

INTERNATIONAL  
LONGSHORE &  
WAREHOUSE UNION



**MARINE CLERKS ASSOCIATION**  
**LOCAL 63** LOS ANGELES and LONG BEACH HARBORS



350 WEST 5TH STREET, SUITE 200

SAN PEDRO, CALIFORNIA 90731

MICHAEL A. PODUE  
PRESIDENT

## BULLETIN – AUGUST 2020

**MEETINGS:** August 6, 2020 – CANCELLED – 6:00 p.m. – Regular Membership Meeting (Hall)  
August 11, 2020 – CANCELLED – 6:30 p.m. – So. Cal. District Council Meeting  
August 18, 2020 – TBD – 2:00 p.m. – Grievance Committee Meeting (Ste. 204)  
August 19, 2020 – TBD – 9:30 a.m. – Regular Clerks LRC Meeting (PMA)  
August 19, 2020 – TBD – 12:00 p.m. – Board of Trustees (Ste. 200)  
August 20, 2020 – Thursday – 12:00 p.m. - Exec. Board Mtg. (Hall) *Board Members Only*  
August 25, 2020 – TBD – 12:00 p.m. – Promotions Committee Meeting (Ste. 204)

**PAID HOLIDAY, TUESDAY, JULY 28<sup>th</sup> - HARRY BRIDGES BIRTHDAY** – Is a normal work day and an automatic holiday for those members who worked at least 1300 hours (1200 if age 60 or over) in 2019. For those members who did not meet the automatic holiday requirements, they must be available for work at least two (2) of the four (4) days exclusive of the holiday (Monday, Wednesday, Thursday or Friday: July 27<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> or 31<sup>st</sup>).

If a member worked less than 1300 hours but **at least** 800 hours (700 if age 60 or over) in 2019 and is on disability during the holiday week, he/she must request the Business Office to file a claim on their behalf with the appropriate medical documentation covering them for that week, or if on vacation during the holiday week, notify the Records Clerk. ***Reminder*** – *only those members who WORKED at least 800 hours (700 if age 60 or over) in 2019 are entitled to receive or file for paid holidays in 2020.*

**COVID-19 UPDATE** – Due to a spike in positive COVID-19 reporting in the LA County area, including here in the Ports of Los Angeles and Long Beach, we want to stress the need for all members to practice physical distancing – maintain a distance of 6 feet away from other people. ***Wear a cloth face mask.*** Avoid touching eyes, nose, or mouth, stay home and away from people if you become sick with respiratory symptoms like fever and cough. Wash hands with soap and water for at least 20 seconds. Clean and disinfect frequently touched surfaces daily. If surfaces are dirty, clean them using detergent or soap and water prior to disinfection. Cover your cough or sneeze with a tissue or your elbow and wash hands afterwards. Avoid close contact with people who are sick.

**BUSINESS OFFICE PROCEDURE DURING COVID** – Please see the reverse side of this bulletin for an update on changes to the way members will be serviced temporarily during this pandemic.

**COVID-19 RELATED LEAVE** – Brothers and Sisters, in an effort to provide paid sick leave and paid family/medical leave to all ILWU Longshore and Clerk employees on a coastwide, equal, and nondiscriminatory basis, the Coast has agreed to the Families First Coronavirus Response Act (FFCRA). Please go to our Local 63 website at [www.ilwu63.net](http://www.ilwu63.net) to learn how to apply for COVID-19 related leave for those members affected by the Coronavirus.

**Due to recent COVID-19 cases in dispatch, effective immediately, the Business Office Staff will no longer be accepting or distributing anything either through or under the door. Please keep in mind that most, if not all that you may need to do, can be accomplished via phone, email, the online payment portal, or the work card app. We are trying to minimize person to person contact as much as possible.**

**DOCTOR NOTES** – email an electronic copy of the doctors note to [staff@ilwu63.net](mailto:staff@ilwu63.net). You can also fax the doctors note to 310-521-6343. If you have a smart phone, there is an easy way to create a PDF and then email it. We have posted tutorial videos on the Local 63 website under “Resources”

**SDI STATEMENTS FOR COAST SUPPLEMENT** – same as above

**PROMOTION LETTERS** – same as above

**WORK CARD APP** – More than half of our membership is successfully using this app which allows you to track your jobs and hours on your phone or iPad and then submit your work card with the push of a button. It also alleviates the need for a replacement card if you lose the paper one. There is an instructional video posted on our website ([www.ilwu63.net](http://www.ilwu63.net)) that walks you through the process. In addition, there is a link “Work Card Portal” on our website that you can sign in and view your work card and confirm the date and time it was submitted. If you need help setting up the app or using it call the Records Clerk, Nadine Sestich, at 310-831-7963.

**PAYMENT PORTAL** – we have an online payment portal for members to view what they owe and make a payment online. Simply set up your account (instructions can be found on our website at [www.ilwu63.net](http://www.ilwu63.net)) The payment will immediately post to your account and you will receive a receipt via email.

**FORMS AND DOCUMENTS**– there are various forms available at the Business Office such as Address Change Form, Dependent Additions/Deletions Form, etc. All of these forms are available on our website at [www.ilwu63.net](http://www.ilwu63.net) under the tab “Resources”- “Forms.” You may view and print out the form from there. If it is something that needs to be filled out by you and signed, please complete the form and then use the same options listed under “Doctors Notes” to get the completed form to the Business Office (email electronic copy to [staff@ilwu63.net](mailto:staff@ilwu63.net), fax to (310) 521-6343, or send via USPS.

**STEADY APPLICATION** – Call or send email to [staff@ilwu63.net](mailto:staff@ilwu63.net) requesting the application and staff will email the application to you. Once you fill out the application, you need to submit it directly to the terminal in which you are applying.

**In the event these options do not work for you the door to the lobby will be open from 8a.m -5p.m. Monday through Friday.**

**DROPPING SOMETHING OFF** - Inside the lobby we have marked a drop box as “**Paperwork Drop Box**” so that you can submit doctors note, dues or fine money, etc. Please note, if you are paying by cash staff cannot issue change so please have the exact amount or the balance will be applied to your account as a credit. You are urged to place money, documents, etc. in a sealed envelope with your name and work number on it. To avoid person to person contact, the staff will not take a credit card in person so plan on paying by check or cash. If you wish to use a debit or credit card, please use the online payment portal.

**PICKING SOMETHING UP** –If there is something you need, please call the Business Office and let the staff know what you need to pick up. Whatever it is, the staff will place it in an envelope with your name and work number for you to pick up in the “**Paperwork Pickup Rack**” located in the lobby. Please allow time for staff to prepare and place in the rack what you requested and confirm with staff that that it is ready prior to showing up at the office.