



International
**LONGSHORE & WAREHOUSE
UNION**

LOCAL 500

MAY 14, 2024

**Info & forms are
available on our
website... visit often
www.ilwu500.org**

NOW THAT YOU'RE ON THE "T" BOARD . . .

DUES CHECK-OFF

T Board Work Permits/Dues are \$27.00 per month effective April 1, 2024. The rate changes each year when your straight time wage rate increases (April 1st). These Work Permits/Dues are automatically deducted from your paycheque by the employer. Should you not work for a month or more, the employer will deduct the back dues when you return to work. Dues are TAX DEDUCTIBLE, and receipts are available by mid-February and will be mailed to you. **Make sure to advise both us and the BCMEA should your mailing address change.**

WORKERS COMPENSATION (WORKSAFE BC)

If you get hurt on the job, be sure to report to First Aid. If you see your doctor and are advised to stay off work, let First Aid know so that they can submit the correct forms to WCB. If you'll be off more than a couple of days, you must notify the Union Office Staff by phone of the date you were injured. Staff will advise you to drop off or email a copy of the WCB letter accepting your claim, and you'll need to provide a copy of a WCB paystub every month or two that you're off work. It is also important that we receive a copy of the final cheque stub they send you.

All this info is copied to the Membership & Grievance Committee (M&G) so they are aware of why you are off work. This can aid in your not being demoted for not meeting average hours. The info is also copied to WEBC (the benefit office) so that credited time can be awarded to you if you are entitled. Any hours they award you count towards vacation, seniority, pensions, M&M, and medical benefits.

You are also required to advise the Union Office once your doctor deems you fit to return to work so the staff can assess whether you are entitled to any dues credit or whether the time you were off will count towards an upcoming stat holiday. Staff completes paperwork on your behalf to save or make you money.

OTHER SICKNESS OR INJURY

If you are off work for sickness or a non-work related injury that will last longer than a week, you must let the Union Office know as soon as possible. You should also get a Casual Medical Form for completion by your doctor for the M&G Committee so they'll know your reason for not making average hours (this can prevent you from being demoted). You are also required to advise the Union Office once your doctor deems you fit to return to work. You will need a credited time form should ask the staff for a credited time form that your doctor will fill out.

MATERNITY/PARENTAL LEAVE

Call the Office Staff to report if you take maternity/parental leave. Based on your board, you may be entitled to a top up to your EI benefits from the BCMEA and you may be entitled to a dues credit. Call the office to advise when you are returning to work so we can make any adjustments.

VACATION REPORTING PROCEDURES

Every year Longshore workers receive Vacation Pay based on their previous year's Gross Earnings. The BCMEA calculates the number of days you are entitled to use throughout the calendar year towards Statutory Holiday Days and these days are reported on your weekly ADP paycheque. Should you need to use these days to help you get paid partially or fully for the stat, you must complete a vacation reporting form no later than 7 days after starting your vacation. The completed form must be given to the Office Staff and they will process the paperwork.

BCMEA Vacation Days

For these days to count towards Statutory Holiday Pay they must:

1. Be reported in blocks of four (4) days or more unless your remaining entitlement is less than four (4) days
2. Must be reported to the Union Office staff no later than the seventh (7th) day from the beginning of your vacation.
3. Can also be used to maintain your health & welfare coverage when there is no stat.

Remember the rules and keep in mind the Union Office is NOT open weekends. Office hours are Monday to Friday, 8:00 AM to 5:00 PM. We are closed for Statutory Holidays. You can never report your vacation too early but you can report it too late and that could cost you pay for a Stat.

The final declaration of vacation days for any calendar year must be reported to the Local 500 Office Staff by noon on the last business day before Christmas, but no later than noon on December 24th of any year assuming it falls on a weekday (M-F). This rule is set out in Black Book Document #66 - Vacations and Vacation Pay.

Union Vacation Days

As of March 2012, workers are no longer obligated to report Union vacation days, however, as a Casual, if you are going away for longer than a few days (e.g. going to Mexico for 2 weeks and you have no BCMEA days to report, you can report Union only vacation days so that our system will show that you're on holidays for a specific period of time). Again, call the Office Staff to report these "Union only" days.

ADDRESS AND PHONE NUMBER

It is your responsibility to maintain a current address and phone number with the Union Office and the Employer. Be sure to let both of us know if you move.

ALWAYS NOTIFY THE STAFF AT THE UNION OFFICE AS TO WHEN YOU ARE OFF AND WHY. THIS IS YOUR RESPONSIBILITY.