

*Halifax Employers Association*

**Hiring Rules**

*Checker*

**The attached rules apply to all applicants for the position of checker on the preferred list in the Port of Halifax. These rules must be strictly complied with by all Applicants including if and when an Applicant becomes a Trainee Class 1, a Trainee Class 2 and a Preferred List Member.**

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

**YOUR COMPLETED APPLICATION MUST BE RECEIVED IN THE HEA OFFICES  
IN A SEALED ENVELOPE BY 4 P.M. ON FEBRUARY 9, 2024**

**Date: 26 January 2024**

**Halifax Employers Association**

**Checker**

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## 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 additional checkers for the Preferred List at this time. They will be referred to the HEA by the **Halifax Freight & Steamship Checkers Union, Local 1341, ILA** (union) in a manner that will assist the HEA in meeting its employment equity goals. In the event that additional applicants are required to meet the HEA's requirements then the parties shall jointly determine how such applicants shall be attained.

## 2. What does a Checker do?

Checkers may check in connection with the receiving and delivery of cargo both to and from trucks, rail and ships. They may count, examine, notate and record information regarding cargo and containers, in addition to performing other related duties as required by Management in connection with checking. Information is recorded and exchanged manually, verbally and by the use of hand-held and other computers. Checkers communicate by means of radio and computers in order to receive and pass on information. Checkers may work in control rooms and/or may operate motor vehicles to travel on the piers.

You will obtain work by being in the union Hiring Hall on Marginal Road, Halifax during the time that Local 1341 is dispatching labour to fill the employers' orders. Local 1341 dispatches labour at 07h45, 12h45 and 17h45 seven days a week. The basic wage rate for checkers effective January 1, 2024, is **\$47.99** per hour. This rate is effective when you have successfully completed Stage 2, have attained Trainee-Class 2 Status and are dispatched to work from the Hiring Hall.

Please note that the Port of Halifax has strict security requirements and it is expected that the security requirements will become more stringent over the next several years. Therefore, any applicant will have to be qualified to work in such an environment. Obtaining and maintaining a Marine Transportation Security Clearance (MTSC) is required as a condition of employment. Failure to do so shall result in removal from the application process and/or employment in the industry.

## 3. Application to HEA

Upon receipt, your application and supporting documentation will be checked by HEA. Being referred by Local 1341 does not ensure that your application will be accepted by HEA.

All applications must be completed in their 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 are not completed) or documents are illegible, your application will be rejected.

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 license (**Please cover your picture**);
- **An original valid driver's abstract obtained no earlier than four weeks prior to closing date for submission of the applications.**

and

- **Proof of Education** – minimum of successful completion of grade 12 or equivalent (GED)
- A High School Diploma or **original** official transcript showing proof of a minimum education level of grade 12 (or equivalent GED) must be included with your application.
- If you have successfully completed a higher level of education (including additional high school grades, technical or vocational school, college or university courses or degrees) please submit proof of the additional levels attained. If submitting transcripts, **original** official transcripts should be included.

Applicants must list any criminal convictions for which the applicant has not received a pardon and any criminal charges that may be pending and include this list with their completed application.

Applicants must immediately inform the HEA of being charged with a criminal offence during the application process and provide details of same.

#### 4. Minimum Criteria

The minimum qualifications in order to qualify are:

Education: successful completion of Grade twelve (12) or equivalent (GED)

Driver's License: Class 5

Age: 18 years of age

Eligibility: eligible to work in Canada

Security Clearance	Ability to obtain and maintain a Marine Transportation Security Clearance is a condition of employment as stated above.
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All applicants 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 is bound by the Federal *Employment Equity Act*. Of the persons referred to HEA, the goal is 50% women.

Local 1341 must refer at least the foregoing numbers of persons in order for HEA to meet its obligations under the *Employment Equity Act*. In the event that the union is unable to do so, the HEA will solicit applications directly in order to meet these goals.

Self-disclosure 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 each step in the selection process will be eliminated from the hiring process. In order to successfully complete the selection process, an applicant must successfully complete the following:

#### 1.1 Information Meeting

See Appendix I for a list of forms and documents that you will receive at the meeting.

Following or prior to HEA's review of the applications and the supporting documents, all eligible applicants will be called to this information meeting with HEA in order to have the testing/training/evaluation process explained to them.

Applicants must complete the form(s) and release(s) for the complete background/reference check (e.g. fingerprinting, reference and criminal record check).

You must provide an **original** driver's abstract obtained **within four (4) weeks of the closing date for submission of your applications.**

## 1.2 Fingerprinting, Criminal Record Check & Marine Transportation Security Clearance

Applicants will be subject to a full criminal background check as well as being fingerprinted and photographed and required to apply for a Transport Canada Marine Transportation Security Clearance (MTSC). Any applicant, whose criminal records fail to meet the criteria in the Rules for Criminal Record Review or is rejected for a MTSC, will be eliminated from the hiring process immediately.

Once you have successfully completed Stage 1 and are ready for Stage 2 you will be required to make an appointment with the Halifax Port Authority Credentialing Office (i.e. Maureen Brown at 426-1597) in order to apply for a Marine Transportation Security Clearance (MTSC) and Port issued Photo I.D.

## 1.3 Background Check

All applicants will be subject to a complete background check.

## 1.4 Essential Skills Assessment

*"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 workers' 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 an existing disability, then you must provide HEA with a qualified medical professional's report with your application indicating how your disability could affect your performance on the test and suggestions about the appropriate accommodation. Requests for accommodation must be submitted with your application no later than 4 pm on Friday February 9, 2024. Requests for accommodation will be reviewed by the HEA. Please advise your doctor, 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 this information by the date specified above then no accommodation will be made except in unusual circumstances. If you have any issues with respect to accommodation you need to contact the HEA immediately.**

**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 testing.**

This is a test of workplace essential skills developed for the longshoring industry in Halifax.

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.

***NOTE: Failure to sign the TOWES or other 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.***

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:	IRT score - 265
Document Use:	IRT score - 265
Numeracy	IRT score - 226

## 1.5 Interview

The applicant will be interviewed by the HEA using standardized questions and scoring methods and also taking into consideration the test results and the background checks. This interview may also be followed by additional reference checks before a final decision is made with regard to the Applicant.

The HEA panel will review the applicant’s interview results and conduct, the driver’s abstract, criminal record, **Test Of Workplace Essential Skills (TOWES)** results, background and reference checks, in accordance with the criteria outlined above to determine which of the applicants will advance in the process and which, if any, applicants will be eliminated from the process. Poor results in any area mentioned above may result in an applicant being removed from the process.

## **STAGE 2 – TRAINEE CLASS 1 STATUS:**

All Trainees **Class 1** who do not successfully complete Stage 2 will be eliminated from the hiring process. In order to successfully complete Stage 2, a Trainee **Class 1** must successfully complete the following:

### 2.1.1 Anti-Harassment – Respectful Workplace Training

This is a minimum two (2) hour session conducted by the HEA.

#### Safety in the Workplace

This is a minimum two (2) hour session conducted by a representative of Labour Canada or another qualified trainer.

### 2.1.2 Medical Examination Including Vision

Trainees must complete the form(s) and release(s) for the medical including vision test. In addition, the form must be completed regarding previous addictions. The Canadian Human Rights Commission recognizes that a candidate may be questioned about any previous dependencies (drug and alcohol) in the past five years. During the medical examination, you will be required to disclose all information regarding any drug or alcohol dependencies within the past 5 years. The completed medical form must be provided to the HEA **at the completion of Stage 1 or at the orientation course**. Please submit this form in a sealed envelope.

### 2.1.3 Orientation Course

This is a minimum four (4) day course related to safety, basic training and orientation to the waterfront. You must wear the following personal protective equipment and clothing that meets C.S.A. requirements when and as required to participate in the orientation course:

- Hard hat;
- Safety vest;
- Safety footwear; and
- Rain gear including safety rubber boots.

Applicants who attend the orientation course will receive the sum equivalent to minimum wage in recognition of the time spent in the course.

This is a pass/fail course.

Prior to completing the orientation course, you will have to sign a Release indicating that you are capable of completing the course and any related tests.

In order to successfully pass Stage 2, a Trainee **Class 1** must attend all training, testing and evaluations and pass the orientation course. If you do not attend or do not pass, you will be eliminated from the hiring process. If a Trainee **Class 1** successfully completes the above training and testing, the Trainee **Class 1** will move to Stage 3.

### **STAGE 3 – TRAINEE CLASS 2 STATUS:**

All Trainees **Class 2** who do not successfully complete Stage 3 will be eliminated from the hiring process. In order to successfully complete Stage 3, and move to the “Preferred List”, a Trainee **Class 2** must complete the following:

#### 3.1 Training

Trainees will participate in a three phase training program. Each phase will focus on a different aspect of the longshoring industry in the Port of Halifax. The duration of each phase will be as follows:

Phase 1- a maximum of 14 Days

Phase 2- a maximum of 5 Days

Phase 3- a maximum of 14 Days

You will be tested frequently during training and at the end of each phase. You must attain a score of not less than 70% as stated in the course outline by the end of each phase in order to advance to the next phase. Failure to pass any phase will result in elimination from the process.

Trainees will receive a sum equivalent to minimum wage in recognition of the time spent on each phase of training.

#### 3.2 Probation

Trainees will be on probation for a period of at least six months. Probation is a period in which the employer will assess the Trainees’ performance and their attendance will be monitored by HEA and Local 1341. Trainees List must maintain 75% of the average hours worked by the trainees and performance must be satisfactory. The average attendance rate will be determined

by reviewing the hours worked by all active persons on the Trainees List in question on a quarterly basis (i.e. time spent by a person who is not working because of a legitimate reason, such as medical, illness, pregnancy, etc. will not be included in the average provided it is supported by appropriate timely documentation received immediately following that absence, not after the fact at the end of the quarter). The attendance requirements will be reviewed by the HEA and Local 1341 on a regular basis and the parties reserve the right to adjust them as deemed appropriate.

Trainees List must meet the attendance requirements, pass all phases of training and demonstrate satisfactory performance in order to advance to Preferred List Status. Those who do not meet the attendance criteria, pass the training courses and demonstrate satisfactory performance will be eliminated from the hiring process. Upon successful completion of Stage 3, you will be a “Preferred List”.

## **7. Preferred List Status**

Trainees on the Trainee list will become a “Preferred List” once all trainees have successfully completed all the training in Stage 3 of the application process.

Members of the Preferred List are expected to maintain 75% of the average hours worked of all Preferred List members. The average attendance rate will be determined by reviewing the hours worked by all active persons on the Preferred List in question on a quarterly basis (i.e. time spent by a person who is not working because of a legitimate reason, such as medical, illness, pregnancy, etc. will not be included in the average provided it is supported by appropriate timely documentation received immediately following the absence, not after the fact at the end of the quarter). The attendance requirements will be reviewed by the HEA and Local 1341 on a regular basis and the parties reserve the right to adjust them as deemed appropriate.

Preferred List Status does not in any way guarantee admission to membership of Local 1341 at any time. At some time in the future, Local 1341 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 1341. Local 1341 will decide how, when and in what manner persons will be admitted.

Persons who have acquired Preferred List Status will be the source from which new Local 1341 members are obtained.

## **8. General Rules**

Trainees and Preferred List Members are required to comply with and be bound by all provisions of the Collective Agreement between Local 1341 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 and Preferred List Members are required to comply with any authority of HEA as set out in the Collective Agreement.

## Appendix I

The following forms and documents are included in your application package and should be signed and dated and submitted with your application.

- Application Form
- Waiver and Release Booklet which includes:
  1. Consent for fingerprinting and criminal background check
  2. Authorization for 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 1341 Waiver with respect to Dispatch from Hiring Hall
- Medical Examination Form (**To be submitted after completion of Stage 1 and prior to starting orientation - Stage 2**)
- Policy on PPE&C
- Rules for Applicant's Criminal Record Review

**NOTE:** If you are seeking accommodation during application process, including, but not limited to, the TOWES testing, you must provide a qualified medical professional's report indicating how your disability could affect your performance during the screening process and/or on the test and suggestions about appropriate accommodation by 4 p.m. on June 24 for accommodation related to the TOWES testing or with your application, or by 4 p.m. on Friday July 14, 2023 for all other accommodation requests. If no information is provided by the dates mentioned above, no accommodation will be made except under unusual circumstances. If you have a problem meeting this requirement you must notify the HEA as soon as possible.

You must also submit with your application your **original** driver's abstract obtained **within four (4) weeks of the closing date for submitting the application.**

You must also include a copy of your **valid Driver's License** with your picture covered.

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

- Safety Policy & Procedures
- Overview CLC Part II – Safety