

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

**RULE I: AVAILABILITY**

**Section 1:** All Extra List personnel will be considered Active but must mark up daily to make themselves available for referrals.

**Section 2:** All Extra List One Thru Four personnel must mark-up daily and make themselves available for referrals starting the 2021-2022 contract year.

**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 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 1.

(a) : Violation of any of these procedures may result in disciplinary action.

**RULE II: HIRING**

**Section 1:** All Extra List personnel will be dispatched in the following manner:

(a) : All Extra List One personnel will be offered work referrals alphabetically on a rotating basis. After all Extra List One personnel have been offered work referrals the Dispatcher will then offer work referrals to all Extra list Two 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.

**Section 2:** All Extras hired will be subject to the provisions and current requirements of the Collective Bargaining Agreement. All documents are available on-line at [ILA1475.com](http://ILA1475.com).

**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 in alphabetical rotation based on availability.

<p style="text-align:center"><b>Approved by membership March 10, 2021</b></p>
---

**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 1 1/2 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.

**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.

### **RULE III: REQUIREMENTS**

**Section 1:** All Extras are required to maintain the proper credentials needed in order to access the port facilities. Extras must have a valid Transportation Workers Identification Card (TWIC) provided at [TSA.Gov](http://TSA.Gov). Extras must have a valid Port ID card, the Georgia Ports Authority provides this service at the Credentialing Office located at 100 main Street, Garden City, Georgia. Additional information regarding credentialing requirements may be found on-line at [ILA1475.com](http://ILA1475.com)

**Section 2:** All Extras are required to update the Extra Hiring Monitor when changing addresses and phone numbers. This change of information must be input at [ILA1475.com](http://ILA1475.com). Currently, extras are allowed two phone numbers, one each for home and cellular phones.

**Section 3:** All Extras are requested to sign a check-off authorization form. Failure to sign a check-off authorization form will result in an assessment for Hiring Hall fees.

**Section 4:** Yearly Extra fees are due no later than September 1st of each year. The amount of the fee and the manner of payment will be posted on-line at [ILA1475.com](http://ILA1475.com). Failure to comply will result in the Extra being dropped.

**Section 5:** All Extra List personnel are required to markup daily to be available for referrals through the hiring hall. Extras that have marked up and made themselves available and miss/refuse 3 referrals within the contract year will be dropped from the Extra List. All Extras must accept and complete the guarantee ( on containers and the return after the first meal break for breakbulk, car carriers, barges, sheds and small boats) a minimum of 2 referrals per contract year.

## **Section 6: Injury/Illness Status;**

**Notice.** Personnel who suffer an injury or illness, which makes them incapable of performing work under the Collective Bargaining Agreement, must notify the Extra Monitor by mail as outlined in Rule III section 9 *both* within five (5) business days of: (a) the onset of said injury or illness; and (b) when a physician or other licensed health care professional recommends that the injured or ill personnel is able to return to work.

**Purpose.** This notification requirement is solely so that ILA Local 1475 can make a record keeping administrative determination regarding whether Injury/Illness Status will be afforded to Extras within the dispatch system and under these Hiring Hall Rules and not for any other purpose under the law.

**Applicability.** This notification requirement applies to both occupational and non-occupational injuries and illnesses. Personnel granted Injury/Illness Status will not be dispatched during the period of Inactive Status and will not be subject to being dropped pursuant to Rule III Section 8 for failing to accept and complete (as defined under Rule III Section 5) at least one of three consecutive referrals.

**Form of Notice.** ILA Local 1475 will follow any determination a physician or other licensed health care professional has made about the status of personnel's ability to work or personnel's return to work following a period of time on Inactive Status, as long as it is documented in an acceptable form. Acceptable forms of written documentation are a "doctor's note" or written opinion from a physician or other licensed health care professional indicating that the documentation: (a) is authentic and actually from their office; (b) sufficiently identifies personnel (i.e., full name, birthdate, gender, etc.); and (c) that the period of Injury/Illness Status is stipulated, including the date the injury or illness began and the anticipated return to work date. There is no requirement that the documentation include the medical condition or diagnosis of personnel.

**Section 7:** Inactive Status will be afforded to those Extras on List 1-4 for the 2020-2021 contract year who elected to be inactive on the yearly information form. This status cannot change during the contract year beginning October 1 and ending September 30. This status allows Extras to remain on the list, with no requirement to accept employment through the Hiring Hall. On October 1, 2021 this rule will expire, and all Extras will be considered active.

**Section 8:** All Extras who are marked up and fail to accept and complete (as defined under Rule III Section 5) 3 job referrals in a contract year will be dropped from their respective Extra List. The records from the Hiring Hall will be used to determine compliance. If an Extra is already employed on any job dispatched through the Hiring Hall and is marked up as a Clerk/Checker or Deck/Dock that referral will not count as a miss/refusal.

**Section 9:** Extras guilty of leaving a job without calling a relief (unless injured) or have 2 failures to arrive on a job (no show/no call) will be dropped from their respective Extra List. Should an Extra file an appeal under Rule V Section 1, the Executive Board will review the facts and render a ruling.

**Section 10:** Extras may correspond with the Extra Monitor on-line at [ILA1475.com](http://ILA1475.com). Extras who are required to respond in writing as found in Rule V Section 1, must address the envelope as follows:

Extra List Monitor

ILA Local 1475

P.O. Box 3005 Savannah, Georgia 31402

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

(insert appropriate Extra list number).

#### **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 9. 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. 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/APPEALS**

**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: LIST AND RULE CONSOLIDATION**

**Section 1:** Extra Lists One Thru Four will continue the active/inactive status outlined in the Extra Hiring rules until September 30, 2021. All Extras will be considered Active on October 1, 2021 but must mark up daily to make themselves available.

**Section 2:** Notwithstanding Rule III Section 8, the consolidation of lists will be implemented accordingly;

Extra List One personnel who fail to earn 700 hours in the contract year October 1, 2021 to September 30, 2022 will be combined with List Two on October 1, 2022. Extra List Two personnel who fail to earn 700 hours in the contract year October 1, 2022 to September 30, 2023 will be combined with List Three on October 1, 2023. Extra List Three personnel who fail to earn 700 hours in the contract year October 1, 2023 to September 30, 2024 will be combined with List Four on October 1, 2024. Extra List Four personnel who fail to earn 700 hours in the contract year October 1, 2024 to September 30, 2025 will be combined with List Five on October 1, 2025.

**RULE VII: 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.