

## **NIGHT SHIFT PHONE DISPATCH**

### **CHECK IN AND REPLACEMENT PROCEDURES FOR ALL NIGHT CLERKS:**

- CHECK IN WILL BE FROM 12:00 A.M. TO 12:00 P.M.
- REPLACEMENTS MAY BE CALLED IN FROM 12:00 A.M. TO 1:30 P.M.
- THE NUMBER TO CALL IS (310) 831-7763
- YOU MAY CHECK IN OR CALL A REPLACEMENT FOR THE NEXT SHIFT EVEN THOUGH YOU ARE STILL WORKING YOUR CURRENT SHIFT

### **PHONE DISPATCH WILL START AT 2:00 P.M**

- DISPATCHER WILL START WITH 30% BOARD THEN GO TO KEY BOARD, BASIC BOARD, AND THEN STEADIES
- THE DISPATCHER WILL CALL YOU AT THE NUMBER YOU PROVIDE WHEN CHECKING IN
- THE JOBS WILL BE POSTED ON THE WEBSITE: <http://ilwu63.net/>
- HAVE MORE THAN ONE JOB CHOICE READY WHEN THE DISPATCHER CALLS
- WE ARE ADDING TWO NEW TABS UNDER "DISPATCH" ON THE WEBSITE TITLED "NIGHTSIDE CHECK IN" AND "DISPATCH RECAP." THE "NIGHTSIDE CHECK IN" TAB WILL ALLOW YOU TO VERIFY THAT YOU WERE CHECKED IN FOR THAT SHIFT. THIS WILL BE POSTED ONLINE IMMEDIATELY AFTER THE CHECK IN DEADLINE. THE "DISPATCH RECAP" TAB WILL ALLOW YOU TO SEE WHERE DISPATCH ENDED FOR THAT SHIFT AND WILL BE POSTED IMMEDIATELY AFTER DISPATCH HAS ENDED

### **RED LINE AND DOUBLE BACK ONLY**

### **JOBS WILL BE PHYSICALLY DISPATCHED AT THE HALL**

- CHECK IN TIME WILL BE BETWEEN 4:45 P.M. AND 5:00 P.M.
- DISPATCH WILL BEGIN AT 5:00 P.M.