

# IATSE Local #18 Hiring Hall Referral List

## Rules and Regulations

IATSE Local #18 shall maintain a Hiring Hall Referral system for the purpose of providing employment to individuals on a non-discriminatory basis, with Employers who are signatory to written collective bargaining agreements with IATSE Local #18, or other Employers who have occasional need to employ Stage Technicians.

While the aforementioned employment applies to the Theatrical Stage jurisdiction of IATSE Local #18, it is understood that said employment may at times involve Motion Picture, Television, exposition work, or any other work as requested by the Employer.

Subject to the requirements under applicable State and Federal Law, Stage Technicians registered with, and other personnel working under the protection of IATSE Local #18, will be referred by the Call Steward or Business Manager-Financial Secretary to Employers when requested by said Employers to do so. Referrals are to be based upon such recognized factors as ability to perform specific services requested by said Employer, availability for employment at the time of such request, and seniority as defined by the length of service in the industry or for a specific employer. These factors shall be applied without discrimination.

### **SECTION 1. APPLICATION PROCEDURES AND PROBATION**

- A. Any individual seeking employment through the IATSE Local #18 Hiring Hall must complete an application with **Stagehands, Inc.** as prescribed by IATSE Local #18.
  - 1. An individual's application shall lapse upon the expiration of ninety days from the date of filing, if the individual has not received a first referral by IATSE Local #18 during that period.
  - 2. Upon such lapse, the individual must personally appear at the IATSE Local #18 office and complete a new application with **Stagehands, Inc.** in order to obtain referrals for employment.
  
- B. All new applicants for referral shall be placed on a twenty four month probationary period commencing with the first day the individual is referred for work by IATSE Local #18. During this probationary period, the individual will not be placed on the CHRONOLOGICAL SENIORITY LIST, but on a separate chronological list which shall be referred to as the PROBATIONARY LIST, which shall be maintained by the Business Manager-Financial Secretary.
  
- C. During the probationary period and based upon a review of the individuals skill level and potential and suitability for Stage Technician work, by the Executive Board, the individual may:
  - 1. Be placed in GROUP III of the CHRONOLOGICAL SENIORITY LIST and his/her START DATE shall be recorded as his/her first day referred for work.
  - 2. Be terminated from the Referral List with no option for re-application.

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## **SECTION 2 ESTABLISHMENT AND ALIGNMENT OF SENIORITY GROUPS AND PROBATIONARY LISTS.**

- A. There shall be three groups in the CHRONOLOGICAL SENIORITY LIST as well as a separate PROBATIONARY LIST.
1. GROUP I shall consist of individuals who intend to pursue the Stage Technician industry as their primary livelihood and who have progressed through the ranks of the PROBATIONARY LIST, GROUP III, and GROUP II, and who have successfully been examined for proficiency by the IATSE Local #18 Examining Board.
    - a. A GROUP I individual, who is not retired, must earn the minimum amount of contributions based on wage percentages to the Milwaukee Theatrical Stage Employees Health and Welfare Fund to qualify for participation in the medical benefits plans through the Fund.
  2. GROUP II shall consist of individuals who intend to pursue the Stage Technician industry as their primary livelihood and who are gaining the necessary skills to pass the examination as administered by the IATSE Local #18 Examining Board through actual work experience and who shall be required to participate in all training courses offered by the IATSE Local #18 Training Committee.
  3. GROUP III shall consist of individuals who may have not yet decided whether they wish to make a career of being a Stage Technician and who are available for occasional assignments. These individuals have successfully completed a probationary period and have been reviewed by the Executive Board for advancement into GROUP III. They may participate in any training programs if they wish to do so and may follow the necessary steps to advance to higher groups if they should decide to pursue a career as a Stage Technician.
  4. The PROBATIONARY LIST shall consist of individuals who may have not yet decided whether they wish to make a career of being a Stage Technician and who are available for occasional assignments. These Individuals have filed an application with **Stagehands, Inc.** to be included in the IATSE Local #18 Hiring Hall Referral List and has received his/her first work assignment and recorded his/her START DATE.

## **SECTION 3 ADVANCEMENT IN SENIORITY GROUPS**

- A. Individuals on the PROBATIONARY LIST may advance to GROUP III as described in Section 1 "Application Procedures and Probation."
- B. Individuals in GROUP III may advance to GROUP II under the following conditions:

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1. A written request must be submitted to the IATSE Local #18 Executive Board stating the individuals request for advancement to a new GROUP, to include a declaration of intent by the individual to pursue a career in the Stage Technician Industry, and;
2. The completion of one calendar year from first day of work, in which the individual works for a minimum of 1,040 hours as a Stage Technician through the IATSE Local #18 Hiring Hall Referral system.
3. Achieving a passing grade on an examination of the individual's skills as administered by the IATSE Local #18 Examining Committee.

### **SECTION 4. WORK ASSIGNMENTS**

- A. When all skill factors are equal regarding qualifications, daily work assignments shall be made beginning with the individual having the most seniority in GROUP 1. The balance of the work assignments shall be given in this manner of descending seniority order and ascending CHRONOLOGICAL GROUP order.
  1. If an individual is bypassed for a work assignment, the individual shall be offered the next available work assignments which the individual is capable of performing.
  2. Individuals in GROUP I and II who do not have Staff or other full-time employment shall be required to be available for work assignments on a full-time basis.
- B. Work assignments shall be made within each GROUP to individuals who do not hold a Staff position, Full-time employment, or a previous work assignment for that day, before individuals who do.
- C. Individuals in GROUP I who hold a previous work assignment for that day, may be assigned additional work, based on their availability and workload, and only after all other individuals in GROUP I have been offered work assignments.
- D. Individuals in GROUP I and II who have Staff or other Full-time employment, and who desire additional work assignments, may receive additional work assignments based on their availability and only after all other individuals in GROUPS I, II have been offered work assignments.
- E. Individuals in GROUPS I, II, and III who have Staff or other Full-time employment and who desire additional work assignments, must advise IATSE Local #18 of their availability in any given week by contacting the Business Manager-Financial Secretary no later than 4:00 pm the Thursday of the preceding week. Failure to do so will relieve the Business Manager-Financial Secretary of any obligation to consider said individual for additional work assignments.

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- F. Any individual who falls more than ninety (90) days in arrears in his/hers financial obligations to the IATSE Local #18 Hiring Hall shall be immediately suspended from the Hiring Hall Referral List and shall not be given any future work assignments until such obligation has been satisfied. There are different payment options available by contacting the IATSE Local #18 Business Office (T: 414.272.3540).
- G. Any individual who fails to satisfy his/her financial obligations for six (6) months shall be terminated from the IATSE Local #18 Hiring Hall Referral List with no option for re-application. In no event shall an individual be expelled unless given at least 10 days' written notice, by certified mail directed to his/her home address as last entered in the records of the Local. Such notice must itemize by amount, date and nature of the indebtedness, the outstanding financial obligations for the non-payment of which the notice is being sent.

## **SECTION 4.1. SEASONAL SENIORITY**

- A. Seasonal seniority defines the placement of an employee in a specific position or job on a regularly recurring seasonal production or event.
- B. The productions/events covered by seasonal seniority are: Summerfest, Wisconsin State Fair, the Milwaukee Repertory Theater's "A Christmas Carol", and the Milwaukee Ballet's "The Nutcracker".
- C. The Initial placement of an employee is based upon the typical criteria for employee placement. These criteria are described in the IATSE Local #18 Hiring Hall Referral List Rules & Regulations.
- D. Seasonal seniority then allows that employee continuing placement in that specific job from year to year, or season to season.
- E. Exclusions are:
  - 1. The employee voluntarily gives up the position.
  - 2. The position on the production/event is eliminated.
  - 3. The employee is removed for unsatisfactory performance.
- F. Employees may be asked to staff other positions on other productions, during the seasonal production/event, by the Union and for the Union's benefit. These employees shall retain their seasonal seniority.

## **SECTION 5. VESTING**

- A. An individual having achieved participation in a GROUP shall be permanently vested in that GROUP.

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- B.** A ninety (90) day or longer non-excused break in service to the IATSE Local #18 Hiring Hall shall result in time being added to the individuals START DATE, in an amount equal to the non-excused break, The resulting date shall become the new EFFECTIVE START DATE, which shall be used as the basis for placement on the CHRONOLOGICAL SENIORITY LIST for the purposed of work referrals and/or advancement to another GROUP.
1. An individual having such non-excused break will not be advanced on the CHRONOLOGICAL SENIORITY LIST during such break. Upon return to active service, the individual shall be placed in sequence according to his/her new EFFECTIVE START DATE as described above.
- C.** An individual will automatically be excused from service for ninety (90) days or longer, with no change in START DATE, for the following reasons;
1. Verified Illness or Disability
  2. Touring under an IATSE Contract
  3. Duty in Military Service.
  4. Any State or Federal mandated Employee Leave Bill.
- D.** An individual may be granted a leave of absence for up to one (1) year for reasons other than those described above, with no change in START DATE, by requesting a leave in writing and submitting it to the Executive Board, stating the reason and duration for such leave.
1. If such leave is granted by the Executive Board, it may be extended for an additional year, if written request is received and approved by the Executive Board, not less than sixty (60) days before the expiration of the initial leave.
  2. The duration of any leave extension shall be added to the individuals START DATE, resulting in a new EFFECTIVE START DATE for that individual.

## **SECTION 6. EXECUTIVE BOARD'S RESPONSIBILITIES TO THE HIRING HALL**

- A.** The Executive Board shall govern and administer the seniority and referral procedures as set forth in the "IATSE Local #18 Hiring Hall Referral List Rules & Regulations" subject to approval by a majority vote of the Union body.
1. The Executive Board shall meet to conduct the specific business of the IATSE Local #18 Hiring Hall as needed.
  2. A simple majority of the Executive Board shall constitute a quorum in order to transact any business pertaining to the IATSE Local #18 Hiring Hall.

## **SECTION 7. APPEALS AND GRIEVANCE PROCEDURES**

- A.** Minor grievances, with regards to the IATSE Local #18 Hiring Hall Referral List Rules & Regulations and/or work referrals, shall be brought to the attention of the Business Manager-Financial Secretary for investigation and explanation.

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- B. Major grievances, with regards to the IATSE Local #18 Hiring Hall Referral List Rules & Regulations and/or work referrals, shall be submitted in detailed written form to the Executive Board within fourteen (14) days of the incident causing the grievance.
1. All rulings regarding grievances shall be made by the Executive Board within ninety (90) days of the receipt of such written grievance.
  2. Rulings shall be in written form, and shall be sent to the individual bringing the grievance.

## **SECTION 8. BASIC TOOLS**

All employees shall be required to bring certain basic tools to the workplace. The following is a list which allows the employee to do basic work in the Theatrical Stage jurisdiction. A more complete list of tools, more specifically designed for each area of stage work may be required for those employees who may specialize in a specific area of work.

### **Work Gloves**

### **8" Adjustable (Crescent) Wrench**

Claw Hammer w/Belt Loop

Metal Tape Measure

Pencil

Nail Pouch

Pocket or Utility Knife

¼" Slotted Screwdriver

#2 Phillips Head Screwdriver

Standard or Channel Lock Pliers

Needle Nose Pliers

Diagonal Cutting Pliers