



*President: Luis Gonzalez
Vice President: Juan Losada • Secretary / Treasurer: Anthony Arrufat*

INTERNATIONAL LONGSHOREMEN'S ASSOCIATION
*****LOCAL 1922*****

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ILA LOCAL 1922 (CLERKS AND CHECKERS); RULES AND REGULATIONS

1. All personnel must wear a hard hat, safety vest, and safety shoes (NO SNEAKERS). At all times.
2. All personnel must report to the Chief Clerk or designated clerk (15) minutes prior to assigned start time and (30) minutes prior to start for seniority to be considered.
3. If any personnel is late without a reasonable excuse they will be replaced.
4. All personnel must return completed paperwork to the Chief Clerk or designated clerk upon completing a job assignment.
5. All personnel must remain on the job until released by the Chief Clerk or designated clerk.
6. All personnel can only use designated vehicles to perform their job function.
7. Personnel must be qualified to perform accepted job function. Regardless of seniority.
8. No personnel can check off once a job function has been assigned.
9. All personnel must remain in their assigned working area unless otherwise instructed by the Chief Clerk or designated clerk.
10. All personnel must contact the shape dispatcher the day before or earlier to requesting time off. (NO MORE PASSING OF WORK WILL BE ALLOWED DURING SHAPE HOURS).
11. All personnel must answer the phone or return a call from the shape in a timely manner.

Please acknowledge your acceptance of the above by signing below.

Accepted and Approved:

Signature

Date

Print Name

AJB