

DISPATCH PROCEDURES FOR STA-ILA LOCAL 333

November 5, 2020

Dispatch and Port ID Card Use

1. Only dispatch center registrants with active Port Numbers shall be dispatched from the dispatch center.
2. All dispatch center Registrants are required to have their Port Identification Card on their person while on the dispatch center property.
3. When an employee is dispatched from the dispatch center, that employee must report to and check in at the job site and complete the job assignment. The Employers require an employee to finish his/her shift prior to seeking additional work from the dispatch center.
4. All add on, replacement, and fill-in jobs shall be called from Dispatch Center during those hours when the Dispatcher Center is regularly opened.

Dispatching Times and Order of Calling Jobs

5. Dispatch Center opens at **5:30 a.m. (Head Dispatcher only)**
6. **6:00 a.m.** jobs are dispatched starting at **5:15 a.m. (For Cruise Vessel Operations only)**
7. All other **6:00 a.m.** jobs are dispatched starting at **5:30 a.m.**
8. **7:00 a.m.** jobs are dispatched starting at **6:00 a.m.**
9. **8:00 a.m.** jobs are dispatched starting at **6:45 a.m.** after all 7:00 a.m. jobs have been offered.
10. **10:00 a.m.** jobs are dispatched at **8:20 a.m.**
11. **1:00 p.m.** jobs are dispatched at **8:20 a.m.** and offered a single time after all 10:00 a.m. jobs have been offered.
12. At **9:00 a.m.** no additional **1:00 p.m.** jobs are called.
 - a. Any **1:00 p.m.** job that is called in after **9:00 a.m.** is held until **12:00 p.m.**
 - i. **1:00 p.m.** jobs are not to be dispatched after **9:00 a.m.** unless the **1:00 p.m.** jobs are part of any orders called into the dispatch center for which dispatching began prior to **9:00 a.m.**, and continued past **9:00 a.m.**, only to finish dispatching the orders in progress.
13. **1:00 p.m.** jobs are dispatched at **12:00 p.m.**

14. **3:00 p.m.** jobs are dispatched at **1:20 p.m.** after **1:00 p.m.** jobs have been offered.
15. **7:00 p.m.** jobs are dispatched at **6:00 p.m.**
16. **12:00 a.m.** jobs are dispatched at **11:00 p.m.**
17. **Replacements:** All replacements must be called in within one-half hour of order start time.
18. **Reporting Time** to Locust Point, Fairfield, Atlantic, Chesapeake, and Tradepoint Atlantic is Forty (40) minutes.
19. No job will be cancelled prior to the allowable reporting time before the start time.
20. **Gearman and Deckman** positions will be offered on a port-wide basis at the Dispatch Center.
21. Order of dispatching:
 - a. Foreman
 - b. Topman jobs
 - c. Add-on jobs
 - d. All other job assignments as requested and required
22. Jobs will be called by the following general job descriptions for informational purposes only. The employer reserves the right to determine qualifications:
 - a. Topman
 - b. Topman Paceco/Container
 - c. Big Red crane
 - d. Grove crane
 - e. Gearman
 - f. Longshore Flagman
 - g. Power Mechanic
 - h. Reefer Mechanic
 - i. Crane Technician
 - j. Power Shop Technician
 - k. Bulldozer operator
 - l. Squeezer operator
 - m. Foreman
 - n. Longshoreman
 - o. Longshore fifth-wheel
 - p. Longshore lasher
 - q. Longshore chain puller
 - r. Cooper
 - s. Auto - Ro/Ro Driver
 - t. Combo-Ship Driver

- u. Groundman
 - v. Auto Ro-Ro Vessel Mechanics
 - w. Auto Ro-Ro Processor
 - x. Toploader
 - y. Transtainer (ICTF)
 - z. Sideloader (ICTF)
 - aa. RTG/transtainer
23. **Set-Back/Cancellations Policy:** Labor ordered at 07:00 or 08:00 may be set-back to 13:00, Monday, Tuesday, and the day following a holiday. Current notification language is amended to two (2) hrs. prior to the set-back, per the Master Contract Agreement.
24. Workers leaving a job prior to completion may be replaced only if required for the operation. Superintendent, Foreman, and gang carrier to confirm and agree.
25. The labor ordering deadline Monday through Saturday shall be 3:00 p.m.
26. Dispatchers shall not delay dispatching of any job. *Example:* Individuals shall not call the dispatcher to tell the Gang Carrier or Company that they will be late.
27. When any job is offered and all applicants' identities have been displayed, the scanning process is completed. Jobs shall then be assigned by the Magnus dispatch system.
28. Once individuals have bid/scanned for a job, they are no longer permitted to be removed from the Magnus dispatch system for that job offering.
29. Dispatch Center shall be vacated, and the parking lot gates will be locked no later than 2:00 a.m.

Categories

30. The categories are: Foreman, longshoreman, driver, mechanic, and topman.
31. Jobs are to be offered to individuals in category by seniority first. When a job is offered within category and is refused by everyone in that category, the job shall be offered to the most senior qualified person in the dispatch center.
32. Certified topmen attached to a gang shall be allowed to be dispatched from the dispatch center as 00/03 (unattached/longshoremen in a gang) based on their port-wide seniority prior to the longshoremen category being broken, provided that prior to the category being broken all topmen and winchmen jobs have been filled (referred to as "meshing"). If any topmen and winchmen jobs go unfilled, this meshing procedure shall not apply. Topmen must be certified and qualified to operate container and gantry/whirly cranes in order to participate in this procedure. Procedures for each call-out time are as follows;
- a. 6:00 AM / 6:45 AM Call Out for 7:00 AM and 8:00 AM Jobs – If the topman category is broken in either the 6:00 AM call out or the 6:45 AM call out for 7:00 AM and 8:00 AM jobs, topman **can not** mesh during these call out times nor can they mesh for the remainder of the orders that were called and broken at 6:00 AM

and 6:45 AM. Once the topman category is broken, topmen **will not** be permitted to mesh their seniority for the duration of any broken order with same start time. When “fresh” orders are called out, topman will be permitted to mesh their seniority until the category is broken. The topman category breaks when an individual other than a topman takes a topman position (winchman, paceco, gantry, whirly, big red, etc.)

- b. 8:20 AM Call Out for 10:00 AM Jobs – If the topman category is broken at 8:20 AM for 10:00 AM jobs, topman **cannot** mesh for the remainder of the 8:20 AM call-out for 10:00 AM jobs, nor can they mesh for the remainder of the orders that were called for the 10:00 AM starts. Once the topman category is broken, topmen **will not** be permitted to mesh their seniority for the duration of any broken order with the same start time.
- c. 8:20 AM/ 12:00 Noon Call out for 1:00 PM Jobs – If the topman category is broken at 8:20 AM call out for 1:00 PM jobs, topman **cannot** mesh in for the remainder of the 8:20 AM call out for 1:00 PM Jobs, or the 12:00 Noon call out, nor can they mesh for the remainder of the orders that were called and broken at 8:20 AM and 12:00 Noon for 1:00 PM jobs. If the topman category is filled during the 8:20 AM call out, topman can mesh at 8:20 AM as well as 12:00 Noon. Once the topman category is broken, topmen **will not** be permitted to mesh their seniority for the duration of any broken order with the same start time.
- d. 1:20 PM Call out for 3:00 PM Jobs - If the topman category is broken at 1:20 PM for 3:00 PM jobs, topman **cannot** mesh for the remainder of the 1:20 PM call-out for 3:00 PM jobs, nor can they mesh for the remainder of the orders that were called for the 3:00 PM starts. Once the topman category is broken, topmen **will not** be permitted to mesh their seniority for the duration of any broken order with the same start time.
- e. 6:00 PM Call out for 7:00 PM Jobs - If the topman category is broken at 6:00 PM for 7:00 PM jobs, topman **cannot** mesh for the remainder of the 6:00 PM call-out for 7:00 PM jobs, nor can they mesh for the remainder of the orders that were called for the 7:00 PM starts. Once the topman category is broken, topmen **will not** be permitted to mesh their seniority for the duration of any broken order with the same start time.
- f. 11:00 PM Call out for 12:00 Midnight Jobs - If the topman category is broken at 11:00 PM for 12:00 Midnight jobs, topman **cannot** mesh for the remainder of the 11:00 PM call-out for 12:00 Midnight jobs, nor can they mesh for the remainder of the orders that were called for the 12:00 Midnight starts. Once the topman category is broken, topmen **will not** be permitted to mesh their seniority for the duration of any broken order with the same start time.

Rules About Use of the Dispatch Center and Multiple Jobs

33. **Number of jobs on payroll:** It is the responsibility of the individual to inform the dispatcher if you are on a payroll and the number of jobs that you have already had that day. Failure to comply with this rule will result in disciplinary action as set forth in Paragraph 50.
34. If there is a question about any employee's work status that day, the dispatcher will hold the job until the dispatcher researches the complaint.
35. No one is entitled to a second job until everyone has been employed once that day. No one is entitled to a third job until everyone has had two jobs, and so forth.
36. No person may be dispatched while employed, nor dispatched to a second job within the same ordering period.
37. On a midnight start, the pay guarantee is until 7:00 a.m. If you finished at 7:00 a.m. you may take a job after 7:00 a.m.
38. A person who starts at 3:00 p.m., 5:00 p.m., 7:00 p.m. or 12:00 midnight on day one and continues to work past 7:00 a.m. on day two is considered to have had an order for day two and will not be dispatched on day two until all those in the dispatch center without orders for that day have been dispatched.
39. The Seniority Board has ruled that no one shall be on more than one payroll during any period.
40. On weekends and holidays, you may take a job until the orders are posted. If, after the orders are posted, a person has a 7:00 p.m. or 12:00 midnight order, he/she cannot take a job unless everyone refuses the job.
41. On weekends and holidays when jobs are being dispatched at 8:00 a.m., those individuals who have either 1:00 p.m., 3:00 p.m. or 7:00 p.m. orders that day are considered one job not on the payroll.
42. **Prior Day Ordered:** If an employee refuses prior day orders, that employee will not be eligible to be dispatched from the dispatch center until the end of that period.
43. **Personal Time Off:** If an employee has elected to take Personal Time Off (PTO), that employee will be considered as having had one (1) job at the Dispatch Center until the end of the next period.

Additional Rules

44. The STA/ILA Drug & Alcohol Abuse Program applies to the dispatch center property.
45. There shall be NO smoking, possession or consumption of alcoholic beverages or drugs, fighting or threats of any kind, theft or acts of vandalism, unauthorized persons, card playing, gambling, vending, weapons, postings, animals, nor dumping of trash allowed on the property of the dispatch center. Failure to comply with this provision shall result in discipline as defined in "Discipline" outlined in paragraph 50.
46. Only STA-authorized people are allowed to be in the office at the dispatch center. Any dispatcher allowing unauthorized people into the office area will be subject to discipline as defined in "Discipline" outlined in paragraph 50.
47. No operational rule changes shall be made by anyone except the STA. If any Dispatcher makes any changes except as ordered by the Steamship Trade Association, the Dispatcher will stand to be discharged. The Employer/STA determines qualifications and also makes the final determination regarding all Dispatcher candidates, employment, training, and Dispatcher discipline.
48. Any individual who is a guaranteed 40 hour per week employee may not work as a part-time replacement dispatcher.

Complaints About Dispatching

49. Any complaints shall be made under the collectively bargained grievance procedure. Complaints submitted less than 48 hours before the Seniority Board or Trade Practice Committee meeting will be heard at the following meeting. The Seniority Board and/or Trade Practice Committee shall not hear or act on any complaint filed later than ninety (90) days from the date of the inception of the alleged violation.

Discipline

50. All disciplinary action as a result of violating these Dispatch Procedures will be administered solely by the STA. Discipline for any and all violations determined shall include, but not be limited to, "Port-Wide Suspension" for a period of 30 days for each violation and each subsequent violation. This disciplinary action will also apply to smoking violators in the Dispatch Center, as Maryland State law prohibits smoking in an enclosed workplace.