

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 – SEPTEMBER 2020**

- MEETINGS:** September 8, 2020 – CANCELLED – 6:30 p.m. – So. Cal. District Council Meeting  
 September 15, 2020 – 2:00 p.m. – Grievance Committee Meeting (Labor Room)  
 September 16, 2020 – TBD – 9:30 a.m. – Regular Clerks LRC Meeting (PMA)  
 September 16, 2020 – TBD – 12:00 p.m. – Board of Trustees (Ste. 200)  
 September 17, 2020 – 12:00 p.m. - Executive Board Meeting *VIA ZOOM*  
 September 29, 2020 – TBD – 12:00 p.m. – Promotions Committee Meeting (Ste. 204)

**\*\*\*Informational September Membership Meeting *VIA ZOOM* – Date and Time TBD\*\*\***  
**Staff will email membership a link prior to Zoom meeting**

***~The Business Office will be closed on Monday, September 7th in observance of the Labor Day Holiday~***

**PAID HOLIDAY – MONDAY, SEPTEMBER 7<sup>th</sup> – LABOR DAY** – Is a no work holiday. Members must be available for work two (2) of the four (4) days exclusive of the holiday (Tuesday, Wednesday, Thursday or Friday, September 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup>). Members off work due to disability must submit written medical documentation covering them for the holiday week and must request the Business Office staff to file a claim on their behalf. Members who are on vacation during the entire holiday week (Monday thru Friday), must notify the Records Clerk to file a claim on their behalf by Friday, September 11<sup>th</sup> in order to be paid for the holiday. **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.**

**LABOR DAY PARADE** - In lieu of the Labor Day Parade this year, the LA/LB Harbor Coalition along with Labor Community Services will be hosting a Food Distribution to Union members and the community on Labor Day. The ILWU Labor Day Parade Committee is working with the Coalition to provide money and volunteers. We are planning on distributing food to 2,500 families.

**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 face covering/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.

**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 coastwise, 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.

**COVID-19 TESTING** - As recently announced by Local 63, drive up COVID-19 testing is available in the Port of Long Beach. No pre-registration is required (please bring your TWIC card.). You are reminded and encouraged to take advantage of this convenient, complimentary test while it's available in the Port. The free tests (show your TWIC card) will be available on weekdays from **10 a.m. to 1 p.m.** and from **4 to 7 p.m.** at **2100 W. Anaheim St., Long Beach**, a vacant lot located within the Harbor District at the southwest corner of Anaheim and Ninth streets.

**BUSINESS OFFICE PROCEDURE DURING COVID** – Please see below for an update on changes to the way members will be serviced temporarily during this pandemic. Thank you in advance for your patience, understanding and compliance with these precautionary measures.

***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 electronic options do not work for you, please see below for temporary procedures.**

**The lobby door will be open Monday through Friday from 8 a.m. – 5 p.m.**

***DROPPING SOMETHING OFF*** - Inside the lobby we have a drop box marked “Paperwork Drop Box” so that you can submit your doctor’s note, SDI paperwork, payment, etc. Please note, if you are making a cash payment, 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 payment, 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*** – Inside the lobby we have placed a rack to hold documents. 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. Please allow time for staff to prepare and place in the rack the documents you requested and confirm with staff that your envelope is ready prior to showing up at the office.

**QUOTE OF THE MONTH** – The labor movement was the principal force that transformed misery and despair into hope and progress. ~ Martin Luther King, Jr.