

## **Preamble**

The purpose of this document is to promote a professional working environment by establishing rules and regulations, which shall be titled I.A.T.S.E. Local 500 Hiring and Referral Rules and Regulations.

The ultimate goal is to promote work ethics, integrity, credibility and above all, unity among each person signing this instrument.

To implement these Rules and Regulations, a Committee shall be appointed by the President of Local 500. The "Hiring Hall and Referral Committee," hereafter referred to as The Committee, shall meet no less than quarterly. However, it may meet more often to conduct business necessitated by rule violators, complaints, or incidents, which need immediate addressing, upgrade requests or any situation requiring the attention of The Committee.

**As seen fit, The Committee may create a sub-committee(s) for the purpose of researching incidents and reporting back to The Committee at its next scheduled meeting. If the research is of a critical nature, an emergency meeting may be called. If the information is deemed less critical, it may be disseminated by e-mail or telephone to Committee members.**

As technology advances and areas of specialties increase, a sub-committee may be appointed to research the feasibility of modifying the requirements for upgrading those with special skills necessary for Local 500 to fulfill its contractual obligations with its employers. This ad hoc committee shall be ongoing as the nature of the business changes.

Addendums may be added to these Rules as seen fit by The Committee.

## **Section 1. REGISTRATION FOR REFERRAL**

### **Registration**

Periodically, when necessitated by labor needs, Local 500 may open its Referral Hall to new applicants. Referral applicants must submit a resume and letters of reference from previous employers in the same/similar industry. Upon review, if accepted, the applicant will be contacted to come into the office to complete the applicable paperwork and provide copies of a valid Driver's License and Social Security Card or appropriate documentation as required by Federal Law. There is a non-refundable processing fee of \$65.00. **This fee does not guarantee work nor does it imply membership in Local 500.**

A Local 500 picture ID will be issued which must be displayed on each and every call or you will not be permitted to work. Upon completion of this process, the registrant will be placed on the "C" List. All applicants may be subject to drug testing and a background check by the employer.

Any referent removed from the referral system may reapply after 90 days. If accepted, the re-hire will be required to complete the above mentioned registration process and will then be placed on the "C" List. Any referent in good standing who voluntarily removed themselves from the work list may request to be re-instated to the bottom of the list from which they were removed.

**The Local is a referral agent not an employer.**

### **Referral Fees**

All persons who obtain employment through the Hiring and Referral System must pay a referral fee, which is a percentage of the gross wages earned by the referral of work through the Hiring and Referral System.

Referral fees are due by the fifteenth (15<sup>th</sup>) day of each month for all wages paid during the preceding month.

Failure to pay referral hall fees by the prescribed time will result in suspension from the work list. Any referent more than six months in arrears will be removed from the work list.

Moving Picture Projectionist and Maintenance Technicians working in Motion Picture exhibition houses shall pay one (1%) percent of their gross wages as a referral fee.

Treasurers and Ticket Sellers and other front of House Employees shall pay one (1%) percent of their gross wages as a referral fee.

Airline Motion Picture and Video Technicians shall pay one (1%) percent of their gross wages as a referral fee.

Facility Maintenance and Set-up Employees shall pay one (1%) percent of their gross wages as a referral fee.

All other covered crafts will pay five (5%) percent of their gross wages as a referral fee.

## **Section 2. ESTABLISHMENT OF LISTS**

### **Stagehand only “A” and “B” lists**

To qualify for the Stagehand ONLY “A” and “B” Lists, a person must satisfy the requirements for hours worked as provided below and complete the applicable testing requirements.

The hours required for elevation to either the “A” or “B” Lists are accrued during the seasonal year, July 1 through June 30. The hours required are as follows:

“A” List - 1100 hours per seasonal year for three years within the previous five years of referrals through Local 500.

“B” List - 800 hours per seasonal year for two years within the previous five years of referrals through Local 500. In addition, six (6) satisfactory performance evaluations from their job stewards or department heads.

Up to 100 hours of voluntary service to Local 500, or approved community service, may be applied to the hours necessary to elevate to any Stagehand list.

### **Wardrobe only “A” and “B” lists**

To qualify for the Wardrobe ONLY “A” and “B” Lists, hours and testing are required.

“A” List - 900 wardrobe hours per seasonal year for three years within the previous five years of referrals through Local 500.

“B” List - 650 wardrobe hours per seasonal year for two years within the previous five years of referrals through Local 500. In addition, six (6) satisfactory performance evaluations from their job stewards or department heads.

Up to 80 hours of voluntary service to Local 500, or approved community service, may be applied to the hours necessary to elevate to any Wardrobe list.

### **Special Skills**

The Business Representative will present to the Hiring Hall and Referral Committee, with a written recommendation, individuals with special skills which desire to move from the “C” list to the “B” list or the “B” list to the “A” list. The Committee will review the request and if approved the referent will be moved after successfully completing the applicable test.

## **House Persons**

A person who has worked as a house crew member or part of a shop crew for the same employer, is under contract or does not receive their calls directly from the Union shall be considered a House Person. Workers are required to notify the office if they become a House Person (as previously defined). Failure to do so is a major offense.

A House Person shall be listed as unavailable until they notify the call stewards in writing that they are available for work other than their House position. Once available, they will be placed back into rotation at the bottom of the appropriate list.

A House Person who has accumulated a minimum of 800 house hours during the previous 12 months may submit proof of their hours (i.e. pay stubs) and request upgrade to the next list after successful completion of the applicable test.

## **Additional Information**

Referents are responsible for keeping records of their hours (i.e. pay stubs) and submitting them with a letter of intent to The Committee. **The Local cannot supply these records.**

Referents will be placed at the bottom of the appropriate "A" or "B" list when approved to move to the next list.

When upgrading to the "A" or "B" list, referents will be required to take any applicable tests. A passing grade of 75% or better is required prior to upgrade. If a referent fails to achieve a passing grade they may retake the test after thirty days. A referent will only be allowed two attempts within a twelve month period.

NOTE: Workers are required to track their Tradeshow and Display hours for payroll purposes.

## **Section 3. SEPARATION OF REFERRAL LISTS**

There are three regional rotating lists for stage and wardrobe: 1) Miami-Dade - Miami-Dade and Monroe Counties. 2) Broward – Broward County and parts of Boca Raton. 3) Palm Beach – Palm Beach, Martin and St. Lucie Counties. Once placed in a region of primary residence, it becomes permanent. Exceptions may be made by The Committee for just cause. Request to change classification or region will be limited to one time in any twelve (12) month period.

## **Section 4. REFERRAL PROCEDURES**

**All calls will be based on rotation with consideration of experience and/or ability. All assignments taken out of rotation must be approved by the Business Representative.**

**Referents are not rotated based on seniority. The rotation system does not distinguish between members and non-members.**

Referents rotate according to their current place on the list and their qualifications. All job assignments will be rotated separately on a daily basis. No "B" lister will be assigned a job before the "A" list for that jurisdiction is exhausted. An "A" lister not assigned as a department head, lead person, steward, hi-tech specialist or a person being requested will not be required to be available for the entire job at the discretion of the Business Representative. Each regional rotating list will rotate through the "A" List. When the "A" List becomes exhausted, rotation will continue through the "B" List. If the number of people on the call exceeds the number of referents accepting a call from the "A" and "B" lists, the Call Steward will proceed to the "A" and "B" lists of other regions, alternating evenly between them. When the "A" and "B" lists from all regions have been exhausted, "C" List referents will be called.

Department heads, lead persons, stewards, hi-tech specialist and persons being requested must be available for all work including the in and out and may not leave the job without the approval of the Business Representative.

A Union officer required to conduct Union business may be replaced on a job and return to the job without penalty.

Referents on the "C" list do not rotate.

The stagehand lists and the wardrobe lists rotate separately. Workers on the stagehand list who are qualified and willing to work wardrobe calls will not be called until the entire wardrobe list has been exhausted. Workers on the wardrobe list who are qualified and willing to work stage calls will not be called until the entire stagehand list has been exhausted.

"A" and "B" Listers are not required to accept calls outside of their region, however, after three consecutive turn down calls outside of your region, you will be listed as "unwilling to travel" and will no longer be called for work outside of your region until the referent submits a letter to The Committee requesting reactivation to travel and such request is approved by The Committee.

Any person on the "C" List is required to accept calls in any region and or any venue within the jurisdiction of Local 500.

When a call is given out, a response is expected within a reasonable amount of time. It is understood that since cell phones are not permitted to be used during physically working hours, a break period would be considered within a reasonable response time.

An employer's request for a specific referent, which may or may not be as a result of a collective bargain provision, may be granted only with the approval of the Business Representative. In cases of emergency or where referents with special skills or technical abilities are required, referents may be offered a position on the crew regardless of where they are on the rotation list, with the approval of the Business Representative.

Education classes will be treated as a work call. The referent will be listed as unavailable and be subject to all rules regarding call offs and no shows.

Referents on the "C" list will be required to attend continuing education classes, when offered, to maintain their placement on the work list including not limited to the Customer Service training class.

Once a job is accepted, a call off is not permitted. A substantiated call off emergency may be considered by The Committee. All calls are made through the Hall. **Referents cannot replace themselves.**

Calls will be given out without regard to age, race, religion, gender, sexual orientation, disability, national origin, or union or non-union affiliation. When a gender-specific request is made, the Business Representative will address the issue.

Referents obtaining employment in our trade, within the Union's jurisdiction, without being referred by the Union or without notifying the Business Representative is a major offense.

An individual contract within our trade cannot be signed with an employer without Local approval unless specifically provided for in a Local 500 contract.

Contracting labor within our trade without utilizing the Hiring Hall will result in the immediate and permanent removal from the Hiring Hall list.

House people and contract workers must fulfill all work provided for in the contract. Any exceptions must be approved by the Business Representative prior to being excused from fulfilling that obligation.

Once in rotation, the referent shall be considered active and is expected to be available for work when called. If a referent wishes to be temporarily removed from rotation, "Voluntarily Inactive", a written notice must be sent to the Hall indicating the date it is to commence, the date returning and the reason for

unavailability. When going back into rotation, the referent will be placed at the bottom of the List from which they were removed.

In cases in which a referent is voluntarily inactive due to injury or major illness, a doctor's release must be submitted confirming the referent's ability to perform the job requirements.

After three consecutive refused calls, unreturned calls or attempted unable to contact calls a referent shall be removed from rotation, becoming "Involuntarily Inactive", until the referent submits a letter requesting reinstatement approval by The Committee and such request is approved by The Committee. If The Committee finds the refused calls were due to circumstances beyond the referent's control or with just cause, reinstatement will be granted and the referent will be returned to the bottom of their respective List. Three "Involuntarily Inactive" events within a seasonal year is a major offense.

The Business Representative shall oversee the day to day operations of the Referral Hall.

Any participant not accepting referrals from the Union for a period of one (1) year will be removed from the referral system. Exceptions may be made by The Committee on a case by case basis.

A referent may file a complaint concerning any alleged violation of the Job Referral Procedure to the Hiring Hall and Referral Committee. Complaints must be filed in writing and received at the Union office within ten (10) calendar days from the date of the alleged violation of the terms of this Job Referral Procedure. The written complaint must clearly and specifically describe the subject matter of the complaint including the section or sections alleged to have been violated and the remedy desired.

The Hiring Hall and Referral Committee will make a determination as to the merits of the complaint and determine an appropriate remedy in cases where a remedy is warranted. The decision of the Hiring Hall and Referral Committee will be final and binding on all parties.

Referents have the right to appeal the decision of The Committee in a letter to the Executive Board (E-Board) via certified mail within fourteen (14) calendar days of the postmark date of the Committee decision. Appeals will be restricted to the procedures of the Hiring Hall and Referral Committee only. It will not retry the original case.

### **Local 500 ID Badge**

Referents who do not have a current Local 500 ID badge will not be referred to work.

Referents are required to carry their current Local 500 ID badge on every job. Arriving to work without a current ID badge is a minor offense and could result in removal from the job.

The use of a Local 500 ID badge to gain access to a building for anything other than a work related activity is prohibited. Any abuse may result in an immediate suspension pending a hearing of the Hiring Hall and Referral Committee.

### **Section 5. RULES AND REGULATIONS, OFFENSES, DISCIPLINARY ACTION AND APPEALS**

All Rules are expected to be adhered to during all referral related activities. Referents are accountable for their actions on the job site, in the Union/Referral office, and in any situation that may reflect upon Local 500 or the Hiring/Referral Hall in general.

If a person in any position with Local 500 or the Hiring/Referral Hall believes that any Local 500 referent, regardless of position, is not adhering to the rules, a DAF or complaint may be filed at the Union/Referral office. This must be done within fourteen (14) calendar days of the alleged violation or action causing the complaint. Should the nature of the business be critical, an emergency meeting may be called at the earliest convenience of the concerned people or Committee.

A referent may appeal any penalty to the Hiring Hall and Referral Committee. Appeals must be filed in writing and received at the Union office within fourteen (14) calendar days from the date of the letter from the Union notifying the referent of the reported infraction. The written appeal must clearly and specifically describe the subject matter of the appeal and the remedy desired. Appeals for lateness or no shows must be accompanied by documentation of a verifiable emergency.

The Hiring Hall and Referral Committee will make a determination as to the validity of the charge. The decision of the Hiring Hall and Referral Committee shall be final and binding on all parties.

Disciplinary action will be applied in a fair and just manner as prescribed in the Rules. Referents have the right to appeal the decision of The Committee in a letter to the Executive Board (E-Board) via certified mail within fourteen (14) calendar days of the postmark date of the Committee decision. Appeals will be



restricted to the procedures of the Hiring Hall and Referral Committee only. It will not retry the original case.

Under no circumstance should a referent resort to outside tribunals until all the remedies therein provided have been exhausted. Failure to do so will result in removal from the work list.

Infractions will be separated into two degrees of disciplinary action: Major and Minor.

The discipline for a Major infraction will be determined by the severity of the offense, ranging from a warning, probation, fine, suspension from the rotation system, a combination of the same or permanent removal from the rotation system.

**In addition, under severe circumstances, the Business Representative may remove from a job and or immediately suspend a referent for a major violation. This immediate suspension may remain in effect until the Hiring Hall and Referral Committee can convene an emergency hearing, no later than fourteen (14) days from to date of notification.**

The discipline for a Minor infraction will range from a warning, probation, fine, suspension from the referral system or a combination.

Repeated offenses will warrant progressive action.

**“C” List referents are considered probationary referents and can be permanently removed from the work list for any violation of the work rules and/or negative evaluations depending on the severity of the circumstances. Each incident will be reviewed on a case by case basis.**

**Fines.** The following fines will be imposed as set forth below. Typically fines will be imposed in a progressive fashion unless the severity of the offense warrants otherwise. The fines below will be imposed in combination with other disciplinary action as may be warranted:

1 <sup>st</sup> minor	\$25.00
2 <sup>nd</sup> minor	\$50.00
3 <sup>rd</sup> minor	\$100.00
1 <sup>st</sup> major	\$100.00
2 <sup>nd</sup> major	\$200.00
3 <sup>rd</sup> major	\$300.00

A referent who is issued a fine in accordance with the rules herein may be suspended from further referrals until the fine is paid, provided that the Union can show that it is necessary to the effective performance of the Union's representational function.

**MAJOR OFFENSES:**

- 1) Falsifying any documentation submitted to or required by Local 500.
- 2) Failure to show up for work.
- 3) Lateness of more than fifteen (15) minutes.
- 4) Leaving a job without permission of the Job Steward.
- 5) Conduct or behavior damaging to the Union's contractual relations with employers, or conduct or behavior that disrupts or obstructs the referral system or the Union's ability to carry out its duties and obligations.
- 6) Any unsafe act contributing to injury on the job site.
- 7) Giving your assigned job to another person.
- 8) Obtaining employment in our trade, within the Union's jurisdiction, without being referred by the Union or without notifying the Business Representative.
- 9) Crossing a picket line set up by Local 500 or any IATSE affiliate.
- 10) Giving false statements to The Committee or the E-Board.
- 11) Abusive, threatening, obscene or insulting language on the job, to Local 500 office personnel or during Local 500 related activities.
- 12) Failure to respond to or appear before The Committee or E-Board when called upon.
- 13) Smoking or the use of cell phones in any area where work is being performed.
- 14) Being intoxicated or under the influence of a controlled substance.
- 15) The consumption or possession of alcohol or a controlled substance on the job site.

- 16) Physically fighting on the job site or during Local 500 related activities.
- 17) Theft from the job site or the Union/Referral office.
- 18) The deliberate destruction of property.
- 19) Any attempt to sabotage a show.
- 20) Arriving on the job without the required tools.
- 21) Being placed Involuntarily Inactive three times within a seasonal year.
- 22) Failure to perform job satisfactorily.

**MINOR OFFENSES:**

- 1) Lateness of less than fifteen (15) minutes.
- 2) Calling off a job with less than twenty-four (24) hours notice.
- 3) Calling off a job with twenty-four (24) hours or more notice six (6) times in a six (6) month period.
- 4) Contributing to an unsafe work condition that does not result in an injury.
- 5) Wearing improper clothing.
- 6) Arriving for work without a current Local 500 ID Badge.
- 7) Failing to provide written notification of unavailability and reason therefore.

The Job Steward has the authority, prior to the start of the job, to replace a referent for the following reasons:

- Arriving late for a call or call back
- Not having the proper tools
- Not being properly dressed
- Failure to present your current Local 500 ID Badge
- Failure to complete and/or have available documentation required to work

## **General Working Rules**

The following contains a summary of what is expected on the job.

Before the call begins:

- It is the responsibility of each referent to know the exact time and location for the call, directions to the call, available parking at the call, required tools for the call, appropriate attire for the venue, Steward's name, emergency phone #'s, etc.
- All workers shall report to the Job Steward at the job site no later than the announced call time. Prior to call time, worker's shall have signed in on the daily sign-in sheet provided & completed any necessary paperwork (i.e. W-4, I-9). The call time is when our employer expects us to go to work, not have that last coffee, Danish, cell phone conversation and/or smoke. Running on the jobsite one minute before the call time will probably make you late.
- All workers must have their current Local 500 ID Badge and a copy of their Drivers License and Social Security Card.
- Job Stewards shall have the right to post "House Rules", as dictated by management with the approval of the Union, concerning such things as cellular phones, smoking policies, breaks, etc.
- Steward has the right to reassign personnel.

During the call:

- All workers are required to remain on the jobsite until released by the Job Steward at the employer's direction.
- Any worker may be replaced by the Job Steward with the permission of the Business Representative or President for violating the Hiring Hall Rules.
- Questions about payroll and call times should be directed to the Job Steward or Call Steward, not the employer.
- Grievances about job conditions and/or complaints should be filed with the Job Steward or Union Representative.

At the end of the call:

- All workers must report to the Job Steward before leaving the jobsite.
- It is the responsibility of each worker to know call back times (if applicable) and changes to required tools, dress code, etc.

The following contains a summary of what is expected of Wardrobe personnel on the job in addition to the above:

- Report to the Wardrobe Department Head at the start of the call.
- Remain in your area once one-half hour is called.
- During rehearsals or dress rehearsals, dressers may be asked to do other wardrobe functions i.e., sewing, laundry, ironing, etc., not interfering with dressing duties.
- Star or principle dressers are to be available to that person or those people at all times.
- To do minor or emergency repairs during a performance.
- Remain in your department until dismissed by the Wardrobe Department Head.
- Not going into the house to watch the performance without permission from the Wardrobe Department Head.

It is the responsibility of a "C" List referent to submit, to the Job Stewards, performance evaluation paperwork. It is the responsibility of the Job Steward to complete and submit this paperwork to The Committee

It is the responsibility of the Call Steward to submit a DAF to The Committee on any referent in violation of the Rules, i.e., calling off, rudeness, etc. This will follow the normal DAF procedure. Failure to do so may result in internal disciplinary action.

It is the responsibility of the Job Steward to submit a DAF to The Committee on any referent in violation of the Rules, i.e., lateness, bad attitude, etc. Failure to do so may result in disciplinary action.

It is the responsibility of the office staff to submit to The Committee or Business Representative any referent in violation of the Rules, i.e., disrespect, etc. Failure to do so may result in internal disciplinary action.

No worker may remove anything from the job site without prior approval from the job steward.

## **Tools**

The following tools are required to be on hand or accessible on each call:

- Hard hat
- Claw hammer minimum weight 16 ounces.
- Adjustable wrench minimum length 8".
- Flat head screw drivers: 1/8" and 1/4"
- Phillips head screw drivers: #1 and #2 heads.

- Pliers: slip joint, 8 inch lineman, vise grips or channel locks.
- Diagonal cutter.
- Utility or folding knife.
- Tape measure minimum 25'.
- Flash light.
- Work gloves. – suggested
- Tool belt or nail apron.
- Allen wrench set: including 1/8", 1/4", 3/16", 5/32" and 9/64" – suggested
- Ratchet and socket set: including deep sockets 7/16", 1/2" and 9/16" – suggested
- Cordless drill with assorted drill and screw driver bits. – suggested
- Drift pin/long punch. – suggested
- Safety glasses.
- Electricians: volt meter and power tester
- Pipe & Drape: Stapler JT-21

Riggers:

- Full body harness.
- Double safety lanyard
- Line, appropriate for venue
- Carabiners: minimum of 4.
- Slings: 1-2', 1-4'.
- All tools must be secured when in the air.

NOTE: All OSHA Approved Equipment

Audio-Visual Calls:

- "Leatherman" or similar multi-tool.
- "Greenie" or other small screw drivers.
- Power tester or multi-meter.

Wardrobe Dressers:

- Pair of small scissors.
- Sewing needle pre-thread white.
- Sewing needle pre-threaded black.
- Small flashlight or bite light.
- Safety pins, assorted sizes.
- Shoehorn.
- Pencil and small notepad.

**Rules and Regulations are subject to change to meet new standards.**

**I.A.T.S.E. Local 500 Hiring Hall and Referral Committee**

Mary Soule, Co-Chair

Anthony Paganella, Co-Chair

Steven Normandale

William Schwendel

Sheila Walters

It is the responsibility of each referent on the work list to approach the job with a professional attitude that will maintain the integrity and credibility of I.A.T.S.E. Local 500.

I have received the Hiring and Referral Rules and Regulations of I.A.T.S.E. Local 500. I understand that as a referent of Local 500 I am bound to abide by the conditions contained within. I further acknowledge that these rules are subject to change, as needed, and it is my responsibility to keep up to date with the most current version.

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Print Name

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Signature

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Date