

HIRING HALL RULES

International Alliance of Theatrical Stage Employees, Local 675

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INTRODUCTION

IATSE Local 675 administers a Hiring Hall for the purpose of referring workers to jobs requested by Employers. The Hiring Hall administers as an exclusive hiring hall under certain collective bargaining agreements; the only way an Employer can obtain stagehand employees is by referral from the IATSE Local 675 Hiring Hall. Neither IATSE Local 675 nor its Hiring Hall are the Employer of workers referred through the Hiring Hall.

The purpose of the following rules is to provide for an orderly procedure for referral of workers under all agreements, exclusive or nonexclusive. The following rules are to be applied equally to all workers on the dispatch list. Evidence or occurrence of deviation, exception or favoritism that violates these rules can be brought to the Local 675 Executive Board as provided herein.

Neither the Union in the referral process nor the Employer in the hiring process shall discriminate against any worker for any reason contrary to the law, the contracts, or these rules. An Employer may reject any worker referred by the Hiring Hall. Such rejection may only take place in accordance with any relevant language outlined in the applicable collective bargaining agreement.

The Hiring Hall is not an employment referral agency under the ADA/ADAAA (Americans with Disabilities Act Amendments Act) and does not make fitness for duty determinations.

It is not possible to write rules to cover every possible situation. When an issue arises that is not directly covered by these rules, two general concepts shall apply:

- A. The Business Agent is responsible for administering the Hiring Hall in accordance with these rules and the respective collective bargaining agreements; and
- B. The Union owes a duty of fair representation to all referents of the Hiring Hall.

ELIGIBILITY REQUIREMENTS

Workers must meet the following requirements to remain eligible for dispatch through the Hiring Hall:

1. The worker must have a signed Worker's Agreement form (see Appendix A) on file with the Hiring Hall indicating their intention to abide by the Hiring Hall Rules and conduct policy.
2. The worker must be at least 18 years of age.
3. The worker must be current with any required payment of work referral fees owed to IATSE Local 675.
4. The worker must not be rejected from dispatch by the Employer requesting workers. Such rejection may only take place following the language outlined in the collective bargaining agreement or by other legal procedure.
5. The worker must not be suspended or permanently removed from dispatch by the Hiring Hall.
6. The worker must keep current their primary email address, telephone number, and mailing address with the Union.

GENERAL RULES

All persons who are available for referral to jobs within the jurisdiction of IATSE Local 675 shall be placed on the A, B, C, or D work referral list of Local 675 for which they qualify. Referral to available jobs will be made in accordance with the provisions of this job referral procedure.

As provided below, one's initial placement on lists A, B, C, and D will be on the basis of hours worked. Referrals will be made beginning with the referent with the earliest hire date who is available and qualified for the position.

Maintaining a position on the dispatch list in accordance to these rules does not guarantee labor referral for any worker.

Referral to available jobs will be made in accordance with the provisions of these job referral procedures.

Skill level determination can include the objective criteria described as follows:

- (1) A short initial general stagehand skills written assessment given by the IATSE Local 675 Hiring Hall Committee and/or Business Agent at or near the time of application to be placed

on the referral list to assess a worker's general understanding of stagecraft.

(2) One can advance their skill level status by successful completion of an IATSE Local 675 practical exam.

Workers who meet the Eligibility Requirements of these rules and who have sufficient hours, as outlined by "Dispatch Groups" below, may attempt the written exam to advance their list position when test days are initiated. One must request to do so in writing to the testing committee chair at least two calendar weeks prior to testing. Workers shall pay a nonrefundable exam administration fee in the amount of \$70 for each exam attempt. Workers who are otherwise eligible and who pass the exam will be advanced to the applicable Dispatch Group the day following their passage of the test and will be placed at the bottom of that Dispatch Group. If more than one person advances to a Dispatch Group on the same date, those individuals' placement (i.e. lowest, second lowest, third lowest etc. in group) will be determined by their hire date, i.e. the first date a person works a job dispatched through or under contract with IATSE Local 675.

Dispatch Groups

List A:

The qualifications for achieving and remaining in List A shall be to have met all Eligibility Requirements under these rules and have been dispatched by or worked under contract with Local 675 for at least 350 hours of work in one of the previous two years. However, should a worker in List A fail to meet the hours requirements, or cancel more than three work calls in a year, after accepting them from the Business Agent, with less than 24 hours' notice prior to the start of the call, for reasons other than illness, that worker will be placed at the top of List B when the dispatch list is reviewed. After 10 years of activity on this list the worker will not lose their placement on this list for failure to have met the minimum hours requirement.

List B:

The qualifications for achieving and remaining in List B shall be to have met all Eligibility Requirements under these rules and have been dispatched by or worked under contract with Local 675 for at least 250 hours of work in one of the previous two years. However, should a worker in List B fail to meet the hours requirements, or cancel more than three work calls in a year, after accepting them from the Business Agent, with less than 24 hours' notice prior to the state of the call, for reasons other than illness, that worker will be placed at the top of List C when the dispatch list is reviewed. After 10 years of activity on this list the worker will not lose their placement on this list for failure to have met the minimum hours requirement.

List C:

The qualifications for achieving and remaining in List C shall be to have met all Eligibility Requirements under these rules and have been dispatched by or worked under contract with Local 675 for more than one and up to 249 hours of work in one year. However, should a worker in List C fail to meet the hours requirements or cancel more than three work calls in a

year, after accepting them from the Business Agent, with less than 24 hours prior to the start of the call, for reasons other than illness, that worker will be placed at the bottom of List C when the dispatch list is reviewed. After two years of zero hours worked, a worker on List C shall be removed from the call list, but can re-apply on the new first day worked. After 10 years of activity on this list the worker will not lose their placement on this list for failure to have met the minimum hours requirement.

List D:

All new applicants who have successfully applied for placement on the referral list but have not yet worked will be placed on this list. This is a temporary list with the expectation that people will be moved off it as soon as work is available and they accept their first dispatch. After two years of zero hours worked, a worker shall be removed from List D, but can re-apply on the first day worked.

Lookback Clause

Industry hours worked in the prior two years may be recognized towards hiring hall list placement upon application and proper documentation of the industry hours worked and payment of 4.5% of the total gross pay they received for those hours they choose to use towards the Hiring Hall Dispatch List placement.

Temporary Removal From Dispatch Due to Illness/Injury/Parental Absence

Workers who are unavailable for dispatch for a period of more than four weeks due to serious illness or injury or the birth, adoption, or new foster placement of a child (parental absence for either parent) may appeal, in writing, to the IATSE Local 675 Executive Board for special attention regarding the hours worked requirements. Documentation shall be required for the Executive Board to grant a reduction in the minimum hours requirements. In the case of serious illness or injury, the Executive Board may decide to reduce the hours requirements by a reasonable amount based on the documented inability to work. If the request is based on a parental absence from dispatch, the reduction in the hours requirement may not exceed a reasonable reduction based on a 12-week absence which must occur in one block.

Specialty Personnel Dispatch

In the absence of collective bargaining agreement language governing the requesting of specialty personnel for skill or experience, the guidelines in this document shall apply. Specialty personnel are workers requested by skill or experience, not by name. The employer will provide specialty personnel skill level requirements needed for a particular labor request. The Business Agent shall make an effort to fulfill these requirements when completing a labor request. Specialty personnel skill levels shall be assessed by the following criteria: demonstrated or other objectively recognized skills, documented hours worked in particular specialty skills areas; and specialty certification dates (i.e. forklift, rigging, electrical, etc.). Among those who possess the needed specialty skills, workers will be dispatched in list order.

Specialty skills include the following departments:

Carpentry: Shop carpenters, fly rail operators, theatrical and non-theatrical riggers, forklift and aerial lift operators (with certification), truck loaders

Electrics: System operators and technicians, spot operators

Video/Projection: Projectionists, video system operators and technicians

Sound/Audio: System operators and technicians

Wardrobe: Dressers, sewers, beaders, laundry personnel

Hair/Makeup: Hair and makeup personnel

Props: Properties personnel

Personnel Requested by Name

In the absence of collective bargaining agreement language governing the requesting of personnel by name, the guidelines in this document shall apply. There may be times an employer will request personnel by name. A request by name must be made at least 48 hours in advance and, if based on bona fide skills, qualifications, or experience not possessed by anyone higher on the list, the Business Agent shall make an effort to fulfill these requests.

General Dispatch Calling

It is the responsibility of the Business Agent of IATSE Local 675 to fill employer labor requests to the best of their ability in accordance with the Hiring Hall Rules. The Business Agent shall contact each eligible worker in dispatch list order using the procedure set forth here. The Business Agent will make dispatch calls between the hours of 9 am and 9 pm except in cases of emergency or by prior arrangement with a worker. **AN UP-TO-DATE CELLULAR PHONE NUMBER AND EMAIL ADDRESS IS REQUIRED TO RECEIVE WORK CALLS.**

The Business Agent is not obligated to call workers who have already begun working on a labor request when their current hours conflict with the new labor request. For each labor request the Business Agent will be required to make only one dispatch call, text, or email to each worker.

The Business Agent shall attempt to make direct contact with the worker by text, email, phone call, or face-to-face. A message will be left stating the job and offering a clearly stated response time deadline. The worker must accept or decline the call by text, phone, email or on CallSteward.com by the deadline, or the job will be offered to the next qualified worker. If no message can be left (e.g. due to voicemail being full or not set up), the Business Agent can move to the next person on the list. Workers responding within the response deadline will be placed on the labor request in dispatch list order. Workers responding after the response

deadline may be placed on the labor request in the order of their response if a position remains, regardless of dispatch list order.

No Show / No Call = Bail

If a referent accepts an assigned call and does not show up to work or contact the Business Agent at least four hours prior to the job start time, the referent will be deemed a "No Show / No Call," and they will be removed from the Dispatch List for one call. If a referent gets a second "No Show / No Call," they will be moved to the top of the next lower list. A referent will be removed from the dispatch list if they commit three "No Show / No Calls" in one year.

If a worker leaves a call before their shift has ended, and without being released by their Lead or Steward, they may be removed from the Dispatch List entirely.

Continuity / Short Notice

Those referents who load in a show will have the first option to work the load out. The Business Agent can decline to dispatch a referent who cannot provide continuity of service for the whole run of the production.

Referents may not quit one job in order to take another unless approved by the Business Agent.

When the Business Agent receives short notice for a call, within 48 hours of the start of the work, the call will be filled on an emergency basis by whoever first accepts the call regardless of Dispatch List placement.

Referents working multiple-day events may be temporarily replaced if they have a valid excuse, which must be expressed at the time they take the call or as soon as practicable. However, referents having a valid excuse will not be placed on key jobs where the employer requires continuity. A valid excuse would include but not be limited to: an injury, personal or immediate-family illness, or death of an immediate family member.

Worker Referral Fees

A 4.5% worker referral fee will be automatically deducted from payroll for expenses incurred in making job referrals and otherwise maintaining the hiring hall. Otherwise, fees shall be due and payable within 60 days after the worker is paid for the work. Fees will be paid to the Treasurer and deposited into the appropriate IATSE Local 675 account. Workers who do not pay their 4.5% fees within the time period above will be mailed a delinquency notice to their address on record giving them 10 calendar days from the date of mailing to cure the delinquency. If the fees are not paid within the 10 days, the Treasurer will notify the Business Agent who will remove the worker from the referral list until the fees are paid. Such period of delinquency shall be subtracted permanently from the worker's original hire date. When delinquent workers have been off the referral list for one year, they shall lose all accrued seniority. However, after payment of the delinquent work referral fee they may re-register as a new applicant and obtain a new seniority date.

HIRING HALL CONDUCT POLICIES

All workers dispatched by the Hiring Hall are representatives of IATSE Local 675 in their place of employment and are expected to abide by and uphold the IATSE Local 675 Hiring Hall Rules code of conduct. Failure to do so affects the orderly working of the hiring hall and its reputation and shall result in disciplinary action.

Alleged violations of the conduct policy shall be reported to and investigated by the Business Agent. If after investigation, including giving the worker an opportunity to respond to the allegation, the Business Agent determines there was a violation, depending on the severity and/or recurrence of the violation, the Business Agent may remove the worker from calls, suspend from dispatch for calls, or remove from the dispatch list. Those removed from the dispatch list under these rules may re-apply to the hiring hall for new placement/hire date after one year from the date they are removed. The worker may appeal to the Executive Board discipline imposed by the Business Agent within 30 calendar days of notice of the disciplinary action. The discipline appealed shall be held in abeyance pending the outcome of the appeal, except that suspension from dispatch due to safety may be imposed immediately. The Local 675 Executive Board will provide the worker with an opportunity to appear and present their grounds for appeal before them in closed session and may consider other evidence supporting or refuting the charges. If the worker declines the opportunity to appear or, after availing themselves of such opportunity, the Executive Board continues to believe a violation has occurred, it will impose discipline in writing and in accordance with this policy

PREPAREDNESS & PROFESSIONALISM

1) **BE ON TIME:** Being late for a work call reflects negatively on the hiring hall and may jeopardize future work opportunities. It is essential that all persons report to each and every job **at least 15 minutes prior to the commencement of work.** This allows each individual to SIGN IN, prepare for the work day, and be ready to begin work at the prescribed time. **If you are running late, contact the Business Agent as soon as possible.** Being late to a job is grounds for being sent home from a job without pay. A worker will be considered late if they arrive between 5 and 15 minutes after the call time. Any worker later than 15 minutes will be deemed a no show/no call. The first and second time a worker is late in a year will be addressed through informal counseling with the Business Agent. The third late arrival in a year will result in suspension from dispatch for the next call for which the worker is eligible and would otherwise be offered work. The fourth late arrival in a year will result in suspension from dispatch for six months. Any additional late arrivals within the year will result in removal from dispatch.

2) **ARRIVE PREPARED:** Every technician is expected to come to work with the tools required.

Common GRIP tools: crescent wrench – at least 8”, hard hat, sturdy boots or shoes, multi-tool, knife, flashlight, gloves.

Additional helpful tools: tool belt or pouch, tape measure, claw hammer, screwdrivers, ratchet wrenches, deep-well sockets, channel locks, pliers, wire cutters, safety glasses, black sharpie.

Common WARDROBE tools: scissors, safety pins, hands-free flashlight, multi-tool, needle and thread.

Common RIGGING tools: Two-way radio, 100-foot rope, body harness, gloves, hard hat, knife, 25-foot tape measure, laser mark or distance reader.

3) **BE PROFESSIONAL:** The rates and conditions enjoyed by technicians working under IATSE Local 675's collective bargaining agreements mandate that all workers conduct themselves in a professional manner. Do not expect to be rewarded beyond pay. Do not eat food that is intended for the client unless instructed to do so. Do not take merchandise. Do not solicit food, gifts, autographs, swag or rewards from the client or artists. **Do not use your cellphone while working.**

4) **ARRIVE CLEAN AND SOBER:** IATSE Local 675 is committed to a safe work environment. If it is evident that you are under the influence of drugs or alcohol you will be dismissed from the job site immediately. There is **NO SMOKING** in any building, truck or stage at any time. Smoking is only allowed in designated areas and only on breaks.

5) **DRESS CODE:** Workers shall show up clean and presentable for work. Deodorant is appreciated, out of respect to fellow workers.

Workers must report to the job wearing sturdy, non-revealing, clean and neat clothing with no holes, tears or obscene, inflammatory messages and/or graphics, and that pose no safety issues. Modest shorts and sleeveless shirts may be acceptable but are not advised. Dress appropriately for the expected weather. Sturdy, closed-toed shoes are required. Shoes must cover the foot and must be appropriate for working for long periods. Steel-toed shoes are recommended. Soft-soled tennis shoes are **NOT** safety footwear, and workers are discouraged from wearing them on work calls. For **SHOW CALLS**, black collared shirts, socks and long pants are required.

Tattoos that may be considered obscene or inflammatory shall be covered. Some employers may require that specific apparel be included or excluded on their jobs.

6) **END OF CALL:** Do not leave work until dismissed by your employer, Lead, or Steward.

7) **PAYROLL:** You may be required to bring identification papers to complete the paperwork required to be paid (I-9, W-4). This usually means your driver's license and Social Security card or passport. Remembering to bring these will help speed the payment process and failure to do so may result in being removed from the call.

SAFETY

Workers must work in a safe manner following industry standards for safe practices. While safety rules are generally in the province of employers to whom workers are dispatched, IATSE Local 675 may suspend from dispatch any worker who has demonstrated a clear disregard for safety such as to present a safety risk to other workers.

All safety concerns and issues on a job should be addressed to the Job Steward or Lead. If the concern cannot be addressed by the Steward or Lead then the Business Agent should be contacted.

AMENDING/SUSPENDING HIRING HALL RULES

“Previous Notice” shall be given at a general meeting of IATSE Local 675 prior to the introduction of an amendment to the Hiring Hall Rules. A 2/3 vote in favor of amending the rules is required to approve an amendment. Hiring Hall Rules may be suspended with a 2/3 vote in favor of suspending a rule.

IATSE 675 reserves the right to make minor changes to this document without requiring new signatures from the entire workforce. The Hiring Hall rules will be available on the IATSE Local 675 website.

APPENDIX

Workers Agreement

In accordance with the IATSE Local 675 Hiring Hall Rules I, the undersigned, acknowledge that I have read and intend to abide by the approved IATSE Local 675 Hiring Hall Rules and that I will pay all required IATSE Local 675 Hiring Hall work referral fees. I understand that it is my obligation to notify the Local 675 Hiring Hall of any changes to the information provided below. I further acknowledge that any violation by me of this established procedure may result in me being suspended or removed from the Hiring Hall dispatch list.

Date _____

Print Name _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____

Primary Phone _____

2nd Phone _____

Signature _____ Date _____