

April 27, 2021

Halifax Employers Association

Hiring Rules

Longshoreperson

These rules apply to all applicants for the position of longshoreperson referred to the Halifax Employers Association on or after **12 Noon on May 14, 2021**.

These rules will be effective upon the Applicants' receipt of the application package.

These rules must be strictly complied with by all Applicants including if/when an Applicant becomes a Trainee, Trainee on the Dispatch List and/or a member of Cardboard B.

Halifax Employers Association

Longshoreperson

1. Introduction
2. What does a longshoreperson do?
3. Application for Referral to HEA for Possible Employment
4. Minimum Criteria for Referral
5. Employment Equity
6. HEA Hiring Process
7. Cardboard B Status
8. General Rules

1. Introduction

The Halifax Employers Association (HEA) is the representative of the employers of labour in the longshoring industry in the Port of Halifax. The employers have determined that there is a need to hire up to approximately **forty (40)** additional longshorepersons at this time.

2. What does a longshoreperson do?

Longshorepersons receive and deliver cargo to and from trucks and rail cars, move cargo on the docks, load and discharge cargo from ships, handle ships' lines to dock and let go ships, etc.

Longshorepersons are classified by Employment and Social Development Canada as semi-skilled manual workers.

In order to accomplish the foregoing work, longshorepersons operate:

- forklifts of all sizes on the ship and on the dock;
- container handling equipment such as front-end loaders/toplifts;
- yard gantry cranes and gantry cranes;
- yard tractors and trailers on the dock, ships' tractors and trailers on board roll-on/roll-off ships;
- ships' pedestal cranes, and
- swinging derricks and winches.

Longshorepersons also:

- manually handle cargo and ships' lines;
- connect hoses to transfer liquid and dry bulk cargo to/from ships;
- perform the securing and unsecuring of containers and other cargo including trailers and other motorized and non-motorized equipment; and
- drive motor vehicles on and off ships.

Longshorepersons must have the physical strength to work with heavy cargo, ships' lashing gear and other items.

Work is performed in all weather conditions, twenty-four hours a day, 7 days a week. Additionally, work is performed at considerable heights above the deck of the ship, in ships' holds at considerable depth below the deck, in constricted spaces and in refrigerated spaces on board ship and in containers.

If you become a Trainee on the Dispatch List and/or a member of Cardboard B in accordance with these Rules, you will obtain work by being in the I.L.A Hiring Hall on **5220 Morris Street**, Halifax during the time that Local 269 is dispatching labour to fill the employer's orders. Local 269 dispatches labour at 07h30, 12h40 and 17h40 seven days a week.

3. Application for Referral to HEA for Possible Employment

All completed applications must be returned by **12 Noon, Friday May 14, 2021** to the Local 269 office at:

The Halifax Longshoremen's Association (Local 269)
5220 Morris Street
Halifax Nova Scotia
B3J 1B4

Local 269 will receive and process the applications and then refer sufficient applicants to HEA. Upon referral, your application and supporting documentation will be checked by HEA.

Being referred by Local 269 does not ensure that your application will be accepted by HEA. Your application must be completed in its entirety. All forms requiring a signature and date must be signed and dated. All required documents must be attached and clearly legible. If your application is incomplete (e.g., any required documents are missing or all questions not completed) or documents are illegible, your application will be rejected, even if it has already been referred by Local 269.

Any application that contains or has attached to it any untruthful or in any way misleading information will be rejected at the time of processing or whenever the untruthful or misleading information is discovered.

The following documentation must be attached to your application:

- a photocopy of your driver's licence (note: please cover up your picture when photocopying your licence);
- an **original** copy of your driver's abstract obtained no earlier than two weeks prior to April 27, 2021 (start of the Job Fair);
- a copy of your high school diploma (Grade 12) or equivalent (GED); and
- proof of highest level of education attained.

4. Minimum Criteria for Referral

The minimum qualifications in order to qualify are:

| | | |
|-------------------|---|---|
| Education: | - | successful completion of Grade 12 or equivalent (GED) |
| Driver's Licence: | - | class 5 |
| Age: | - | 18 years of age |
| Eligibility: | - | eligible to work in Canada |

-
-
- Security Clearance - Ability to obtain a Maritime Transportation Security Clearance (MTSC) is a condition of employment.

All applications will be screened on the basis of the foregoing minimum criteria. The application of any applicant who does not meet the foregoing minimum criteria will be rejected.

5. Employment Equity

HEA and Local 269 are bound by the federal *Employment Equity Act* and will hire in accordance with our joint Employment Equity Plan.

HEA, on behalf of the employers, encourages persons from the designated groups recognized in the *Employment Equity Act* to apply for these longshoreperson positions.

Self-disclosure of membership in one of these groups is voluntary and confidential. However, if the applicant wishes to take the benefit of the *Employment Equity Act*, it is vitally important for the applicant to self-identify.

6. HEA Hiring Process

The process has three stages:

STAGE 1 - Applicant Status

All applicants who do not successfully complete Stage 1 will be eliminated from the hiring process. In order to successfully complete Stage 1, an applicant must successfully complete the following:

1.1 Practical Lashing Strength and Endurance Test

Applicants will be required to pass a practical lashing test as proof of strength and endurance. This test will be timed and is physically demanding. A signed medical waiver is required in the form attached, and pre-test conditioning is strongly recommended.

You will receive the exercise protocol with your application which HEA strongly recommends that you commence immediately to prepare yourself for the lashing strength/endurance test. A high percentage of persons who may consider themselves fit will fail the test unless they have prepared for it by using this protocol. Strength and cardiovascular endurance are both important.

NOTE: Those who successfully pass Stage 1.1 will proceed to the remaining steps contained in Stage 1 as outlined below. More information on those steps will be provided at that time.

1.2 Fingerprinting and Criminal Record Check

Any applicant whose criminal records fail to meet the criteria in the Rules for Criminal Record Review will be eliminated from the hiring process immediately.

1.3 Complete Background Check

There will be a complete background check including reference check and contacting past employers.

1.4 Essential Skills Assessment & Aptitude Testing

NOTE: The HEA reserves the right to substitute alternate testing or screening processes. Applicants who have a disability and are seeking any form of accommodation must submit a qualified doctor/health professional's report outlining the disability and any type of accommodation sought with respect to testing and employment screening, including tests such as the TOWES and GATB. The HEA will then follow up in more detail. This information must be included with your application or provided to the HEA prior to the commencement of Stage 1 or, at the very latest, when you report for the lashing strength and endurance test or no accommodation will be made except in unusual circumstances.

"Essential skills provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change."

- Human Resources and Skills Development Canada

What are Essential Skills

Essential skills are the skills needed to carry out everyday tasks for work, learning and life. They are applied in all occupations and enable individuals to perform workplace tasks. They are foundational skills upon which all other skills are built and are a good indicator of an individual's ability to adapt to change.

Essential Skills

1. Reading ←
2. Document Use ←
3. Numeracy ←
4. Writing
5. Oral Communication
6. Working with Others
7. Thinking Skills
8. Digital Technology
9. Continuous Learning

TOWES (Test of Workplace Essential Skills)

Reading

Reading refers to reading material in the form of sentences or paragraphs. It generally involves reading notes, letters, memos, manuals, specifications, regulations, books, reports or journals. Reading includes:

- forms and labels (if they contain at least one paragraph)
- print and non-print media (for example, text on computer screens)
- paragraph-length text in charts, tables and graphs

Document Use

Document Use refers to how a person understands and interprets visual displays of information - specifically information in which words, numbers, icons and other visual characteristics (e.g. line, colour, shape) are given meaning by their spatial arrangement. It generally involves interpreting or reading graphs, lists, tables, blueprints, schematics, drawings, signs and labels. Document Use includes:

- print and non-print media (for example, equipment gauges, clocks and flags)
- reading/interpreting and writing/completing/producing of documents

Note: These two uses of documents often occur simultaneously as part of the same task. For example, completing a form or creating a spreadsheet.

Numeracy

Numeracy refers to a worker's ability to use numbers and to think in quantitative terms. Numeracy includes:

- Numerical estimating
- Money math
- Scheduling or budgeting
- Analyzing measurements or data

Accommodation for the TOWES Test

If you require accommodation during the testing process because of a disability, then you must provide HEA with a qualified doctor/health professional's report indicating how your disability could affect your performance on the test and suggestions about the appropriate accommodation. Requests for accommodation will be reviewed by HEA. Please advise your doctor/health professional that everyone will be given 3 hours to complete the test; most people will have ample time to complete it. Accommodations to be considered may include additional time (beyond 3 hours), writing the test alone, and removing distractions.

If you fail to provide the qualified doctor/health professional's report as described above with your application or prior to the commencement of Stage 1 or, at the very latest, when you report for the lashing strength and endurance test, then no accommodation will be made except in unusual circumstances.

If you believe you may have a problem with tests involving reading and writing English due to English not being your first language you must inform the HEA as soon as possible prior to the commencement of Stage 1 or, at the very latest, when you report for the lashing strength and endurance test.

Prior to completing the TOWES test, you will have to sign a “**TOWES Declaration Form**” indicating that you are capable and willing to complete the test on that day.

This is a test of workplace essential skills developed for the longshoring industry in Halifax. Applicants will be required to pass the Essential Skills standards set by HEA on all required essential skills testing.

For additional information, type: **Essential Skills Profiles** into your browser or go to: <https://www.canada.ca/en/employment-social-development/programs/essential-skills/profiles.html>

In order to be successful on the test you must meet the following minimum standards on the TOWES of:

| | |
|---------------|-------------|
| Reading: | score - 265 |
| Document Use: | score - 215 |
| Numeracy | score - 215 |

1.5 **APTITUDE TESTING –GATB:**

An *aptitude* is something that you have the potential to be good at; it refers to your innate ability to do well at tasks that require a specific type of skill. Aptitude is not dependent on previous learning.

The three key aptitudes on the GATB used for longshoreperson assessment are based on the **Employment and Social Development Classification Code (NOC)**.

S - Spatial Aptitude

The ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects. The ability to recognize the relationships resulting from the movement of objects in space.

K - Motor Co-ordination

The ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make movement response accurately and swiftly.

M - Manual Dexterity

The ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.

The three aptitude tests are scored as follows: “1” is well above average, “2” is above average, “3” is average, “4” is below average, “5” is well below average.

One or more “well below” average score or two or more “below average” scores will result in an applicant’s elimination from the hiring process.

Prior to completing the aptitude test, you will have to sign a “GATB Declaration Form” indicating that you are capable and willing to write the test that day.

Accommodation for the GATB

If you require accommodation during the GATB testing process because of a disability, then you must provide HEA with a qualified doctor/health professional’s report indicating how your disability could affect your performance on the test and suggestions about the appropriate accommodation.

Requests for accommodation will be reviewed by HEA. Please advise your doctor/health professional that, due to the speed and accuracy aspect of the GATB assessment, extra time cannot be accommodated for this type of assessment. Accommodations for the GATB to be considered may include writing the test alone and removing distractions.

If you fail to provide the qualified doctor/health professional’s report as described above with your application or prior to the commencement of Stage 1 or, at the very latest, when you report for the lashing strength and endurance test, then no accommodation will be made except in unusual circumstances.

NOTE: Failure to sign either the TOWES, GATB or other testing declaration forms does not automatically remove you from the selection process. Your reasons for not being able to take the test when scheduled will be reviewed by the HEA after being notified by the Test Administrator.

1.6 Interview

The Applicant will be interviewed by a panel of at least three (3) persons using standardized questions and scoring methods. A representative from Local 269 shall be afforded the opportunity to attend the interview. This interview may be followed by additional reference checks before a final decision is made with regard to the Applicant.

1.7 Overall Assessment

Once the interview, aptitude testing, TOWES testing, background check, criminal records check and reference checks are completed, in accordance with the criteria outlined above, HEA will review the remaining applicants and determine which of the applicants will

advance to Stage 2 in the process. The decision to move an applicant to Stage 2 will be based on each individual's performance in the testing, the interview and the background, reference and criminal record checks.

STAGE 2 –TRAINEE STATUS

All applicants who do not successfully complete Stage 2 will be eliminated from the hiring process. In order to successfully complete Stage 2, an applicant must successfully complete the following:

2.1 Emergency First Aid Training

This is a one-day course, unless you are already certified, and that certification is valid for six months or more from the date of referral.

2.2 Employment Equity Legislation - Employee Assistance Program

This is a minimum four-hour session covering these two topics.

2.4 Medical Examination Including Vision

Trainees are required to submit a completed medical form signed by their physician. Applicants are required to disclose all information regarding any drug or alcohol dependencies within the past 5 years.

NOTE:

The medical form will be provided with your application package but should not be submitted until you have been confirmed as reaching trainee status. In order to save time, you may however, wish to have the exam completed when you are getting your doctor to sign your waiver to take part in the practical lashing strength and endurance test.

2.6 Orientation Course

This is approximately a ten (10) day (80 hours) course related to safety, basic training and orientation to the waterfront. You must wear personal protective equipment and clothing that meets CSC requirements to participate in the orientation course:

- hard hat;
- safety vest class II level II;
- safety footwear (see policy attached);
- rain gear including safety rubber boots; and
- safety glasses.

Trainees who attend the orientation course will receive minimum wage pay in recognition

of the time spent in the course.

This is a pass/fail course. HEA recommends that, for safety reasons, you do not attempt to work in the longshoring industry in any capacity, until you complete the orientation course or have taken part in the “Safety Awareness Training” which is put on periodically but is not part of this process.

Prior to completing the orientation course, you will have to sign a Release that you are capable of completing the training and/or testing associated with this course.

In order to successfully pass Stage 2, an applicant must attend all training, testing and evaluations. If you do not attend or do not pass, you will be eliminated from the hiring process. If a Trainee successfully completes the above training and testing, the Trainee will move to Stage 3 and be placed on the Dispatch List.

Stage 3-Trainee on the Dispatch List

All applicants who do not successfully complete Stage 3 will be eliminated from the hiring process. In order to successfully complete Stage 3 and move to Cardboard B, an applicant must complete the following:

3.1 Probation

Trainees on the Dispatch List will be on probation for a period of at least six months. While on probation, each Trainee on the Dispatch List must successfully complete the forklift and yard tractor training outlined below. Probation is a period in which the employer will assess the candidates’ performance. Attendance will be monitored by HEA and ILA Local 269. Trainees on the Dispatch List must maintain attendance of 50% of the average hours worked by the Dispatch List and performance must be satisfactory.

Attendance requirements are subject to change, at the discretion of the ILA Local 269/HEA Joint Manpower Committee.

3.2 Yard Tractor Training

This is a minimum eight-day course consisting of three segments. The first segment is four days when the Trainees are taught theory and basic skills. Being able to tow and back up a trailer will be an asset. Trainees who attend this course will receive minimum wage pay in recognition of the time spent in the course.

Prior to completing the Yard Tractor Training, you will have to sign a Release indicating that you are capable of completing the training/testing.

3.3 Forklift Under 15 Ton Training

This is a minimum five-day (40 hours) course usually conducted in the south end sheds designed to expose the Trainees to various break bulk cargoes. Trainees who attend this course will receive minimum wage pay in recognition of the time spent in the course.

Prior to completing the Forklift Under 15 Ton Training, you will have to sign a Release indicating that you are capable of completing the training/testing.

Trainees on the Dispatch List must perform satisfactorily when dispatched, meet the attendance requirements and pass the Yard tractor and Forklift training course in order to advance to Cardboard B. Those who do not meet the attendance criteria, or pass the training courses, will be eliminated from the hiring process. Upon successful completion of Stage 3, you will be qualified to be moved to Cardboard B.

A position on the Dispatch List does not in any way guarantee admission to membership in Local 269 at any time.

7. Cardboard B Status

Cardboard B members are expected to maintain attendance of 50% of the average hours worked by Cardboard B. The average of hours worked by Cardboard B will be determined by reviewing the hours worked of all persons on Cardboard B. Attendance requirements are subject to change, at the discretion of the ILA Local 269/HEA Joint Manpower Committee.

A position on Cardboard B or the Cardboard does not in any way guarantee admission to membership of Local 269 at any time. At some time in the future, Local 269 may decide to take in new members. The decision as to when to take in new members and how many is in the absolute discretion of Local 269. Local 269 will decide how, when and in what manner persons will be admitted. Persons on the Cardboard will be the source from which new Local 269 members are obtained.

8. General Rules

Trainees on the Dispatch List and members of Cardboard B and the Cardboard are required to comply with and be bound by all provisions of the Collective Agreement between Local 269 and HEA, all HEA policies and procedures as well as all relevant statutory obligations, e.g., *Canada Labour Code*, *Canadian Human Rights Act*, etc.

Trainees on the Dispatch List and the members of Cardboard B and the Cardboard are required to comply with any authority of HEA as set out in the Collective Agreement, and they are subject to be eliminated from the hiring process by HEA for failure to so comply.

Appendix I

The following forms and documents will be provided to you either in your application package or when you pass your lashing strength and endurance test.

- Waiver and Releases Booklet which includes:
 1. Consent for fingerprinting and criminal background check
 2. Authorization for the RCMP to disclose results to HEA
 3. Consent to Collection, Use and Disclosure of Personal Information
 4. Consent to the Disclosure of Personal Information to the HEA
 5. ILA Local 269 Article 17A.02(a) Waiver with respect to dispatch
 6. Authorization for Strength and Endurance Testing (Signed by a Physician)

All must be completed, signed, and returned with your application.

- Exercise protocol in order to prepare for practical lashing test
- Complete medical and vision exam form (**See section 2.4 of the Hiring Rules**)
- Aptitude test preparation guide
- TOWES preparation guide
- Rules for Applicant's Criminal Record Review
- PPE&C Policy
- Eligibility Requirements for Former Applicants

NOTE: *If you are seeking accommodation during the application process including, but not limited to, aptitude or TOWES testing, you must provide a qualified doctor/health professional's report indicating how your disability could affect your performance during the screening process and on the tests and suggestions about the appropriate accommodation with your application or before you commence Stage 1, or at the very latest, when you report for the lashing strength and endurance test or no accommodation will be made except in unusual circumstances.*

You must include your original driver's abstract with your application.

The following information will be handed out during the Orientation Course:

- Safety Policy & Procedures
- Overview CLC Part II - Safety
- EAP brochure