



## **IATSE Local #274 Job Referral Procedure**

**Adopted by the Membership 9-16-2024**

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IATSE Local 274 is a union referral hall, providing workers skilled in theatrical, stage, motion picture and event production to employers of all types. Available workers are sorted into one of four lists (A, B, C or D) based primarily on availability for referral, experience in the industry, and annual earnings within the industry.

This referral procedure shall be administered and maintained by the Business Agent of Local 274.

All applicants for job referral must be at least 18 years of age. Any person on or applying for placement on the job referral list must have a telephone at their place of residence or be able to be reached at any time of day by cell phone or message transmission device and must have adequate transportation.

### **A List**

All referents who are full-time available for referral to jobs within the Local's geographical jurisdiction and meet the following requirements shall be placed on the A list:

1. Be a resident in the geographical jurisdiction of the Local for two (2) consecutive years.
2. Have three (3) years' experience as a stage employee with \$10,000.00 of income in the industry for one year, followed by \$15,000.00 the second year and \$25,000.00 the third year. The three years income must be consecutive. The income for years 1, 2 and 3 must be earned in the geographical jurisdiction of the Local.

This list will be arranged on the basis of years of service as a stage employee within the Local's geographical jurisdiction and persons will be referred on a rotating basis, beginning with the most senior person.

### **B List**

All referents who are full-time available for referral to jobs within the Local's geographical jurisdiction and meet the following requirements shall be placed on the B list:

1. Be a resident in the geographical jurisdiction of the Local for two (2) consecutive years.
2. Have two (2) years' experience as a stage employee, consisting of \$10,000.00 income the first year, followed by \$15,000.00 of income the second year. The two years income must be consecutive. The income must be earned in the geographical jurisdiction of the Local.

This list will be arranged on the basis of years of service as a stage employee within the Local's geographical jurisdiction and persons will be referred on a rotating basis beginning with the most senior person.

## **C List**

All persons who are not full-time available for referral to jobs within the Local's geographical jurisdiction. Persons on this list shall also meet the following requirements:

1. Be a resident in the geographical jurisdiction of the Local for two (2) consecutive years.
2. Have two (2) years' experience as a stage employee, consisting of \$12,000.00 of income each year in the industry for two (2) consecutive years. This income to be derived in the geographical jurisdiction of the Local.

All A and B list referents who are no longer full-time available for placement will be placed on the C list until once again full-time available. This includes all house staff. This list will be arranged on the basis of years of service as a stage employee within the Local's geographical jurisdiction.

For the purpose of efficiency and fairness to all referents, those on the C List will not be called without prior notification to the call steward of their availability. This notification shall be no more than fourteen (14) days and no less than seven (7) days prior to their availability. C list referents who make themselves temporarily available by notifying the Call Steward will not be placed before A and B list referents unless special skills come into play.

Persons on the list who cease to be employed on a full-time basis and who meet the requirements of placement on the A List or B List at the termination of such full-time employment will be placed according to their seniority as a stagehand in the Local's geographical jurisdiction.

## **D List**

All persons who have received and are available for referral to jobs within the Local's geographical jurisdiction on a part-time or full-time basis, and who do not otherwise qualify for placement on the other lists will be placed on the D list. This list will be arranged on the basis of years of service as a stage employee within the industry and persons will be referred on a rotating basis beginning with the most senior person.

D List referents must notify the Call Steward on the Local's cell number on the Sunday or Monday prior to the calendar week beginning the following Saturday. The Call Steward will keep record of those referents who have "checked in" and dispatch them in accordance to the referral rules in preference over those referents who have not "checked in."

## **Seniority and Maintaining List Placement**

Seniority for the purpose of making job referrals shall be determined as the date the referent first worked a call for Local 274. Referents who perform no work as a stage employee within the geographical jurisdiction of the Local for one (1) year or more except as a result of disability or service in the armed forces of the United States shall be dropped from the referral list on which their name appears and shall lose all accrued seniority for job referral purposes.

## **Discipline**

Referents who engage in alleged gross misconduct or extreme misbehavior while on the job may be removed from the referral list. The lead person at the venue where the alleged misconduct occurs will file a written report to the Executive Board detailing the alleged misconduct or misbehavior. This report must be countersigned by two (2) journeymembers of this Local. Upon receipt of the report, the Executive Board will determine whether to remove the referent from the referral list.

The charged referent will be advised in writing of their status and may, within thirty (30) days of receipt of the decision, request and be granted the opportunity to meet with the Executive Board to personally appeal the decision. If no written request for the personal appeal is received within thirty (30) days, the referent waives any further opportunity of appeal.

## **Work Referral Fees**

All persons referred to work must pay four percent (4%) of gross wages earned each referral to IATSE Local 274 for the purpose of reimbursing Local 274 for expenses incurred in making job referrals. Such payments shall be deducted from the referent's paycheck, after the proper authorization form has been filled out. If the referent declines to have the referral fee deducted from their paycheck, they have 10 calendar days from the end of the pay period to make payment to Local 274.

When referral fees and fines are not paid within TEN (10) calendar days, the delinquent referent shall be suspended from the referral list and they will no longer be eligible for referrals. In addition, they will not accrue seniority during such period of delinquency. Delinquents will not be reinstated on the referral list until they have tendered full job referral fees, fines or other financial obligations which is are due.

## **Procedure for Filling Calls**

In filling all job requests, the Local will go first to the A List. If all requests are not filled from available persons on the A List, the Local will go to the B List. If all requests are not filled from the B List, the Local will then go to the C List if applicable. If all requests are not filled from the C List, the Local will go to the D List. When all persons on any given list have the opportunity to work on any given day, referrals will begin at the top of the list for the next day.

All requests shall be filled according to the above procedure until 24 hours prior to the call start time or contractual deadline. Any job/labor requests received by the acting call steward with 24 or less hours notice shall be considered an emergency request and filled on a first come first serve basis, with as much observance to seniority as is practical to the situation. This shall also apply to requests made less than 24 hours prior to the call start time or contractual deadline. Declining a work offer given less than 24 hours to the call start time will not be penalized. However, records will still be kept of the offer and decline.

The only exception to the above will be when an individual is requested because they possess unique skills or tools for a specific job.

## **Placement of Riggers and Wardrobe**

Riggers will be referred on the basis of rigging seniority regardless of list placement. The most senior rigger will always be referred first except that the same riggers who hang a show will work the takeout. The Executive Board of the Local shall devise a rigging priority list based on its evaluation of the proficiency of riggers available for work through this referral procedure. These same procedures will apply to work assignments for wardrobe at all venues.

## **Continuity of Work**

Employees working multiple day events may be temporarily replaced if they are calling for a valid excuse which is expressed at the time they take the call. Valid excuses would be a doctor's appointment, a wedding, a funeral of an immediate family member and so forth. However, employees having valid excuses will not be placed on key jobs where the employee is required straight through. Employees may not quit one job in order to take another unless requested by the Local. Out calls for multiple events will be assigned first to all employees who worked the load-in and show; second by persons who worked the load-in; third by persons who are replacing someone unable to work the load-out. Out calls for one-day events will be filled by the load-in and show crews. In the event a potential referent disagrees with the determination of the call steward in the application of the provisions of this paragraph, the following procedures shall apply:

1. The potential referent shall put their appeal in writing and submit it to the President within 2 days.
2. The President shall attempt to hold an expedited hearing, either in person or by telephone at the sole discretion of the President. The appeal hearing panel shall be selected by the President and shall consist of at least one member of the Executive Board and one Trustee. The President shall conduct the appeal hearing and shall vote in the event of a tie. The call steward and the potential referent shall be invited to participate in the hearing until such time as the appeal panel shall begin its deliberations.
3. At the conclusion of its deliberations, the appeal panel shall render a decision, unless it still has unresolved questions, either factual or legal. In such case, the appeal panel shall render its decision as soon as practical. The President shall inform the potential referent and the call steward in writing of the decision.
4. Any further appeal shall be to the Executive Board as provided below:
5. Any referent retains the right to appeal any disciplinary action that this procedure may execute against violation. Said appeal to be made to the Executive Board of Local 274 in writing. The referent making the appeal shall make application to the Executive Board of Local 274 within ten (10) days of the discipline implementation.

## **Late, No-Show, Turn Down**

### **Section 1 – LATES**

Any referent that fails to report to work on time shall receive the following:

- 1st Offense: a letter informing them of their tardiness
- 2nd Offense: a letter and a \$20.00 fine
- 3rd Offense: a letter and a \$60.00 fine
- 4th Offense: a letter and a 15-day suspension from the referral list
- 5th Offense: a letter, a minimum of a thirty (30) day suspension from the Referral List, an appearance before the Executive Board and a fine to be determined at that meeting not less than \$100.00 and not to exceed \$200.00
- Repeated Offenses may warrant another appearance and a one-year suspension.

### **Section 2 - NO SHOWS, NO Call**

Any referent that fails to show for work or is more than thirty (30) minutes late for a call shall receive the following:

- 1st Offense: a letter and a \$100.00 fine
- 2nd Offense: a letter and a \$250.00 fine
- 3rd Offense: a letter and suspension from the Referral List for one (1) year

### **Section 3 - Turn Down Policy**

- A. Any referent that turns down six (6) calls in a 30-day period may be removed from the referral list until a discussion has taken place with the BA.
- B. The call steward may decline a referent for a call if they fail to respond within twelve hours for calls that are less than thirty-six hours out. For calls over thirty-six hours out a referent will have twenty-four hours to respond before being recorded as a decline.
- C. Any referent that removes themselves from a call that they have already accepted without a valid\* excuse may have that removal count as a no-show. \*An example of a valid excuse would be, but not limited to, a doctor's note, injury on another call, funeral, or immediate family issue.
- D. All offenses for Late and No-Shows on a call will be cumulative over a rolling twelve (12) month look back period.

The lead person on the call shall be responsible for reporting any infractions of the above regulations.

All new referents will be placed on the list for which they are qualified, i.e., they meet the requirements of such list.

For the purpose of equity, continuity, incentive, and efficient administration of the referral system, all lists will rotate within themselves.

Any referent who needs time off for vacation or leaves town must submit in writing a request to be removed for the period of time that they are going to be absent. The referent shall report to the Business Agent within 48 hours of their return.

**The following is required to change this job referral procedure:**

1. Alterations to the job referral procedure shall be presented in writing at a regular session of this Local. No action will be taken at the first reading of the proposed alteration. The membership will be notified in writing, in either hard copy or electronic form, of all proposed changes at least 48 hours prior to the second reading of the proposed changes.
2. At the next regular session of this Local, or applicable special session, the proposed alteration will have a second reading. If there is support, discussion will take place. No amendments to the proposed language are allowed. A two-thirds ( $\frac{2}{3}$ ) majority of the members present, and voting is required to enact the proposed change.