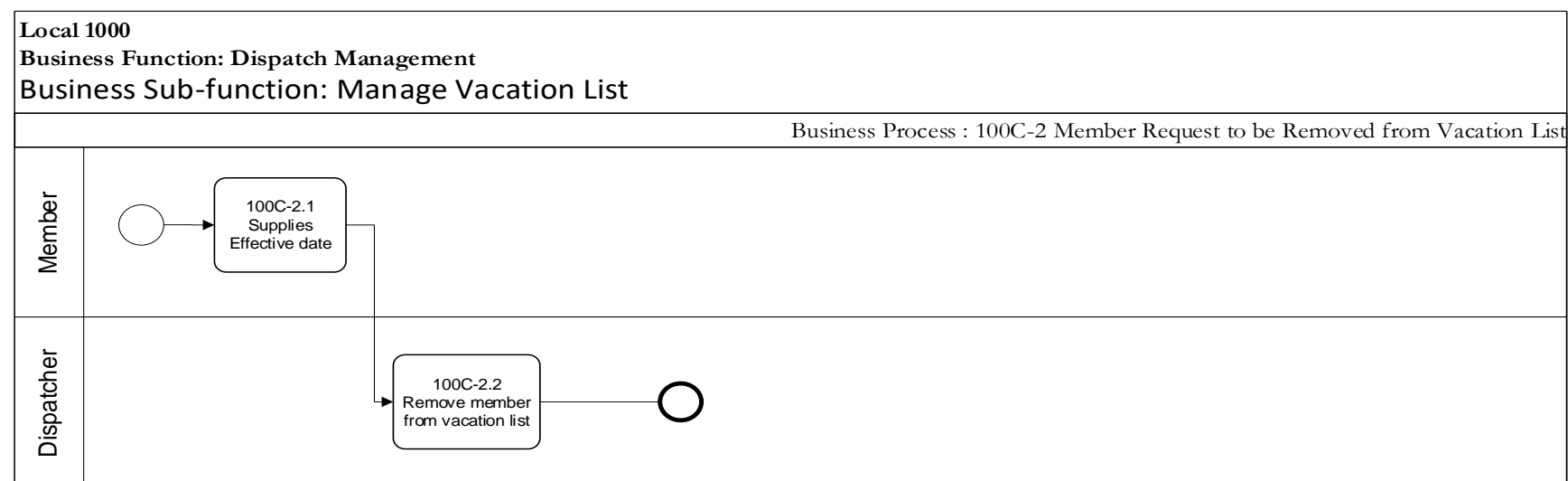
The following process map and narrative outlines the major steps completed when a member makes a request to be removed from the Vacation List.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Vacation List

Business Process : 100C-2 Member Request to be Removed from Vacation List

| Member | 100C-2.1 Supplies Effective date |
| Dispatcher | 100C-2.2 Remove member from vacation list |

Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage Vacation List			
Business Process: 100C-2 Member Request to be Removed from Vacation List			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
100C-2.1	Supplies effective date	Member	The member contacts dispatcher indicating they have finished their vacation
100C-2.2	Remove Member from List	Dispatcher	The Dispatcher removes the members name from the Vacation List which in turn enables the member's availability status in the OOW Book turns off the Member's "On Vacation Status". "Vacation days taken is updated". Calculation of vacation days is in increments of 7. When less than 7 days the calculation is rounded up to 7.
The process ends			

1.2.8   100C-3 SYSTEM REMOVAL FROM VACATION LIST

The following process map and narrative outlines the major steps taken when the System removes a member from the Vacation List. This will happen when the member has used all 31 days of annual vacation time. <Can this be done automatically for a member who has provided an end date?>

Local 1000

Business Function: Dispatch Management

Business Sub-function: Manage Vacation List

Business Process: 100C-3 System Removal from Vacation List

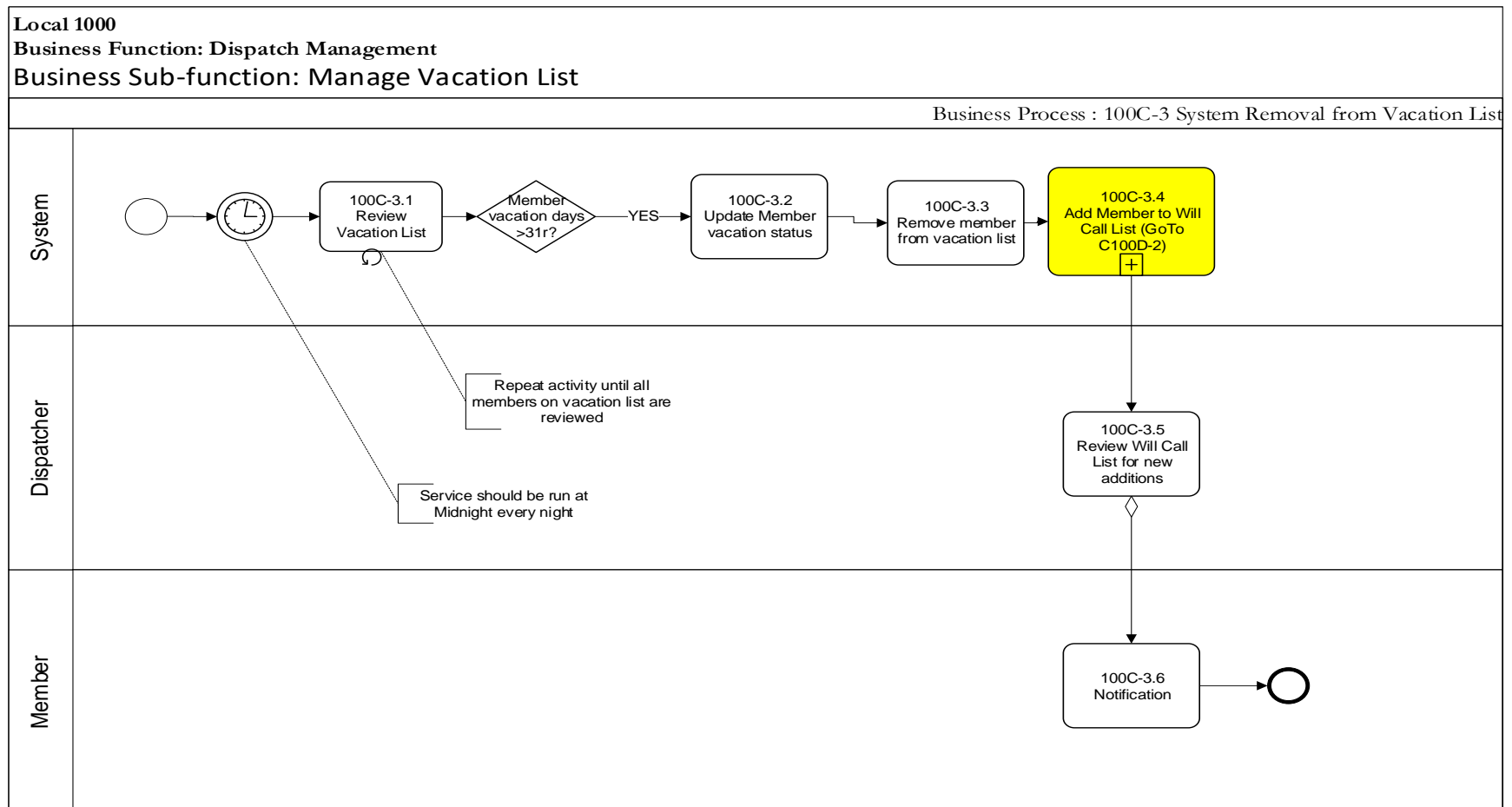| Step #	Process	Functional Area/Responsible Party	Description
100C-3.1	Review vacation list	System	The system reviews the Vacation List to determine if anyone should be removed. Candidates for removal are: Anyone who has used all their vacation days; (currently not done: Anyone who has predetermined their removal)
100C-3.2	Update member vacation status	System	The system turns off the Member's "On Vacation Status"
100C-3.3	Remove member from vacation last	System	The system has in effect removed the person from the vacation list
100C-3.4	Add members to will call list	System	
100C-3.5	Review will call list for new additions	Dispatcher	The system has placed the member on the Will Call book (refer to 100D-2)
100C-3.6	Notification	Member	Member is notified of change to status.
The process ends			

1.2.9   100D-1 ADD MEMBER TO WILL CALL LIST

The following process map and narrative outlines the major steps taken when a member makes a request to be added to the Will Call List.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Will Call List

Business Process : 100D-1 Add Member to Will Call List
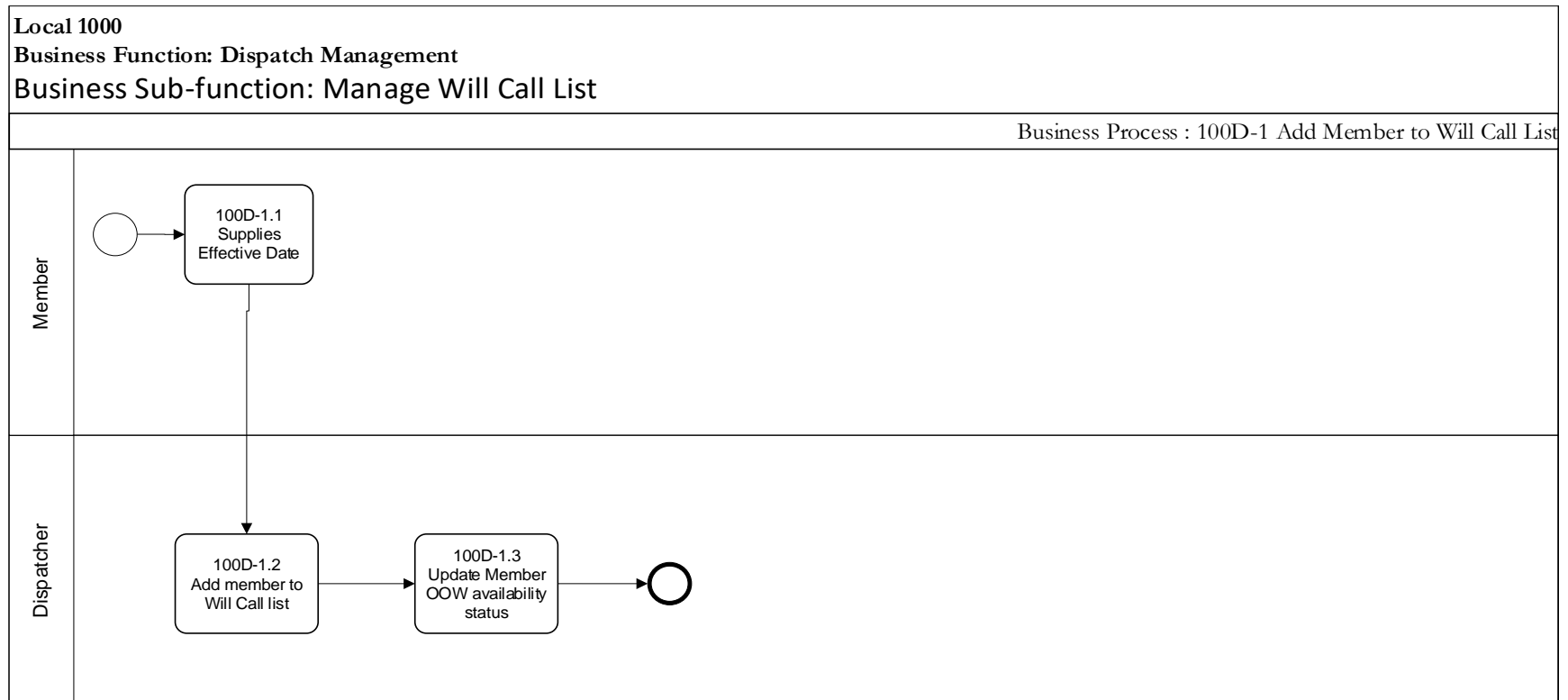
Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage Will Call List			
Business Process: 100D-1 Add Member to Will Call List			
Step #	**Process**	**Functional**	**Description**

		Area/Responsible Party	
100D-1.1	Supplies Effective Date	Member	The member indicates the date they wish to be placed on the will Call List
100D-1.2	Add Member to Will Call List	Dispatcher	Adds Member to will Call List
100D-1.3	Update Member OOW Status	Dispatcher	Disables Member OOW status and updates Member OOW status to "On Call"
The process ends			

1.2.10 100D-2 SYSTEM ADD REQUEST

The following process map and narrative outlines the major steps taken when the system automatically adds a member to the Will Call List. This will happen when a member's vacation days runs out before that member has requested to be removed from the Vacation list.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Will Call List

Business Process : 100D-2 System Add Request

Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage Will Call List			
Business Process: 100A-2 System Add Request			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
100D-2.1	Supplies Effective Date	System	The current date is the effective date
100D-2.2	Add Member to Will Call List	System	Adds Member to will Call List
100D-2.3	Update Member OOW Status	System	Disables Member OOW status and updates Member OOW status to "On Call"
The process ends			

Page 20

1.2.11 100D-3 MEMBER REQUEST FOR REMOVAL FROM WILL CALL LIST

The following process map and narrative outlines the major steps taken when a member makes a request to be added to the Will Call List.
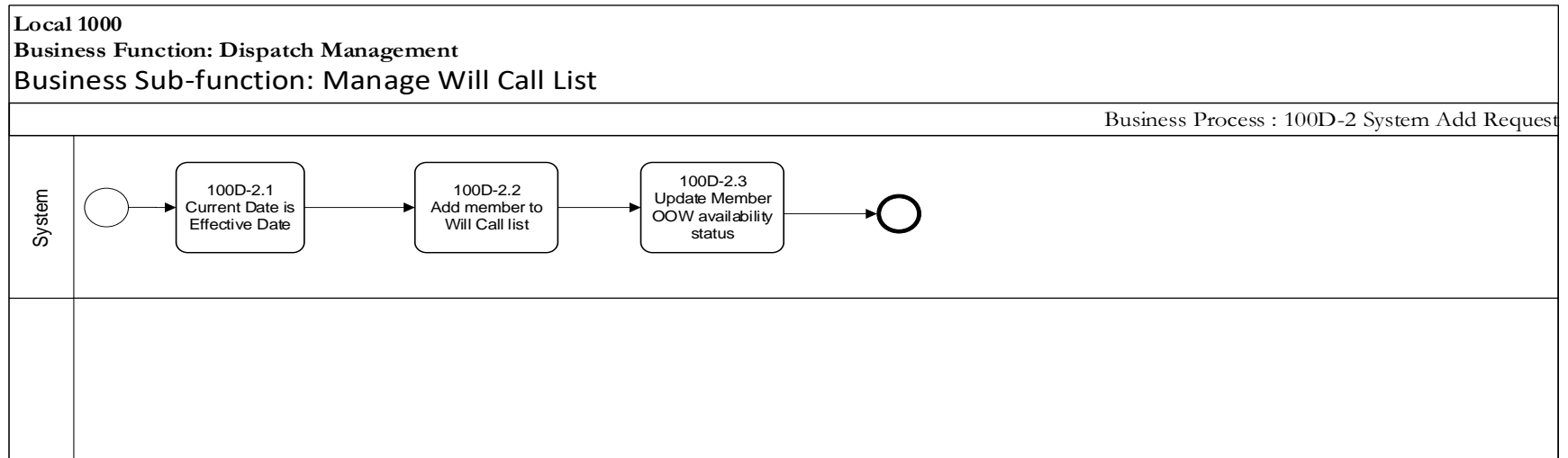
Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Will Call List

Business Process : 100D-3 Member Request for Removal from Will Call List

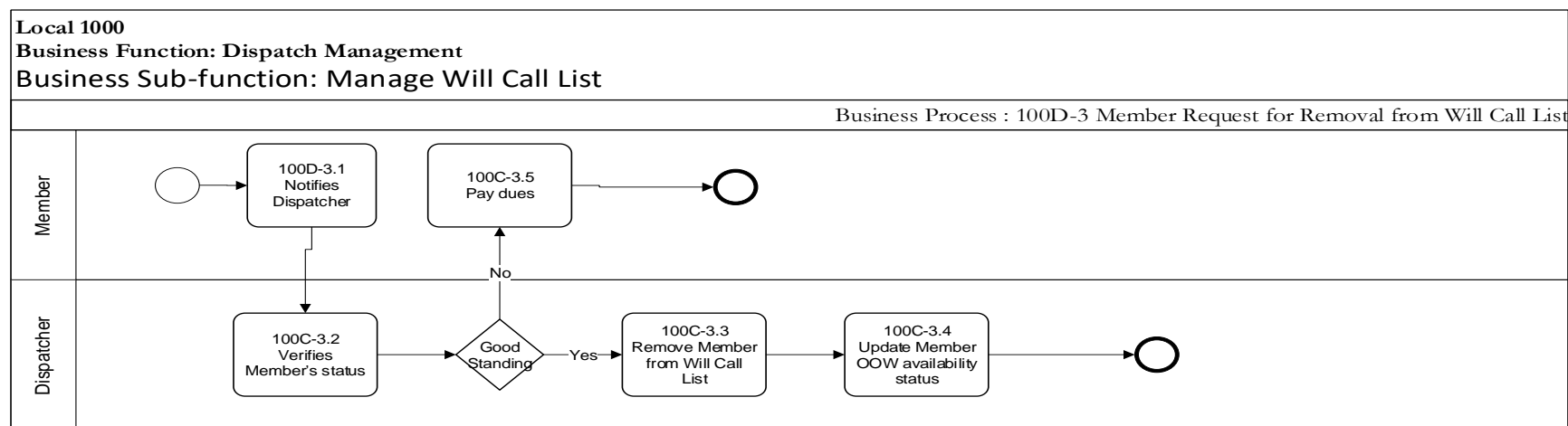| Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage Will Call List			
Business Process: 100D-3 Member Request for Removal from Will Call List			
Step #	Process	Functional Area/Responsible Party	Description
100D-3.1	Notifies Dispatcher	Member	The member indicates the date they wish to be placed on the will Call List
100D-3.2	Verify Member Status	Dispatcher	Dispatcher determines if Member is current with Dues
100D-3.3	Remove Member	Dispatcher	Member name removed from will call list, turn off "On Call" status
100D-3.4	Update OOW status	Dispatcher	Member's OOW status enabled
100D-3.5	Pay Dues	Member	Member Pays Dues (See process ?.?)
The process ends			

1.2.12 100D-4 SYSTEM REMOVAL REQUEST

The following process map and narrative outlines the major steps taken when the system automatically removes of a member from the Will Call List. This happens after the member has spent 6 consecutive months on the list.
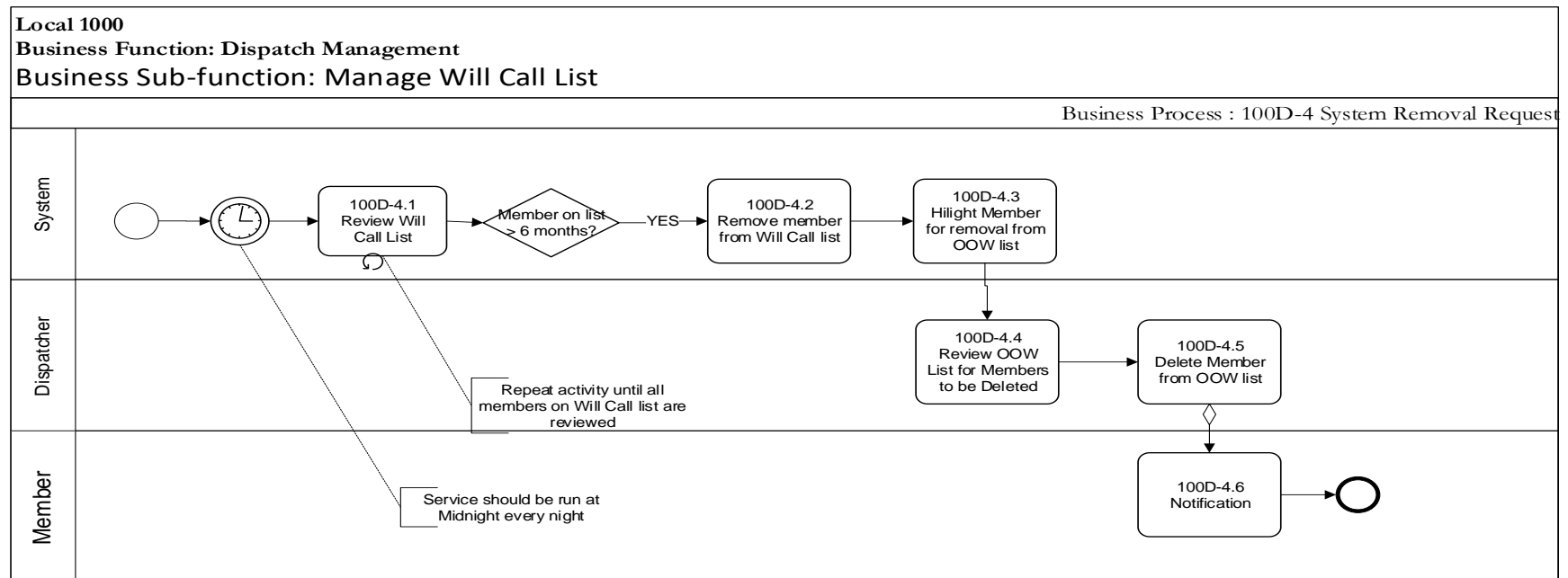
Local 1000			
Business Function: Dispatch Management			
Business Sub-function: Manage Will Call List			
Business Process: 100D-4 System Removal Request			
Step #	Process	Functional Area/Responsible Party	Description
100D-4.1	Review will call list	System	The system reviews the Will Call List to determine if anyone should be removed. Candidates for removal are:

			Anyone who has been on the list for more than 6 months
100D-4.2	Remove member from will call list	System	The system turns off the Member's "On Call Status"
100D-4.3	Highlight member for removal from OOW List	System	The system set the OOW Status to "to be deleted"
100D-4.4	Review OOW list	Dispatcher	The dispatcher reviews all member that have been flagged for removal
100D-4.5	Delete Member from OOW List	System	The dispatcher 'logically' deletes member from OOW List
100D-4.6	Notification	Dispatcher	The system has placed the member on the Will Call book (refer to 100D-2)
The process ends			

1.2.13 100E-1 LOG WORKFORCE REQUEST

The following process map and narrative outlines the major steps taken when an employer sends a request to hire employees for a specific job to the dispatcher.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Work Force Request

Business Process : 100E-1 Log Workforce Request

Local 1000

Business Function: Dispatch Management

Business Sub-function: Manage Workforce Request

Business Process: 100E-1 Log Workforce Request			
Step #	Process	Functional Area/Responsible Party	Description
100E-1.1	Sends Request	Contractor	The contractor completes a workforce request and sends it to the dispatcher
100E-1.2	Logs Request	Dispatcher	The dispatcher logs the request with time and date of receipt and whether the request id for a new job or an existing job.
100E-1.3	Sets Request status to "Open"	Dispatcher	The Dispatcher sets the status to "Open"
The process ends			

1.2.14 100E-2 FULFILL WORKFORCE REQUEST

The following process map and narrative outlines the major steps taken when the Dispatcher attempts to satisfy a work force request.
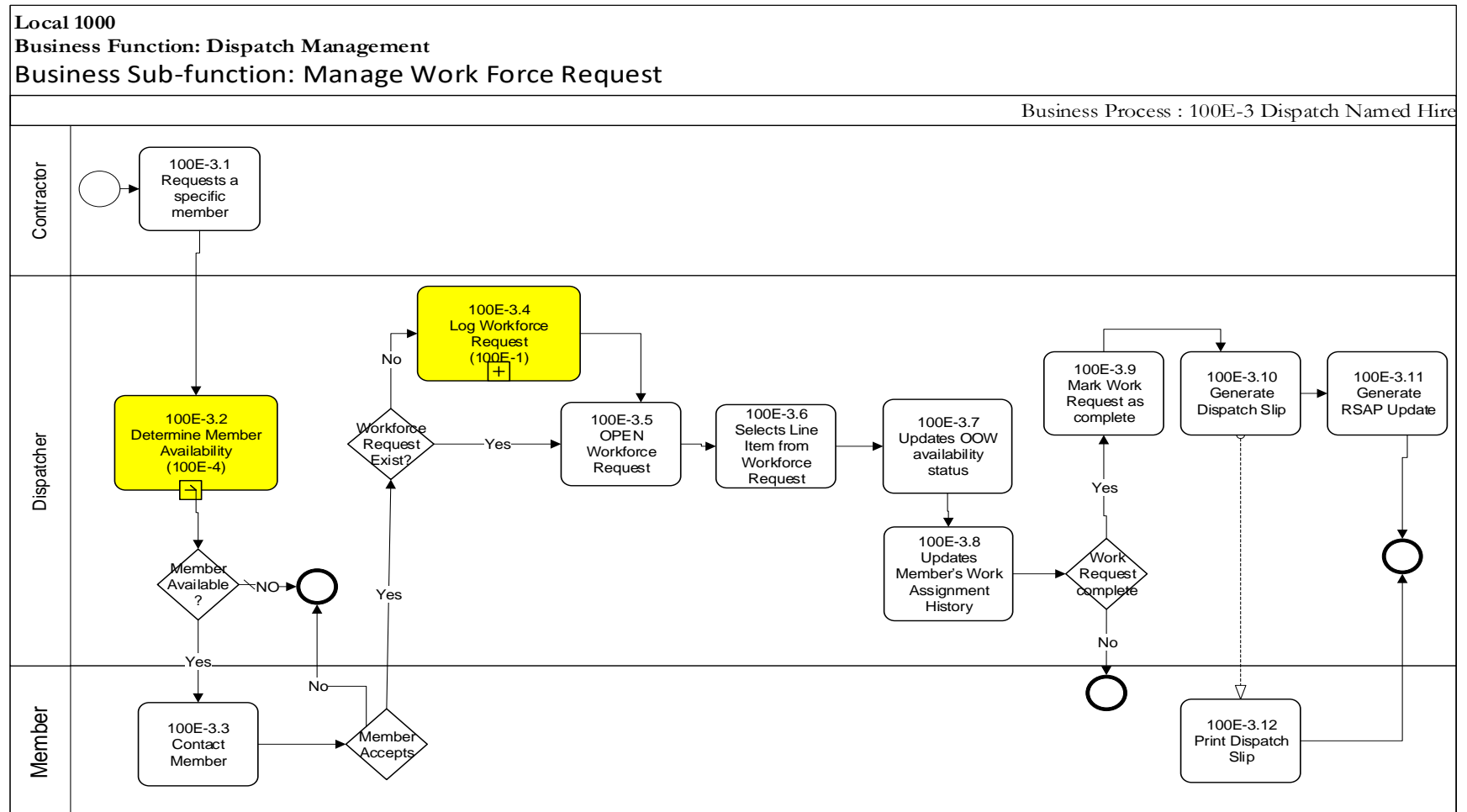
Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Work Force Request

Business Process : 100E-2 Fulfill Workforce Request

Local 1000

Business Function: Dispatch Management

Business Sub-function: Manage Workforce Request

Business Process: 100E-2 Fulfill Workforce Request

Step #	Process	Functional Area/Responsible Party	Description
100E-2.1	Select workforce request	Dispatcher	The dispatcher selects an incomplete work force request
100E-2.2	Select Line Item	Dispatcher	The dispatcher selects a line item and adds any special requirements
100E-2.3	Open Appropriate OOW Book	Dispatcher	The dispatcher initiates the generation of an OOW list that will satisfy the requirements of the line item selected
100E-2.4	Phones first available name	Dispatcher	The dispatcher begins to call the names on the OOW list
100E-2.5	Updates OOW Status	Dispatcher	When the member accepts to an assignment, the dispatcher will disable their position on the OOW rotation
100E-2.6	Updates Assignment	Dispatcher	The dispatcher updates the member's work history
100E-2.7	Mark request as complete	Dispatcher	When the work force request has been filled the dispatcher marks the request as complete
100E-2.8	Generate dispatch slip	Dispatcher	The dispatcher generates a dispatch slip that contains the job information, contribution information, each assigned worker, worker's trade, rate and ID. Additionally, the dispatch slip will contain dispatcher instructions.
100E-2.9	Generate RSAP Update	Dispatcher	The dispatcher triggers the update to the RSAP system.
100E-2.10	Print Dispatch Slip	Member	The member receives a printed copy of the dispatch system.
100E-2.11	Voice Mail Deposited	Member	When a member is unavailable the dispatcher leaves a voice mail. The member will have 1 hour to return the call.
100E-2.12	Dispatcher Logs time	Dispatcher	Dispatcher logs the time the voice mail was left.
100E-2.13	Return Call	Member	At some point the member return the call, however after an hour the system triggers the return call as a non-acceptance.
100E-2.14	Add Penalty to Work Days	Dispatcher	Dispatcher applies penalty to members accumulated work time for not accepting an assignment.
100E-2.15	Member name moves	Member	When a member's accumulated days reach 21 days then the member's rotation position

	to bottom of List		is moved to the bottom of the list
100E-2.16	Accumulated says set to zero	Member	Once a member has been repositioned to the bottom of the list their accumulated work days are set to 0
100E-2.17	Add Member to vacation List	Member	The member may choose to go on vacation as opposed to accepting an assignment. Proceed to BP 100C-1 for further processing
The process ends			

1.2.15 100E-3 DISPATCH NAMED HIRE

The following process map and narrative outlines the major steps taken when an Employer request a specifically named worker.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Work Force Request

Business Process : 100E-3 Dispatch Named Hire

Contractor
- 100E-3.1 Requests a specific member

Dispatcher
- 100E-3.4 Log Workforce Request (100E-1)
- 100E-3.2 Determine Member Availability (100E-4)
- Workforce Request Exist?
- 100E-3.5 OPEN Workforce Request
- 100E-3.6 Selects Line Item from Workforce Request
- 100E-3.7 Updates OOW availability status
- 100E-3.8 Updates Member's Work Assignment History
- 100E-3.9 Mark Work Request as complete
- 100E-3.10 Generate Dispatch Slip
- 100E-3.11 Generate RSAP Update
- Member Available?
- Work Request complete

Member
- 100E-3.3 Contact Member
- Member Accepts
- 100E-3.12 Print Dispatch Slip

Local 1000

Business Function: Dispatch Management

Business Sub-function: Manage Workforce Request

Business Process: 100E-3 Dispatch Named Hire

Step #	Process	Functional Area/Responsible Party	Description
100E-3.1	Request a Name	Contractor	The contractor requests a specific name for hire (must add activity to determine if Contractor is able to add name hired)
100E-3.2	Determine Member Availability	Dispatcher	(This activity to be deleted and done as a part of 100E.3.6)
100E-3.3	Contact Member	Member	The dispatcher must contact the member
100E-3.4	Log Work Force Request	Dispatcher	IF the request is new, then the dispatcher will log the request
100E-3.5	Open Request	Dispatcher	The dispatcher opens the specific request
100E-3.6	Select Line Item	Dispatcher	The dispatcher selects a line item and adds requested name
100E-3.7	Updates OOW Status	Dispatcher	When the member accepts to an assignment, the dispatcher will disable their position on the OOW rotation
100E-3.8	Updates Assignment	Dispatcher	The dispatcher updates the member's work history and records that this was a named hire
100E-3.9	Mark request as complete	Dispatcher	When the work force request has been filled the dispatcher marks the request as complete
100E-3.10	Generate dispatch slip	Dispatcher	The dispatcher generates a dispatch slip that contains the job information, contribution information, each assigned worker, worker's trade, rate and ID. Additionally, the dispatch slip will contain dispatcher instructions.
100E-3.11	Generate RSAP Update	Dispatcher	The dispatcher triggers the update to the RSAP system.
100E-3.12	Print Dispatch Slip	Member	The member receives a printed copy of the dispatch system.
100E-3.13		Dispatcher	
The process ends			

1.2.16 100E-4 DETERMINE MEMBER AVAILABILITY

The following process map and narrative outlines the major steps taken when the dispatcher determines whether a member can be dispatched to a specific job.

Local 1000
Business Function: Dispatch Management
Business Sub-function: Manage Workforce Request

Business Process: 100E-4 Determine Member Availability			
Step #	**Process**	**Functional Area/Responsible Party**	**Description**
00E-4.1	View Member details	Dispatcher	Dispatcher determines if member meet availability criteria
The process ends			