

IATSE LOCAL 918
HIRING HALL PROCEDURES
(For Non-Film Work)

INTRODUCTION

IATSE Local 918 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, which means that the only way the Employer can obtain stagehand employees is by referral from the IATSE Local 918 Hiring Hall. Neither IATSE Local 918 nor its Hiring Hall is 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 applicants under all agreements, exclusive or nonexclusive. The following rules are to be applied equally and non-discriminatorily to all workers on the dispatch list. Evidence or occurrence of deviating, exception or favoritism that violates these rules can be brought to the Local 918 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. The Hiring Hall is not an employment referral agency under the ADA/ADAAA (Americans with Disabilities Act) and does not make fitness for duty determinations.

Maintaining a position on the Dispatch List in accordance to these rules does not guarantee labor referral for any worker. 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;

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

I. ELIGIBILITY

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

The worker must have a signed Worker's Agreement form on file with the Hiring Hall indicating his or her intention to abide by the Hiring Hall Rules.

The worker must be at least 18 years of age.

The worker must be current with any hiring hall fees owed to IATSE Local 918.

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 applicable collective bargaining agreement or by other legal procedure.

The worker must not be suspended or permanently removed from dispatch by the Hiring Hall.

The worker must keep current his/her primary email address, telephone number, and mailing address with the Hiring Hall.

II. LISTS

“Hours” in this document refer to non-film work hours worked for an employer or employers party to an agreement with the UNION within the geographical jurisdiction of Local 918.

“Hours” will be verified according to payroll records provided by the employer and will be updated quarterly.

“A” List

1. Must have worked for an Employer or Employers party to an agreement with the UNION within the geographical jurisdiction of Local #918, not less than five hundred (500) hours in the previous four (4) quarters, updated quarterly, through the normal hiring hall procedures.
2. Within the “A” List the order of placement shall be determined by each worker’s total accumulated hours dispatched through this Hiring Hall.
3. Workers with ten (10) years of continuous activity shall be considered tenured and shall be placed on the A List and remain on the A list for as long as they meet the eligibility requirements of the Hiring Hall.

“B” List

1. Must have worked for an Employer or Employers party to an agreement with the UNION within the geographical jurisdiction of Local #918, not less than two hundred and fifty (250) hours in the previous four (4) quarters, updated quarterly, through the normal Hiring Hall procedure.
2. Within the “B” List the order of placement shall be determined by each worker’s total accumulated hours dispatched through this Hiring Hall.

“C” List

1. Must have worked for an Employer or Employers party to an agreement with the UNION within the geographical jurisdiction of Local #918, not less than one hundred and fifty (150) hours in the previous four (4) quarters, updated quarterly, through the normal Hiring Hall procedure.
2. Within the “C” List the order of placement shall be determined by each worker’s total accumulated hours dispatched through this Hiring Hall.

“D” List

1. Must have worked for an Employer or Employers party to an agreement with the UNION within the geographical jurisdiction of Local #918, not less than fifty (50) hours in the previous four (4) quarters, updated quarterly, through the normal Hiring Hall procedure.
2. Within the “D” List the order of placement shall be determined by each worker’s total accumulated hours dispatched through this Hiring Hall.

“E” List

Must have worked for an Employer or Employers party to an agreement with the UNION within the geographical jurisdiction of Local #918, less than fifty (50) hours, through the normal Hiring Hall procedure.

Within the “E” List the order of placement shall be determined by each worker’s total accumulated hours dispatched through this Hiring Hall.

All persons dispatched through the Hiring Hall must pay six percent (6%) of gross wages earned from each dispatch to IATSE Local 918 for the purpose of reimbursing the Union for expenses incurred in dispatching workers (the Hiring Hall Referral Fee). The Union shall make available, through the Employer, automatic payroll deductions, when contractually appropriate, to facilitate the payment of the Hiring Hall Referral Fee. Otherwise, such payment shall be due and payable within forty-five (45) days of the work call. Workers failing to pay the Hiring Hall Referral Fee within forty-five (45) days of the work call will be notified of their delinquency in writing. If this fee is not paid within ten (10) days of receipt of the notice of delinquency, the delinquent worker shall be dropped from the Dispatch List and will no longer be eligible for dispatch. Delinquents will not be reinstated on the Dispatch List until they have tendered the full Hiring Hall Referral Fee, which is due and owing to IATSE Local 918.

III. QUALIFICATIONS DETERMINATION

The job descriptions and categories within the Jurisdiction of IATSE Local # 918 include but are not limited to Grip, Stage Electrician, Light Board Operator, Follow Spot Operator, Audio Technician, Audio Board Operator, Properties, Wardrobe, Dresser, Stitcher, Laundry, Wigs, Make up, Carpenter, Fly Person, Stage Rigger, AV Technician/Projectionist, Fork Lift Operator, Steward, Arena Up Rigger, Arena Down Rigger, Arena Department Head, and Forklift Driver.

Qualifications in each category may be determined by the Local, The Education Committee, or by an outside source as appropriate per individual contract.

Grips are an entry level category of workers who are not required to possess the skill levels required of other categories. Grips are used on the work calls to augment the other departments or categories under the supervision of skilled workers. Grips are expected to work to obtain the necessary skills for upward qualifications.

IV. GENERAL

1. The business agent and/or dispatcher shall be responsible for maintaining records, hours and qualifications for all individuals who have worked within the various categories in order to verify their competency.
2. Any worker may audit their hours by making an appointment with the Secretary Treasurer at the IATSE Local 918 office.

3. Name requests for Lead and Key positions will be accepted and paid at the appropriate rate of pay per individual contractual agreements. The position may be filled by the individual requested only if they are qualified in said position.

V. DISPATCH PROCEDURE

1. All dispatching shall start Wednesday night at 7:00 PM. All Employer labor request shall at a minimum be placed on Callsteward (the on-line referral system) and announced to all eligible workers via email no later than 24 hours prior to the dispatch beginning, or as soon as possible if 24 hours' notice is not possible. When possible, the announcement shall include the following information: Employer, name of production, date of work, place of work and positions available. The announcement will also include the email address and phone number where the Dispatcher may be reached.

2. Anyone wanting work from the current dispatch bears the responsibility of 'wish listing' the production in Callsteward before dispatch begins and confirming that they accept their dispatched work by 5pm the day after being dispatched. When multiple or large calls are being dispatched they may request a phone call from the Dispatcher during dispatch to discuss options. In the case of multiple calls the worker may only be given one call. The Dispatcher will then continue down the list and if positions are still available the Dispatcher will rotate through the list again until all positions have been filled.

3. Dispatch emails must be sent 24 hours prior to the scheduled dispatch time even if no work is being dispatched that week.

4. All dispatches must start on time and be completed in a timely fashion.

5. The Dispatcher will dispatch an employer labor request, among those who have wish listed in Callsteward. Dispatch will be by the names on the A-E list in the order of appearance, offering all positions within the workers qualification range. If the worker has already been dispatched on a conflicting job, they are not eligible.

6. If a labor request is made by an employer after the normal weekly dispatch has passed but work is to commence before the next scheduled dispatch, emergency dispatch procedures a or b will be in effect.

a. Dispatch may begin at any time the Dispatcher deems necessary. All of the above procedures still apply.

b. If work is to commence within forty-eight (48) hours or less, the call may be filled by the Dispatcher with any eligible worker.

7. Workers with full time employment with an Employer outside of the Hall are not eligible for dispatch with that Employer.

8. Call refers to employment by one employer for one show run. Show refers to set up, rehearsal, performances, maintenance and strike of an event.

VI. CONDUCT VIOLATIONS AND SUSPENSION POLICY

Any Worker may be disciplined for any of the following conduct:

Conduct or behavior that disrupts or obstructs the referral system or the Local's ability to carry out its duties and obligations.

No shows. A no show is defined as failing to report for work for an accepted call, or requesting to be replaced on the call less than 4 hours before the call, unless there is good cause due to illness or family emergency. If a referent calls in less than 12 hours before the call reporting time and the Local is unable to replace the referent on the call then the referent will be credited with a no show.

Eluding a call. Eluding is defined as accepting a call then requesting to be replaced between 48 and 4 hours prior to the start of the call without good cause due to illness or family emergency.

Any worker who is found guilty of the above by the Executive Board may be suspended from dispatch by a vote of the Executive Board for a timeframe that the Executive Board determines.

Any worker who is found guilty of a violation will be notified in writing by electronic mail to the worker's last known address listing the date of the offence, nature of the offense, and finding.

When an alleged violation has been reported to the Executive Board, the BA will investigate. The worker alleged to have committed the violation will be provided an opportunity to respond to the allegation. The BA will report his or her findings to the Executive Board which will determine whether a violation has occurred and, if so, what penalty to impose. Written notice of the Executive Board decision will be sent to the worker via email. The worker will have seven calendar days from the date the Executive Boards notice was emailed and mailed, to file an appeal to the body.

The suspended referent is not to perform any work covered by the collective bargaining agreement while under the imposed suspension. Upon completion of the suspension, the suspended individual shall have the right to petition the Executive Board for review and possible reinstatement on the list. This decision shall be made solely by the Executive Board; all decisions on these matters shall be final and binding on all parties.

VII. GRIEVANCE PROCEDURE

1. Anyone who objects to their placement on the lists, or the order or manner of dispatch shall notify the business agent in writing within three (3) days of the list being published, or the issuance of work. In the event the grievance cannot be adjusted within thirty (30) working days, the business agent shall notify the executive board and the appeal procedures set forth in the constitution and by-laws shall apply.
2. Any grievance received by the Business Agent concerning the Hiring Hall procedures shall be immediately reported to the Executive Board notwithstanding the disposition of such grievance.

Workers Agreement

In accordance with the IATSE Local 918 Hiring Hall Rules I, the undersigned, acknowledge that I have read and intend to abide by the approved IATSE Local 918 Hiring Hall Rules and that I will pay all required IATSE Local 918 Hiring Hall work referral fees (“working dues”). I understand that it is my obligation to notify the Local 918 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 suspension or removal from the Hiring Hall dispatch list.

Print Name _____

Mailing Address _____

City _____ State _____ Zip _____

E-mail _____

Primary Phone _____ 2nd Phone _____

Signature _____ Date _____