

IATSE Local 274 Job Referral Procedure

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 experience in the industry, availability for referral, 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 and must register at the union office (by appointment). Any person on or applying for placement on the job referral list must have a telephone at his/her 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 persons who are full time available for referral to jobs within the Local's jurisdiction. Persons on this list shall also meet the following requirements:

1. Be a resident in the geographic 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 2 and 3 must be earned in the geographic jurisdiction of the Local.
3. Have a passing grade on a stage employee's journeyman test given by a duly constituted Local of the IATSE.

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

B List

All persons who are full-time available for referral to jobs within the Local's jurisdiction. Persons on this list must also meet the following requirements:

1. Be a resident in the geographic 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 of income the second year. The two years income must be consecutive. This income to be derived in the geographic jurisdiction of the Local.
3. Have a passing grade on a stage employee's journeyman test given by a duly constituted Local of the IATSE.

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

C List

All persons who are available on a part time basis for referral to jobs within the Local's jurisdiction. Persons on this list must also meet the following requirements:

1. Be a resident in the geographic 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 geographic jurisdiction of the Local.
3. Have a passing grade on a stage employee's journeyman test given by a duly constituted Local of the IATSE.

This list will be arranged on the basis of years of service as a stage employee within the Local's 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 seven (7) days priority their availability and no less than 48 hours. 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 shall be placed according to their seniority as a stage employee in the Locals geographic jurisdiction.

D List

All persons who have received and are available for referral to jobs within the Local's geographic jurisdiction on a regular part time basis, who are employed on a full time basis (or part time basis), or who are pursuing a regular course of study in a high school, vocational school, college or university or who are not available for referral to jobs within the geographic jurisdiction on a regular basis; or who do not otherwise qualify for

placement on the other lists. This list will be arranged on the basis of years of service as a stage employee within the industry and who qualify for the D List 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 pager 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".

The Executive Board of the Local may waive the requirements for placement on the rotation lists for sufficient reason uniformly applied.

Industry seniority for the purpose of making job referrals shall be determined at the day the person registers for job referral at the union office. If an applicant does not receive a call to work within ninety (90) days of this application he/she must register again at the office of IATSE Local 274 within ten (10) days of said ninety (90) days in order to retain his/her seniority date on the referral list. This applies for each subsequent ninety (90) day period until the applicant receives a work call. Individuals failing to re-register will be dropped from the referral list and will lose their seniority date. They may subsequently register and obtain a new seniority date at any time. For new referents with industry experience, seniority will be determined based upon verification of industry experience.

Any applicant, receiving his/her first referral from this referral procedure, shall be subject to a five (5) call probationary period and shall be placed on a probationary referral list. The lead person at the venue where the probationary applicant is sent on job referral will evaluate the applicant's performance and submit a completed job performance evaluation form to the Executive Board. Upon receiving five (5) job evaluation forms, of which no more than two (2) may be turned in by any one lead person, the Executive Board will review those forms and determine if the probationary applicant is qualified to continue receiving calls or should be dropped from the probationary referral list. If the Executive Board does not approve the applicant, he will be removed from the referral list and will not longer be eligible for job referrals via this referral procedure. In addition, any probationary who engages in gross misconduct or extreme misbehavior while on the job may be removed from the probationary referral list. The lead person at the venue where the misconduct occurs will file a written report to the Executive Board detailing the misconduct or misbehavior. This report must be countersigned by two (2) journeymembers of the Local. Upon receipt of the report, the Executive Board will determine whether to remove the applicant from the probationary referral list.

Every probationary applicant will be advised in writing of his/her status by the Business Agent 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 the thirty (30) days, the applicant waives any further opportunity of appeal. The applicant may re-register for job referrals.

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 employee's paycheck, after the proper authorization from has been filled out. If the employee declines to have the referral fee deducted from his/her paycheck, he/she has 10 days from the end of the pay period in which the check was written to make payment to Local 274.

If this fee is not paid within ten (10) days, the delinquent employee shall be dropped from the referral list and he/she will no longer be eligible for referrals. In addition he/she will not accrue seniority during such period of delinquency. Delinquents will not be reinstated on the referral list until they have tendered the full job referral fee which is due and owing to IATSE Local 274.

Maintaining List Placement

Employees who perform no work as a stage employee within the 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.

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 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 that list for the next day.

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

Placement of Riggers

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. On or before this referral procedure is implemented 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 truck loaders 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 call 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 his/her 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 in 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 practicable. 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.

Failure to Report

Any referent who fails to report to work on time will automatically receive a letter informing him or her of the first time tardiness. He/she will be automatically dropped from the referral list for one rotation for a second failure to report to work on time. He/she will automatically be dropped from the referral list for his/her next three calls the third time he/she fails to report to work on time in any twelve month period. Individuals will receive notice of all violations for tardiness in writing from the Business Agent.

Any referent who fails to report to work, shall automatically be removed from the work rotation for one rotation period. Any referent who fails to report to work the second time will automatically be removed from the referral list for the next three calls. Failure to report to work the third time will cause the referent to be automatically removed from the list for the next ten calls. A referent who misses four calls in a six month period will be

removed from the referral list for one year. All individuals who miss work calls will be notified in writing from the Business Agent.

The lead person on the call shall be responsible for reporting any infractions of the above regulations to the Business Agent or Call Steward.

All new applicants 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.

All calls shall be filled according to the above procedure 48 hours prior to the call start time. Any calls received by the Business Agent of Local 274 with less than 48 hours notice shall be filled on a first come first serve basis. From the first available people called in rotation turndowns will not count with less than 48 hours notice.

Any referent on the A, B, or D lists who turns down four (4) calls in a 30-day period shall be removed from rotation for one rotation period; anyone on these lists who turns down five (5) calls in a 30-day period will be removed from rotation for three (3) rotation periods.

If any referent removes him or herself from a work call they have already accepted due to his or her own personal work, it will count as two (2) turndowns.

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 his/her return.

Any referent who cannot be reached within 48 hours will be considered to have turned down a call. If a referent does not respond within 24 hours the call steward may pass them over for the call.

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 the Local 274 within fifteen (15) days of the discipline's implementation.

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 (2/3) majority of the members present and voting is required to enact the proposed change.