



IATSE LOCAL 336
Referral/Hiring Hall Rules

These rules are effective as of January 3, 2018 and will apply to all offenses committed after that date.

I The Business Representative will be responsible for the operation of the referral system set forth in these Rules and Procedures. The Business Representative may delegate responsibility to a designated representative, subject to supervision and oversight by the Business Representative.

II Local 336 shall maintain a two-level referral list.

A List:

All persons who are available for referral to jobs within the Local's geographic jurisdiction who meet the following criteria.

For initial placement on this list a referent must meet one of the following requirements:

- 1.** A resident living within the Local's geographical jurisdiction as established by the International Alliance of Theatrical Stage Employees.
- 2.** A registrant who has been referred by Local 336 and has worked more than 500 hours within the jurisdiction of Local 336 within the past year.

Registrants achieving A list status can maintain their place on this list by working within the jurisdiction of Local 336 a minimum of 100 hours per year and/or work within the jurisdiction of the International or another local of the International for a minimum of 100 hours. These hours are to be derived through this job referral procedure or evidence of work within the International Union elsewhere. Failure to do so will result in placement at the bottom of the list.

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

B List:

All persons who are available for referral to jobs within the Local's geographic jurisdiction who meet the following criteria.

For initial placement on this list a person must be living within the Local's geographical jurisdiction as established by the International Alliance of Theatrical Stage Employees.

This list will be arranged on the basis of years of service as a stagehand/exhibition employee within the geographic jurisdiction and persons will be referred beginning with the most senior person.

- 1.** The Business Representative of the Union may waive the requirements of consecutive years of employment in the industry where it is shown to the Business Representative's satisfaction that the applicant has the requisite number of years of service and the failure to meet the requirement of consecutive years of employment is for good and sufficient reason, uniformly applied, such as illness, disability, service in the Armed Forces of the United States or other similar reason.
- 2.** As referred to in this document, years of service will be determined by proof of first date worked through the Local's job referral procedure.

3. Any referent age 62 or older and has a minimum of 10 years continuous service shall retain their position on the A or B Call list and be exempt from demotion under the minimum hour requirement.

III Eligibility and Responsibilities

1. To be placed on the referral list, an eligible registrant must either register with Local 336 or otherwise notify the Business Representative or designee that he or she wishes to be placed on the list. Once placed on the list, each registrant must provide a current mailing address and a telephone number where he or she can be reached or where a voice/text message can be left. It is the responsibility of the registrant to promptly notify the Business Representative of any change in availability or telephone number.

2. At the time that this list is initially established, all persons known to be working under an agreement within the jurisdiction of the Local will be placed on the appropriate list in order of seniority. Newly_eligible registrants will be placed on the appropriate list in order of their first hire date. Future seniority will be the registrant's initial date of hire.

3. Jobs will be filled in order of the listing, with the A list being called first and the B list being called after everyone on the A list has been called. Each time that a registrant has been placed, his or her name will be removed until such time as that job has ended and that registrant is ready to be referred again. In the event that referred registrant is rejected by an employer, that registrant will be placed back on the list in the same place as previously listed.

4. Employers have a right to request a registrant with special skills, such as a rigger or other specialized skill. In such cases, the most senior person on the appropriate list with the requisite skills will be referred.

5. In cases where the collective bargaining agreement provides that an employer can request an employee by name, that employee will be referred irrespective of what place he or she occupies on the list. The Business Representative will attempt to discourage such requests, whenever possible.

6. When a registrant has worked the requisite number of hours in a one-year period, he or she shall immediately be moved to the end of the A list and upon conclusion of a referred job, shall be returned to List A in order of Seniority.

7. All persons eligible to be referred by Local 336 for employment must sign a Referral Agreement with the Union. The Referral Agreement provides for a reasonable referral fee, established by the Local 336 to cover its costs of creating, operating and administering the referral system.

8. All referents must be at least 18 years of age and reside within the Local's geographical jurisdiction as established by the International Alliance of Theatrical Stage Employees.

9. All Referents must maintain a working home phone or cellular phone. It is the responsibility of each referent to keep the Local updated as to his/her current phone numbers, address and e-mail address.

IV Referral Operations

1. In filling all job requests, the Business Representative or designee will first go to the A list. If all requests are not filled from available persons on the A list, the Union will go to the B list.

2. All Calls will be filled consistent with the above procedure beginning not less than 12 hours prior to the Call start time. When the Call is received less than 12 hours prior to the Call start time, they will be filled as soon as possible upon receipt.

3. The Business Representative or designee shall telephone registrants at the number provided consistent with the order of the list. The Business Representative or designee shall note on a Call record the date and time of the call, and whether the registrant answered the telephone or whether a message was left. Registrants must accept or reject the Call at the time of the telephone call. If a message is left, the registrant must return the call within three (3) hours and notify the Local or leave a message whether or not he/she will accept the Call. A failure to do so will be considered a turn-down of the Call and the next person on the list will then be offered the Call.

Registrants who fail to reply in three (3) hours for more than three (3) times in a ninety (90) day period shall be limited to one (1) hour to reply to calls for the next thirty (30) days.

4. A registrant who wishes to take time off for a vacation or other reason must notify the Business Representative or designee, and his/her name will then be skipped whenever a Call arises until such date that he/she provides notice of their return. The registrant's name will be returned to the list within 48 hours of notification. The Business Representative will maintain a record of all such activity.

5. A registrant who is working a multiple-day event who needs time off for a valid reason (illness, doctor's appointment, family emergency, funeral of a family member) must call the Business Representative or designee for approval.

6. Registrants receiving their first referral pursuant to this procedure shall be on probation on their first five (5) jobs (including the In, Show, and Out Calls). Union representatives will work with Employer representatives in evaluating the registrant's performance on each job and submit a performance evaluation to the Referral Committee. Upon receiving five (5) performance evaluations, the Local's Referral Committee will review them and determine whether the registrant is qualified to continue being maintained on the list and receive any further Calls or should be dropped from the list.

7. Out Calls for an event will be assigned first to registrants who worked the In and staffed the show, second, to those who worked the In (if they have not been assigned to another job), and third, to others on the list who will replace any in the first two groups who are unavailable.

8. The Local may establish a standby list of available referents at or near the Call location in order to have referents immediately available in cases where replacements are required for no-shows and quick calls. Referents who are sent out for standby calls will not lose their position on the out-of-work list, unless they receive work as a result.

9. Referents that accept a stand-by Call shall be put on the Call based on the list they are on at the time. Referents will be required to sign up quarterly with the union in order to be referred as a standby to all Calls.

10. The Local shall operate this hiring hall, register, select and refer applicants and registrants to jobs for employment without discrimination against anyone by reason of membership or non-membership in the Union, and without regard for race, color, sex, age, religion, national origin, or disability. Selection shall not be affected in any way by rules, regulation, constitutional provisions, or any other aspect of union membership policies or requirements. All selection and procedures shall be in accordance with the procedures set forth above.

V Work Rules

- 1.** All persons are strongly requested to report to the Job Steward at the job site 15 minutes prior to the announced starting time.
- 2.** All persons are required to remain at the job site until released by the Job Steward. Any person who leaves a job site without approval from the Job Steward prior to release shall be reported to the Local and shall be treated as a no-show.
- 3.** Cutbacks or layoffs shall be done in reverse seniority on a first-in last-out basis according to the job-steward’s call list.
- 4.** Referents may not quit one job in order to take another unless requested to do so by the Local. Job jumping will not be allowed.
- 5.** Referents who call off of a Call ill, must notify the Local when they are available.
- 6.** All registrants are required to arrive at work Call with sufficient tools to perform their assigned jobs. Failure to have the required tools at report time may subject the person to removal from the Call with no compensation and this will be considered a no-show. The tools must be in working order. Sufficient tools are defined as the following:

Convention/Decorating Tool List	Stage/Theater Tool List	Wardrobe Tool List
Pen/Pencil	Pen/Pencil	Pen/Pencil
Adjustable Wrench (6" or larger)	Adjustable Wrench (Crescent)	Bite light
Staple Gun JT-21	Flashlight	Needles and thread
Carpet Knife	Blade Screwdriver	Scissors
Utility Knife	Phillips Screwdriver	Apron
Blade Screwdriver	Pliers	Safety Pins
Phillips Screwdriver	Wire Cutters	
Pliers (6")	Tape Measure	
Tape Measure (25' minimum)	Knife (or Multi-Tool)	
Hammer	Hammer	
Octanorm Tool (Torque 30)	Magnifying Glass	
5mm Allen Wrench	Hard Hat (OSHA Type 1 Class G)	
T-Handle T30		
T-Handle 5 mm		
Hard Hat (OSHA Type 1 Class G)		

- 7.** The Local is not an employer. Individual employers have different pay schedules. If there are any questions as to the expected date of pay, these should be referred to the Job Steward. All paychecks for work gained through the Local’s referral system are sent by the employer to the employee. It is the referent’s responsibility to keep the employer apprised of all address changes.
- 8.** Referents who do not respond to or who turn down three consecutive Calls will be placed on inactive status until they notify the Local 336 office that they are once again available to take calls. Upon providing notice of availability, a referent will be placed back where he or she was prior to being placed on inactive status.
- 9.** A steward who calls off of a Call will be removed from the steward list.

VI Job Stewards

- 1. Job Stewards represent the Local. The Local shall appoint and train its Job Stewards in its sole discretion. Job Stewards must be and remain members in good standing of the Union. The Local reserves the right to cancel the tenure of a Job Steward at any time.**
- 2. Job Stewards shall be appointed at the sole discretion of the Business Representative.**
- 3. All Job Stewards are required to fill out a daily Steward's Report and submit it to the Business Representative via Fax or Email.**

VII Referral Committee

- 1. The President of Local 336 shall appoint a Referral Committee consisting of five (5) Union members in good standing. The term of office shall be for three years. The term of two members will expire each year with vacancies to be filled in the same manner as the original appointments were made. The Committee shall select from its membership a chair and secretary, both of whom shall retain voting privileges.**
- 2. The Referral Committee shall be responsible for hearing complaints regarding the operation of this Referral System and shall process and hear all appeals concerning these rules. The Referral Committee shall not have the authority to change these rules.**
- 3. Three (3) members of the Referral Committee shall constitute a quorum. All decisions shall be made by a majority vote of those members present at any meeting.**
- 4. The Referral Committee shall meet at least once a month.**
- 5. The Referral Committee shall give a written report at every membership meeting.**
- 6. A Referral Committee representative must attend each membership meeting.**
- 7. All notices of charged violations must be mailed within 60 days of the claimed violation or it will be dismissed.**

VIII Suspension and Removal from the Referral List

Local 336 may suspend or remove individuals from the Referral List as follows:

- 1. Any person who commits a major or minor offense in violation of the Disciplinary Code will be notified in writing to the referents last known address listing the date and nature of the offense. The referent will be suspended ten (10) calendar days after the date of notification, unless the person files a written appeal within ten (10) days after the notification. In case of appeal, no penalty shall be imposed until the appeal procedure has been completed except in cases of serious offense. All letters of commendation and offenses shall be kept on file indefinitely.**
- 2. Referral fees are due within 30 days after receipt of a paycheck except for employees who have signed a referral fee checkoff authorization form.**
- 3. Referents must seek and obtain covered stage, wardrobe, studio mechanic and convention work only through this referral system. Covered stage and convention work is that work within the Union's jurisdiction to which the Union refers referents when employers call for employees pursuant**

to the collective bargaining agreements which require them to obtain such personnel through the use of the Union's referral system.

4. The terms of paragraph 3 do not apply to positions where the employee will be a supervisor or manager with authority over referents. Such positions are not within the bargaining units represented by the union. When accepting such a position, the referent shall cause his name to be removed from the referral list until such time as the out-of-unit job ends and may then have his or her name reinstated upon the list in their former position pursuant to Paragraph 5 below.

5. Any referent who voluntarily removes his/her name from the Referral List, who later wishes to return to the Referral List shall be required to notify the Union in writing, including, FAX or Email.

IX Disciplinary Code

All individuals on the referral list shall be held accountable for their conduct at work under these referral rules.

A. Major Offenses.

1. Conduct or behavior damaging to contractual relations between Local 336 and employers, or conduct or behavior that disrupts or obstructs the referral system or the Local's ability to carry out its duties and obligations.
2. Possession or sales of illegal drugs at or near work Calls
3. Solicitation of gratuities, show tickets, monetary compensation or employment.
4. Falsifying Qualification Form.
5. Conviction of a felony related to work.
6. Fighting with intent to cause bodily harm, except in cases of self- defense.
7. Theft or removal of material goods from any work Call without written consent of the employer or its representative.
8. Harassment covered by Federal law.
9. Threatening harm to any employee, Job Steward, or Union official while at work, or in connection with work.
10. Doubling up without permission from Local 336.
11. Consumption of alcohol or controlled substances at work or being under the influence of alcohol or controlled substances at work.
12. Falsifying documentation given to the Referral Committee.
13. Chronic tardiness and/or call-ins, defined as ten times within twelve consecutive months.
14. Failure to show up for work and/or walking off a job after having accepted a referral.

B. Minor Offenses.

1. Failure to appear before the Referral Committee upon request.
2. Violation of health and safety rules set forth by the Union.
3. In addition to the penalties expressly provided under the various sections of these Referral Rules, any person who engages in improper conduct which is detrimental to the honest and efficient operation of this Referral Hall shall be subject to appropriate discipline by the Referral Committee.

C. Disciplinary Actions

- i. Commission of any of the above minor offenses shall be penalized by a warning or suspension up to five days.
- ii. Four minor offenses within a twelve month period equal a major offense.
- ii. Commission of any of the above major offenses shall be penalized as follows:
 - a. First major offense in a twelve month period shall be penalized by a suspension of up to ten days.
 - b. Second major offense in a twelve month period shall be penalized by a suspension of up to thirty days.
 - c. Third major offense in a twelve month period shall be penalized by a one year suspension to begin on the date of conviction for one calendar year. The suspended referent is not to perform any bargaining unit work while under the imposed suspension.
 - d. Upon completion of the suspension year, the suspended referent shall have the right to petition the Referral Committee for review and possible reinstatement on the list. This decision shall be made solely by the Referral Committee; all decisions on these matters shall be final and binding on all parties.
 - e. If after reinstatement the referent has 3 additional majors within twelve months, he or she will be permanently removed from the referral list.
 - f. 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 charged with a no show.
 - g. After accepting a Call, a referent has no less than 24 hours from the scheduled start time of the Call to notify the Business Representative or his assigned agent that he/she wishes to be replaced, on said Call. If the notification is made in less time it will be considered a call-off. If the notification is made 12 hours or less and the Business Representative or his agent cannot get a replacement then this will be considered a no-show.
 - h. Any referent who reports to the Job Steward late, but within 60 minutes of the reporting time shall be deemed tardy. Any referent who reports more than 60 minutes after the reporting time shall be deemed a no show.

X Appeals

1. A referent may appeal any disciplinary action to the Referral Committee. Appeals must be filed in writing and received at the Local 336 office within ten (10) calendar days of the email, FAX or postmark on the notice of the reported infraction. The written appeal must clearly and specifically describe the subject matter of the appeal and the remedy desired. The written appeal should indicate if the appellant wishes to appear in person before the Referral Committee. Appeals for lates, no-shows or call-ins must be accompanied by documentation of a verifiable emergency.

2. The Referral Committee, upon notice to the appellant, shall hold a hearing on the appeal within seventy-five (75) days of receipt of the appeal, except for extenuating circumstances. The Referral Committee shall notify the appellant of the date, time and place of the hearing if the appellant has requested to appear at the hearing. Appellants who fail to appear at the hearing shall have their appeal or complaint dismissed.

3. The Referral Committee will make a determination as to the guilt or innocence of the appellant. The decision of the Referral Committee shall be final and binding on all parties.

XI Complaints

1. A referent may file a complaint concerning any alleged violation of the terms of this Job Referral Procedure to the Referral Committee.

2. Such complaint must be filed in writing and received at the Local 336 Office within ten (10) calendar days of 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.

3. The Referral Committee, upon notice to the complainant, shall hold a hearing on the complaint within sixty (60) days of receipt of the complaint, except for extenuating circumstances. The Referral Committee will notify the complainant of the date, time and place of the hearing. Complainants who fail to appear at the hearing shall have their complaint dismissed.

4. The 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 Referral Committee will be final and binding on all parties.

XII Amendment of Job Referral Procedure

This Job Referral Procedure may be amended through the following steps:

1. Notice of any proposed amendment must be submitted in writing in advance of regular monthly meeting in sufficient time so that the required notice can be included in the agenda. The amendment will be read, discussed and/or amended. The proposed amendment will be mailed to all members within fifteen days after the meeting.

2. At the next regular monthly meeting the amendment will be discussed and voted on. No further modification shall be allowed and a two-thirds (2/3) vote of the members present are required to approve the amendment.