



Dear New Hire:

Congratulations on your new job and welcome to the Inlandboatmen's Union of the Pacific, Alaska Region, (IBU-P). Unlicensed crewmembers in all departments with the Alaska marine Highway System, (AMHS), work in the jurisdiction of the IBU-P, Alaska. You are required to join the Union within 30 days of your first day of work, as provided by Rule 5 of our collective bargaining agreement with the State of Alaska.

The collective bargaining agreement (CBA) is the Contract that provides the terms under which you are employed by the State of Alaska to work in an unlicensed position aboard AMHS vessels. It establishes wages, hour, working conditions and benefits. The current agreement expires June 30, 2017.

The Union will do everything we can to represent you in matters regarding health, safety, fair, equitable and consistent application of the terms and conditions of your employment as provided by the Contract. We work to protect, improve safe and healthful worksites.

BULLETIN BOARDS and WEBSITES: Each vessel has a bulletin board in the crew mess and often in the crew quarters. You should familiarize yourself with the notices from the AMHS and the USCG. Check the AMHS employee portal, at least weekly. For Regional Union news, sign up on our website at www.ibupak.org.

TIME SHEETS AND RECORD KEEPING: At the end of your work week or pay period you will be asked to sign your time sheet. Review it carefully before signing to see that it includes all overtime you may have worked as well as holidays or other non-standard pay, proper employee ID number, proper pay rate, etc. If you have any questions ask your Department Head or call payroll. The Union recommends that you do not leave the ship without a copy of your signed time sheet. Keep in mind if you have a pay problem, you only have 30 calendar days to file a Notice of Pay Problem. If you are not

satisfied with the answer to your Notice of Pay Problem, call the Union within 30 calendar days so we can file a grievance.

DISPATCHING: You must check in with 907-228-6813 for all Stewards, for all Deck and Engine at 907-228-6814, and for all Pursers, PSWIC AND PSW AND Pursers and Stewards in the Southwest System at 907-228-7296, at least once a week when you are not working. You should check in the first business day after the end of your work week. Upon your return to work status in the spring, you should contact the Dispatch office no later than April 15. Keep in touch, failure to do so may cost you a chance to go out. Normal assignments are week on week off (the exception is the Kennicott which is 2 week assignments) but as seasonal employees expect irregular assignments. Pay Period Dispatches come out on the AMHS employee portal and as a courtesy, on the IBU Alaska Region website, around 2pm on the Wednesday before the pay period starts. You have until 2pm, that Friday to contact dispatch if you find an error with your dispatch.

SENIORITY: Seniority is tracked as points. One seniority point is earned for each month in which you are compensated for a minimum of 84 hours, no more than one company point may be earned in any one month. Rule 26 discusses seniority in detail.

DISCIPLINE: An Employee's rights when called into a meeting with management are partially defined by the Supreme Court's Weingarten Rule. The correct language under that Rule is, "**If this discussion might lead to my being disciplined or terminated, or affect my personal working conditions, I request that my Union representative or Ships Delegate be present. Without this representation, I choose not to answer any questions.**" See the contract, including Rules 1, 2, 5, 8, 14, 35, 36, and 37.

SHIPS DELEGATE: The *Ships Delegate* is our equivalent to a *Shop Steward*. They should be able to answer your questions or direct you to a source. If there is a dispute or disciplinary problem requiring an onboard hearing, the delegate is there to serve as your Union Representative, to ensure that you are treated equitably and in compliance with our collective bargaining agreement. When you report aboard, one of the first things you should do is introduce yourself to the delegate if they do not come to you first. If you have any questions regarding the Union or our Agreement with the State of Alaska, the delegate should be your first source.

EXECUTIVE BOARD: IBU-P Alaska Region Executive Board members and their contact information is listed on our website at www.ibupak.org.

UNION MEMBERSHIP AND DUES: To become a member of the IBU-P, complete the enclosed membership application and return it immediately. Dues are \$97.10 a month. The initiation fee is \$900.00. The bottom section of the application may also be completed, with the appropriate box checked to authorize payroll deduction for your

annual seasonal permit fee of \$300.00, and for automatic payroll deduction of the monthly dues. **You** are responsible for your dues even if AMHS' Payroll does not deduct it in error.

When the initiation fee is paid in full you will then be a full book member. Before you become full book, you will only be obliged to pay dues for the months in which you actually get paid. After you become full book, you must pay dues whether you work or not. If you are full book and will not be working for a period of 90 days or longer, you may take a withdrawal from the Union, but must be paid in full as of the withdrawal date. You do not pay dues while on withdrawal. Because of the seasonal nature of our work, especially for new hires, it is to your advantage to pay the annual permit fee rather than pay the initiation fee all at once. The only down side is the longer you take to become full book, the longer it takes to become eligible to run for union office. To hold Regional Office, you must have been a full book member in good standing for two years at the time of nomination.

IT IS IMPORTANT THAT YOU CALL our National office, toll free at 1-800-428-4598 EXT. 16, at the end of each summer when you are on Leave Without Pay. That way you will not be billed for dues until you return to work. Notification from you is necessary; you will be billed for dues and may be required to pay the \$100.00 reinstatement fee if suspended for non-payment. Be sure to notify National when you return to work as well.

When emailing us, please email the Secretary: karena@ibu.org and the Regional Director: joshua@ibu.org as either one of us may be out on vacation or on sick leave.

Our address is: 211 4th St, Suite 108, Juneau, AK, 99801. We ask that if you need to meet with us at our office, that you call ahead as parking is difficult and to best meet the needs of our members, we frequently adjust our break times.

Our phone number is: 907-790-9644

WELCOME ABOARD AND SMOOTH SAILING.

In Solidarity



Joshua J. Stephenson
Regional Director

Inlandboatmen's Union of the Pacific
Alaska Region