

**International Longshoreman's Association**  
**Local 1475**  
**Extra Hiring Rules**

**RULE I: AVAILABILITY**

**Section 1:** Active Extra List personnel who wish to work must report their availability for the shift or shifts they desire to work on the 912-232-8252 Extra Hiring Mark-up Line. Extras must call this line prior to 3pm each day to make themselves available for 7pm – 12m starts/reliefs at night and/or 7am-1pm starts/reliefs the following day. When marking up, Extras should speak clearly and state their first and last names specifying the shift or shifts that they desire to work. Extras are not considered automatically available when working the previous day.

**Section 2:** After 3pm the Extra Hiring Mark-up Line will be an information line. Extras may call to access information concerning job orders, last Extra hired and any additional information. Upon completion of the line-up for the following day, the mark-up line will be available for the next hiring period.

**Section 3:** Extra list personnel should only contact the Dispatcher to return a call for work, mark-off a job previously accepted or request reliefs when employed as a Chief Wharf Clerk. Extras may not contact the Hall directly to seek information regarding complaints, but should follow the procedures found in RULE IV, Section 2.

**RULE II: HIRING**

**Section 1:** Extras who are Marked-up available, will be dispatched in the following manner:

A: All active Extra list 1 personnel will be offered work referrals alphabetically on a rotating basis. After all Extra list 1 personnel have been offered work referrals the Dispatcher will then offer work referrals to all active Extra list 2 personnel and then continue the process throughout all subsequent Extra lists. The rotation for each list starts where the list ended during the previous hiring period.

B: The purpose of this process is to offer one work referral to each Extra in rotation for a twenty-four (24) hour period. The hiring period will begin with the Dispatching of day work at 5:30pm and will end with the last night referral dispatched the following day. The process will re-start with day work the following day at 5:30pm.

C: The Dispatcher will make every effort to co-mingle Extra list 4 personnel with qualified personnel in order to facilitate training. When dispatching from the Extra list, the Dispatcher will count the number of Extras needed to fill the jobs ordered. The vessel referrals will be evenly divided by list, so that each vessel will have a mixture of extras from all available lists. The Dispatcher is required to offer referrals in rotation and offer choices based on available jobs provided that extras are co-mingled for training purposes.

**Section 2:** All Extras hired will be subject to the provisions and requirements of the current Collective Bargaining Agreement. Copies are available by written request made to the Extra Hiring Monitor.

**Section 3:** Extras will not be afforded continuity or return rights. Extras who receive job referrals which are later cancelled by the employer with no compensation will be offered job referrals during the next hiring period first within their respective lists.

**Section 4:** When receiving a job from the Dispatcher Extras will be instructed as to their starting time, the job classification, the name of the vessel or interchange facility and the name of the Chief Clerk. If, after accepting employment, an Extra cannot report to a job, then the Extra must notify the Dispatcher 1½ hours prior to the starting time. The following number, 912-659-6386, is for emergency reliefs. Should you be unable to reach the Dispatcher, you must call the Business Agent on his cell phone 912-344-0048.

**Section 5:** It shall be the Extra's responsibility to seek training for specialized jobs in the industry. It is the responsibility of the employer to provide the training to the employees. Should Extras decide not to seek training or complete the requirements, then they will not be eligible to accept these jobs. Currently, the terminal jobs at the TIR facility are considered specialized jobs which require training.

### **RULE III: REQUIREMENTS**

**Section 1:** All Extras are required to maintain the proper credentials needed in order to access the port facilities. Currently, the Georgia Ports Authority provides this service at the Credentialing Office located at 100 main Street, Garden City, Georgia. All Extras will be provided with information in the future as credentialing requirements change.

**Section 2:** All Extras are required to provide the Extra Hiring Monitor with updated information when changing addresses and phone numbers. This change of information must be sent in writing via the United States Postal Service to Post Office Box 3005, Savannah, Georgia 31402. Currently, extras are allowed two phone numbers, one each for home and cellular phones.

**Section 3:** Extra are requested to sign a check-off authorization form. Extra Hiring hall fees will be deducted from payroll checks. Failure to sign a check-off authorization form will result in an assessment for Hiring Hall fees. Yearly Extra fees in the amount of \$50.00 and information forms are due no later than September 1<sup>st</sup> of each year. Yearly Extra fees and information forms must be mailed together and comply with RULE III, Section 5 of these rules. The information forms must be filled out entirely. Failure to comply with these requirements will result in the Extra being dropped.

**Section 4:** Yearly information forms require the election of the following status choices:

A. **Inactive Status:** Allows Extras to remain on the list with no requirements to accept employment through the Hiring Hall. This status will be in effect for one contract year beginning October 1 and ending September 30. Inactive status cannot be changed until the following year when a new form is required.

B. **Active Status:** Requires Extras to accept and complete job referrals through the Hiring Center during the current contract year beginning October 1 and ending September 30. **All active Extras are considered to be marked up. Extras who fail to accept 3 consecutive job referrals will be dropped from their respective Extra List.** The Local's dispatching records will be used to determine compliance.

**Section 5:** The following requirements apply when Extras correspond with the Local's Extra Hiring Monitor or follows requirements for yearly fees, information forms and complaints:

A: Yearly fees must be paid by United States Postal money order payable to ILA Local 1475.

B: Correspondence with the Extra List Monitor must be mailed as follows:

1: The envelope must be addressed:

ILA Local 1475

P.O. Box 3005

Savannah, Georgia 31402

Attn: Extra List Monitor, regarding Extra List No. \_\_\_\_\_

(insert appropriate Extra list number)

2: The letter must be sent via return receipt requested and Postal Service Form 3811 must be used.

3: Correspondence not addressed and sent as set forth in 1 and 2 will not be accepted; on-line electronically registered mail will not be accepted.

C: Forms must be filled out entirely and signed. All information must be accurate.

#### **RULE IV: COMPLAINTS**

**Section 1:** Extras who wish to file a complaint may file their complaint in writing to the Extra Hiring Monitor. The complaint should outline the facts of the incident. All complaints must be sent as outlined in RULE III, Section 5. Should a complaint be filed the Local's Executive Board would determine if a hearing is in order. The Executive Board would then notify the Extra in writing and the Extra may be afforded an opportunity to appear at the hearing.

**Section 2:** Extras who have a complaint which is time sensitive, i.e. not called, skipped over, etc. may call the Business Agent directly on his cell phone, 912- 344-0048. The Business Agent will investigate the complaint, consult with the Extra Hiring Monitor and notify the Extra of what action shall be taken.

#### **RULE V: DISCIPLINE**

Section 1: Extras are required to abide by the requirements found in these rules. Failure to follow these rules can result in being dropped from the Extra List. The Executive Board will make the determination and instruct the Extra Monitor to send a drop letter. The drop letter will be sent to the Extra by certified, return receipt mail, outlining the reasons for being dropped. The Extra would then have the right to appeal this decision to the Local's Executive Board. The Extra would have to mail the appeal letter to the Extra Hiring Monitor, ILA Local 1475, Post

Office Box 3005, Savannah, Georgia 31402. This letter must be postmarked no later than 7 days after confirmed receipt of the drop letter and must be sent via the United States Postal Service by certified, return receipt. Upon receipt of an appeal letter, the Executive Board will invite the Extra to a hearing at which time they will be given an opportunity to provide evidence, testify and call witnesses. The Executive Board will then render a ruling. The ruling will be reported to the floor at the next regular monthly meeting. The final determination will be made by the floor at the meeting.

## **RULE VI: MISCELLANEOUS RULES**

**Section 1:** A member in good standing at a regular monthly meeting shall submit all additions and revisions to these Extra hiring Rules in writing. Notification with the proposed change shall be sent to all members at least fifteen days before voting at the next regularly scheduled monthly meeting. A two-thirds (2/3) majority vote of the members present shall be required for enactment.

**Section 2:** The purpose of the foregoing rules is to treat all persons working through the Hiring Center of ILA Local 1475 in a fair and impartial manner, regardless of race, creed, sex or union affiliation. If any of the foregoing rules are found to be in violation of any Local, State or Federal laws, then those portions in violation shall be invalid.

Approved by Membership – September 10, 2014

Approved by Membership – March 11, 2015

Approved by Membership – November 11, 2015