I.L.A. CLERKS and CHECKERS LOCAL 1593 – DISPATCH

INSTRUCTIONS/RULES

D I S P A T C H 3:00 P.M. TO FINSH DAILY D I S P A T C H

SECTION I - DISPATCHER REQUIREMENTS

1. **DISPATCHERS**

(a) The dispatchers will be appointed by the Executive Board; agreed by majority vote of the executive board meeting 1-20-2011.

2. **DUTIES**

(a) The duties of a dispatcher shall be to perform all functions necessary in order that ILA Clerks and Checkers Local 1593 Dispatch Instructions/Rules are followed. Furthermore, the duties and functions of a dispatcher shall include, but not be limited to, being "on-call"/available during their work week to accept telephone calls 24 hours per day for calls from companies and to fill replacement jobs on an as-needed basis. The telephone calls associated with this duty should not take longer than 5 hours per week.

(b) Dispatchers shall perform their work under the direction of the Business Agent of Local 1593. Call the Business Agent with any questions or problems that you have with dispatch, then Vice-President or President.

3. **PAY**

(a) A dispatcher shall be paid the same hourly rate as negotiated for a Chief Clerk. A dispatcher shall be paid Monday through Friday two hours straight time rate and two hours overtime rate for each week day worked. On Saturday, Sunday and holidays they shall be paid four hours overtime.

(b) Local 1593 shall make no contributions to the Pension and Welfare Fund.

4. **AMENDMENTS:**

(a) These Rules/Requirements are subject to change, including, but not limited to, being amended or supplemented, by majority vote of the Executive Board.

Section II – DISPATCH INSTRUCTIONS

1. All Dispatch records are done in red ink - no pencil. Update the original Dispatch Work Order for yesterday with any changes made since the close of Dispatch, from your copy of the Dispatch Work Order and Dispatch Work Call. Casual rotation sheet must be updated for next day.

2. Print "Worked Today" report.

3. At 3:00 P.M.: (a) Take the "NIGHT" button "OFF".
   (b) Press the "AVAILABLE" button "ON".

4. At 5:30 P.M. (a) Take "AVAILABLE" button "OFF".
   (b) Make "Dispatch in Progress…" greeting following procedure for "NIGHT" greeting.
   (c) Press the "NIGHT" button "ON".

5. Complete the Dispatch Work Order for today and verify it to the Dispatch Work Call for today - the number of jobs ordered on the Dispatch Work Order must equal the number of jobs assigned on the Dispatch Work Call.

6. Record the Dispatch Work Order, and any announcements. The Business Agent, President or Vice-President must approve announcements, other than the Dispatch Work Order, before being put on the Dispatch Work Order to record "NIGHT" greeting:
   1. Dial *81 enter access code 1234 and greeting number 1
   2. Press 2 to start recording.
   3. Press 2 to stop recording.
   4. Press 1 to listen to recording.
   5. Press 3 to save recording.

7. Replay and listen to the Dispatch Work Order, and any announcements.

8. Make a copy of the completed Dispatch Work Order and Dispatch Work Call

sheets for today to take with you for recording changes (in red) during the night and next day. Your copy is a permanent record of I.L.A. Local 1593 and is attached to the original Dispatch Work Order/Dispatch Work Call upon completion of number (1) above.

9. When you receive a call for a replacement make a note (in red) of the time you received the call beside the name of the person calling on your copy of the Dispatch Work Order. (051192 DOCUMENT 4 of 5 092005)

10. When calling replacements for jobs make a note (in red) on your copy of the Dispatch Work Call of the time you called the replacement person and their reply. (051192)

11. **NOC = NEXT ON CALL**. Persons to be called for any replacement or New or Add-On jobs. (051192)

REPLACEMENTS: For 0700 = call no earlier than 0530
For 0800 = call no earlier than 0630
For 1300 = call no earlier than 1130**
For 1900 = call no earlier than 1730
For 0100 = call no earlier than 2330 05119

**Dispatchers will stretch the 1130 replacement calls to 1200 noon if jobs are working through and personnel have shaped up. (101992/021395 Paul D. Ray, B/A)

12. When you call a person at their listed phone number - and they do not have a beeper - and they do not answer or cannot be reached, leave a message if possible and move to the next person on the seniority list. (050905 Mark Ortega, B/A)

13. When you page a person on a beeper, make a note on your copy of the Dispatch Work Call of the time you paged the person. Allow five (5) minutes for them to return your call before going to the next person on the seniority list. 051192

Pagers will be utilized for 1900 work and replacements only. (050905 Mark Ortega, B/A)

14. The Vice-President, the Seniority Board members and the Business Agent comprise the Seniority Committee, a standing committee, for any problems or questions the Dispatchers may have. Submit your problems or questions, in writing, to any member of the committee. (051192/010995)

SECTION III – DISPATCHER RULES

1. Reshaping on the job site when replacements are needed. No reshaping between flex-time start, all other starts, 07:00 through 15:00 starts. When a terminal or vessel is working and a replacement is needed, it is the Chief Clerk's responsibility to reshape those qualified personnel remaining on the job by seniority and call the dispatcher to order the position(s) that become vacant after the reshape. The dispatcher will fill those vacant positions with those next on call by seniority. All Clerks and Checkers will take direction from the Chief Clerk once they arrive on job site. The Chief Clerk may assign jobs by seniority. This holds true for 19:00 vacancies as well. Qualified labor will always have seniority over casuals. A Clerk has ship or job seniority @ 19:00 but when the guarantee is up will be off by true seniority.
(Seniority Board 070308)

2. If a employer has an add on, job the dispatcher will call one of the three officers for approval then fill the position(s) with those "next on call": by seniority, add on's take the job added. There is on reshaping for Add-Ons. On your copy of the Dispatch Work Order make a note of the time and person ordering the Add-On and who approved the Add-On. (051192)

3. Continuity Jobs: Employee dispatched to work a job that starts at 08:00 on day 1. On day 1 there is evening work available and the same employee accepts work beginning at 19:00. The evening job has continuity for day 2. However, if employee's day job on day 1 works later than 19:00, they must get a replacement for the evening job beginning at 19:00 on day 1 and 08:00 on day 2, then go NOC for day 2, since the dispatcher has already dispatched the evening work and the day 2 work. (061508 Ken Cruikshank, Business Agent)

4. Container Terminal Hamburg SUD Chief Clerk and top Field Clerk have continuity (beginning on Mondays) even if obtained other than PDO. All done by seniority. Continuity Field Clerk takes lead job. Chief Clerk is not required to be singed off; TIR jobs are separate from Field Clerk jobs and casuals must be singed off. (May 11, 1992)

5. Chief Clerks that pre-stow the vessel and assistant chief pre-stowing have continuity even if obtained other than PDO on that vessel the next day it works, pursuant to the Seniority Rules. Plan Clerks on the vessel operations has continuity on that vessel pursuant to the Seniority Rules. The Chief Clerk and assistant Chief may roll from ship to ship. The Dispatcher will be responsible for getting the name of the vessel and announcing it on the PDO. (051192 per Jess & Daniel 8-21-07)

6. When a first call employer calls in PDO late after 5.30pm, the first call employee, if working, will be moved to his/her first call job. This holds true for continuity jobs also (8-21-07)

7. All Dispatch PDO (Prior Day Order) assignments are final. (51192 DOCUMENT 3 of 5 092005)

8. The Dispatcher will dispatch jobs based on the PDO of the ordering company as to whether the jobs are four (4), six (6), or eight (8) hours, the Dispatcher will ask the ordering company as orders are placed. (101992)

9. Military ships for 1900 Start: Dispatcher will ask PDO company ordering the work - "How long will it work?" - And dispatch the work based on what the PDO Company says. 0700/0800 Starts will be handled in the same manner. (101992)

a. One Military Cargo Yard Planner (must be obtained on PDO) shall have continuity from the start of the primary movement of cargo or materials from vessel to shore or shore to vessel. Extra yard planners are dispatched by seniority. Yard Planner must ask for continuity. (Ex Bd 091508)

10. All jobs are to be filled in order of seniority. Qualified persons dispatched on the PDO for 0700 or 0800 starts will be eligible for any 1300 Starts/Replacement jobs for their PDO in order of seniority before going to casuals if requested. Qualified persons dispatched on the PDO for a 1300 Start will be eligible for any 0700/0800 Starts/Replacement jobs for their PDO in order of seniority before going to Casuals if requested. (051192/030695/032295 - Paul D. Ray, B/A)

a. .Casuals will be given best job available if multiple jobs exist when dispatcher reaches them in the rotation. (021104 – Mark Ortega, B/A).

b. If dispatched on two separate starts, the 08:00 or 13:00 2nd job needs to be a 4 hour guarantee. No 8 hour container ship; no TIR; no warehouse; no military. (Except 13:00 starts)

11. If dispatched on two separate Starts, a non-First Call employee can choose, when they break for meals, to stay on the first Start or go to the second Start. (030695)

12. Dispatch SSA/ Cooper paper warehouse jobs as if they have worked 6 Hours. If you receive 4 hrs pay, you shall no seniority per 7C Seniority Rules. Agreed at union meeting 7-7-08

13. Persons shaping up after Dispatch is completed for the day will be placed as follows for Dispatch purposes: Qualified Personnel = before casual are dispatched. (101992) Casual Personnel = after all other casuals who shaped up. (101992)

14. A first call person not accepting his/ her first call on the PDO will not be able to be dispatcher out of the haring hall until next order (19:00). If a first call person doesn't work his /her first call assignment @ 07:00 or 08:00 or 10:00 or 13:00 or 15:00 they may shaped up @ 19:00 even if his/her first job is still working. (050907 Executive Board)

15. Persons working for Local 1593 during the day, and receiving eight (8) hours pay may accept a 1900 Start. (01992/110994 - Seniority Board)

16. Container Terminal orders, extra Clerk in the field, call it a Field Clerk and he/she get 8 hr guarantee (3-15-08 Daniel)

17. When working through, no one can go to another Start, including a First Call employee going to his or her First Call Employer - when working a non-First Call job. (030695 J. Teague Rule)

18. A First Call employee starting with their First Call employer must complete the Start before going to another First Call Start. (030695 R. Jones Rule)

19. Persons on the PDO who "turn over" on 0600-15:00 starts are not eligible for work until 1900. (101992)

20. No swapping of jobs is allowed outside the manning clause in the contract. (051192)

21. A person will be allowed to "replace himself" before Casuals are dispatched. The "eight-hour rule" applies and the clerk replacing himself loses all seniority to all other qualified clerks, but continues to have seniority over Casuals on the PDO. (051192)

22. No doubling up is allowed this applies to first call within the guarantee.

Interpretation of dispatchers rules #22 by the Executive Board and Seniority Committee agreed 1-20-11

If Personnel on the Qualified hiring list have been released by the employer on their operation, they may be dispatched out before additional personnel on lists B,C,D,E per. Clauses 3(D) and 7(F) of the Seniority Plan with the

following stipulations: One the operation must be released by the time the Dispatcher begins to fill vacant positions for the next start time. See dispatcher Instructions/Rules Sections II number eleven. Two all qualified hiring list Personnel must request this to be eligible. Three A union officer must verify the release.
(Seniority Board Meeting of November 9, 1994) (Executive Board Meeting of November 17, 1994). (051192/112394-Paul D.Ray,BA)

23. Order for labor after 5.30pm will be filled as add-ons.

24. Tide restricted vessels: Prestow clerk with 8 hour guarantee cannot work the vessel as the Plan Clerk until after the guarantee is up. (07/17/09 kc).

25. Employees that shape up for “all starts” will not be dispatcher for 19.00 Starts unless they speak directly to the dispatcher after 17.00 (5-12-08 meeting)

26. Established procedures for "B" "C" "D" and "E" applicant rotation
Each applicant shall be dispatched from the hiring hall pursuant to an alphabetized rotational system. An applicant who is unavailable when called, for whatever reason, shall not be eligible for dispatch until such as his or her name appears again on alphabetized rotational list.
When dispatching "B" "C" "D" and "E" applicants the rotation will begin a new start at 19:00. When dispatching at 19:00, the dispatcher will move the list forward filling jobs as you would normally do. When the 19:00 jobs are filled, you will continue the lists filling remaining jobs for the next day's start times. If you rotate the entire lists by 19:00 shape up you start where you left off. If you rotate all lists, the 19:00 shape will begin at the same point it did at the previous 19:00 shape up.
An honest inadvertent mistake made by the dispatcher in the proper rotation will not be defined as "arbitrary," "invidious," or any of the other adjective repeatedly used to characterize unfair representation. It carries no seggestion that the union has thoughts or intention of acting to an applicant's disadvantage. It may signal an error in judgment, but not favoritism or hostility. The error may be corrected by, the applicant being placed next out in rotation by a union officer after verification
(Executive Board Aug. 17,2011)

27. SSA/ Cooper warehouse Continuity – One clerk on the qualified hiring list will have continuity as a working Chief Clerk. Continuity Will Begin every Monday, even if obtained other than P.D.O. Chief Clerk will be paid General Cargo, Break-bulk Wages with appropriate fringe. The Guarantee will follow the Warehouse agreement; this will start on June 21, 2010 (executive Board June 17, 2010).

KC`s NOTES:
If a first call person takes a job with a start time of 0800 or 1300 and that job takes supper, they may choose to stay with that job or take their first call job that begins at 1900.

If someone is dispatched out to a job with a 1300 start time and the job is set back to 1900, they cannot get a replacement for the 1900 job in order to take a second (or better) job that starts at 1900.

In CBA
The purpose of first call: It is a negotiable item in the CBA. It is a device in our referral system designed to permit an employer, within the bid structure of the union to acquire individual employees for certain responsible positions as the employer's needs dictate. Cannot be changed by the members.

Not in CBA
Continuity is an agreement by the union in our referral system to allow employee to keep a Prestow Clerk, Chief Clerk, Plan Clerk, T.I.R Clerk or Yard Planner positions until released by the employer. It is not negotiated and can be changed by the members or Executive Board.