



# IATSE Local 18 Referral Hall Rules and Regulations

JUNE 2023 EDITION

IATSE Local18 shall maintain a Referral Hall system for the purpose of referring individuals for work services on a non-discriminatory basis, with Employers who are signatory to written collective bargaining or service agreements with IATSE Local18, or other Employers who have occasional need to employ Stage Technicians.

## IATSE EQUALITY STATEMENT

The IATSE is committed to creating an inclusive working environment where differences are valued and equality is celebrated.

Equal rights are the cornerstone of the labor movement. Unions were founded on the principle that all people are equal and all people are deserving of respect and fair treatment. Equality issues run through all areas of trade union activities – from health and safety to wage negotiations.

The International Alliance of Theatrical Stage Employees (IATSE) is committed to equality of opportunity and to eliminating all forms of discrimination. We are opposed to unlawful and unfair discrimination and oppression on the grounds of sex, gender identity and expression, relationship or marital status, race or ethnicity, disability, sexual orientation, age, language, background, political or religious beliefs, physical appearance, pregnancy or responsibility for dependents.

We believe that equality for all is a basic human right and we actively oppose all forms of unlawful and unfair discrimination. IATSE leaders and members must be vigilant in working, both with each other and with our employers, to promote an equal and welcoming environment for all people, through our actions, attitudes, and language. The IATSE celebrates the diversity of society and is striving to promote and reflect that diversity within this organization.

While the above noted employment applies to the Theatrical Stage jurisdiction of IATSE Local18, 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 contractual agreements of IATSE Local18, 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, skill set, by said Employer, availability for employment at the time of such request, and seniority; defined by the length of service in the industry for a specific employee, as defined by first date contributions were received into an individual's retirement account. These factors shall be applied without discrimination.

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

A. Any individual seeking employment through the IATSE Local18 Referral Hall must complete an application with Stagehands, Inc. as prescribed by IATSE Local18. All employer direct hires must provide any and all required documentation to IATSE Local 18 benefits funds manager within 10 business days of their employer date of hire.

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 Local18 during that period.
2. Upon such lapse, the individual must personally appear at the IATSE Local18 office and complete a new application with Stagehands, Inc. to obtain referrals for employment.

B. All new applicants for referral shall be placed on a twenty-four-month (24) probationary period commencing with the first day the individual is referred for work by IATSE Local18. 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 individual's skill set level, potential and suitability for Stage Technician work, by the Executive Board, the individual may be:

1. Placed in GROUP III of the CHRONOLOGICAL SENIORITY LIST and their START DATE shall be recorded as their first day referred for work.
2. Released from the Referral List with no option for re-application.

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

- A. There shall be three groups in the CHRONOLOGICAL SENIORITY LIST, PROBATIONARY LIST and SEMI-RETIRED STATUS LIST.
1. GROUP 1 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 Local18 Examining Committee. Individuals shall maintain confirmation of no less than 70% of offered work-calls, be available for referral as primary employment, and complete two (2) training certifications or hours of documented industry-related continuing education annually to remain in Group 1. Reviewed bi-annually.
  2. GROUP 2 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 Local18 Examining Committee through actual work experience and who shall be encouraged to participate in all training courses offered by IATSE Local18. Individuals shall maintain confirmation of no less than 60% of offered work-calls, be available for primary employment, and complete two (2) training certifications or hours of documented industry-related continuing education annually to remain in Group 2. Reviewed bi-annually.
  3. GROUP 3 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 3. 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 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 Referral Hall and have received their first work assignment and recorded their first date of work which may include contributions towards their retirement account recorded as their START DATE.

5. The SEMI-RETIRED LIST shall consist of individuals who qualify for full retirement with the IATSE and are 65 years of age or older and voluntarily wish to maintain their most recent Seniority and Group Status without any obligation of primary employment availability, percentage of accepted work and continuing education.

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

A. Once eligible, individuals in GROUP 1 may request to be listed as SEMI-RETIRED by submitting a written declaration of intent to the IATSE Local 18 Executive Board that they are no longer available for primary employment and agree to waive obligations by IATSE Local 18.

**B. Advancement in Groups may be achieved under the following conditions:** A written request must be submitted to the IATSE Executive Board for approval stating the individual's declaration of intent to pursue a career in the Stage Technician industry.

### **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 assignment which the individual is capable of performing.
2. Individuals in GROUP 1 and 2 who do not have Staff or other employment shall be required to be available for work assignments as defined in above Group descriptions.

B. Work assignments shall be made within each GROUP to individuals who have not already been assigned work for that day, before individuals who have. Individuals who are available for both take-in and take-out will have priority on all calls related to that event/production.

C. Individuals in GROUP 1 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 1 that fill House or Arts Group Company positions on an annual or seasonal basis, and who desire additional work assignments, may receive additional referrals based on their skills and availability during those weeks only after all other individuals in GROUP 1 have been offered work assignments.

E. Individuals in GROUPS 1, 2, and 3 who have Staff, Primary employment or are Semi-Retired Status and who desire additional work assignments, must advise IATSE Local 18 call dispatchers of their availability for any given week with appropriate advance time. Failure to do so will relieve the call dispatcher of any obligation to consider said individual for additional work assignments.

F. Any individual who falls more than ninety (90) days in arrears with their Referral Fee obligations to the IATSE Local18 Referral Hall shall be immediately suspended from the Referral Hall 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. Phone: (414) 272-3540.

G. Any individual who fails to satisfy their financial obligations for six (6) months shall be removed from the IATSE Local18 Referral List with no option for re-application. In no event shall an individual be removed unless given at least 10 days' written notice by certified mail directed to their 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.

H. Employers may submit a written request for a specific individual(s) to be referred or not referred for work calls. Reasonable consideration and/or treatment set forth in a signatory contract shall be given to these requests and may be accommodated in lieu of the regular referral guidelines.

#### **SECTION 4.1. SEASONAL SENIORITY AND FIRST RIGHT OF REFUSAL**

A. Seasonal seniority defines the placement of an employee in a specific position or job on a regularly recurring seasonal production or event.

1. The productions/events that have positions covered by seasonal seniority are: Summerfest, Wisconsin State Fair, Milwaukee Repertory Theater's "A Christmas Carol", Milwaukee Ballet's "The Nutcracker" and Alpine Valley Music Theatre. Positions that qualify for seasonal seniority are venue or performance specific as defined by IATSE Local 18 Executive Board.
2. The Initial placement of an employee is based upon the typical criteria for employee placement. These criteria are described in the above sections of the IATSE Local18 Referral Hall Rules & Regulations.
3. Seasonal seniority allows an employee continuing placement in that specific job from year to year, or season to season.

**B. FIRST RIGHT OF REFUSAL:** Individuals identified as part of the bargaining unit in an organizing effort shall retain a "First Right of Refusal" for referrals at the skills level and position held at the time a collective bargaining agreement was executed.

Eligibility for the First Right of Refusal shall not be contingent on membership or non-membership in the Union. Nothing in Section 4.1B shall be construed to give preference to individuals based on membership or non-membership in the Union.

. Exclusions To Seasonal Seniority and First Right of Refusal are:

1. The employee who voluntarily gives up the seasonal position or first right of refusal.
2. The position on the production, event or contract is eliminated.
3. The employee is removed for unsatisfactory performance or a disciplinary procedure.
4. The employee fails to accept 70% or more of offered specific seasonal work or where they hold a first right of refusal.

C. Employees may be asked to staff other positions on other productions, during the seasonal production/event or while there is work where they hold first right of refusal, by the Referral Hall and for the Referral Hall's benefit. These employees shall retain their seasonal seniority and first right of refusal. Temporary substitutions may be made in seasonal seniority due to illness or injury.

## **SECTION 5. VESTING**

A. An individual having achieved participation in a GROUP shall be vested in that GROUP congruent to maintenance of offered work percentages, annual training requirements and disciplinary procedures.

B. A ninety (90) day or longer non-excused break in service to the IATSE Local18 Referral 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 purposes 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 their 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:
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 of IATSE Local18, 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, when 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 adjust the individuals START DATE, resulting in a new EFFECTIVE START DATE for that individual.

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

- A. The Executive Board shall govern and administer the seniority and referral procedures as set forth in the "IATSE Local18 Referral Hall Rules & Regulations" subject to approval by a majority vote of the Union membership.
1. The Executive Board shall meet to conduct the specific business of the IATSE Local18 Referral Hall as needed.
  2. A simple majority of the Executive Board shall constitute a quorum to transact any business pertaining to the IATSE Local18 Referral Hall.

## **SECTION 7. COMPLAINTS AND DISCIPLINARY PROCEDURES**

- A. Complaints with regards to the IATSE Local 18 Referral List Rules & Regulations, and/or work referrals, shall be brought to the attention of the On-Site Job Steward during the work call or the Business Manager-Financial Secretary within two (2) business days for investigation and explanation.
1. All rulings regarding complaints shall be made by the Executive Board within fourteen (14) business days of the receipt of such written complaint.
  2. Rulings shall be in written form and shall be sent to the individual bringing the complaint.

B. Disciplinary Procedures and Steward's Reports shall be used for the purpose of maintaining the referral system on a non-discriminatory basis.

1. Payroll, Time Sheets, Steward's Reports, and Incident Reports shall be completed and submitted by the Onsite Job Steward to the Business Manager-Financial Secretary at the end of each shift.

2. Incident, Steward, and Disciplinary Reports even without the signature of the accused shall be investigated.

3. Official disciplinary communications shall be sent via email or dropped off in person during regular office hours.

4. Offenses shall be recorded in the individual's referral file.

5. All written complaints shall be adjudicated by Business Manager- Financial Secretary and/or Executive Board. All written complaints shall be adjudicated as per Local 18 Constitution and Bylaws.

6. Discipline resulting in a period of temporary placement in a lower CHRONOLOGICAL GROUP for individuals will be determined by the Executive Board and tracked by the Business Manager-Financial Secretary.

a. Offenses include but are not limited to:

1. Attendance: No Call / No Show, Late Arrival or Late Call Off.

2. Walking off the jobsite prior to dismissal.

\*See Section (b.) for the Disciplinary Guidelines for 1 And 2.

3. Possession, use or arriving under the influence of alcohol or controlled substances

4. Theft or deliberate damage to property of the employer, client, subcontractor, union, coworker, union representatives or member of the public.

5. Verbal and/or Physical Altercations.

6. Harassment, Discrimination, Purposeful Defamation and/or creating a toxic work environment for the employer, client, subcontractor, co-worker, union representatives or member of the public.

7. Substandard performance of assigned job duties, tasks, or Referral Hall guidelines including Event Job Stewards.

8. Conduct Unbecoming.

9. Attempting to replace oneself after having confirmed work calls.

10. Refusing to cooperate with and/or interfering with an official investigation and/or business being conducted by the IATSE Local 18 Executive Board or appointed union representative.



b. Disciplinary Guidelines for Attendance Issues:

1. No Call/No Show and Walk Off occurrences may result in actions up to and including the immediate removal from the Referral Hall.
2. Late Arrivals or Late Call Offs shall be processed as follows:
  - First Offense – Verbal warning by Event Job Steward or Business Manager.
  - Second Offense – Written warning or Official Notice by Business Manager.
  - Third Offense – \*Temporary Dispatch Group Reassignment or possible Removal from the Referral Hall depending upon severity.

\*Temporary Dispatch Group Reassignment shall be imposed for a 90-day period. Following the 90 days, the attendance record shall be reset. If further offenses occur within the 90-day period, the resulting action will remove the individual from the Referral Hall.

## **SECTION 8. DRESS CODE GUIDELINES & BASIC THEATRICAL & STAGE TOOL AND EQUIPMENT LISTS**

### **DRESS CODE:**

Our business depends upon the quality of service we provide and, in part, upon our professional image. Accordingly, our referrals are always expected to present a neat, professional appearance. The IATSE Local 18 Referral Hall recognizes the fact that different styles and attire will be necessary, depending on safety, weather, the nature of work and degree of customer contact. Call Stewards and Event Job Stewards will communicate appropriate guidelines specific to unique job situations.

### **TOOLS & EQUIPMENT:**

Certain tools are used to accomplish the basic work outlined in the IATSE Local 18 Referral Hall. The extended lists below identify the types of tools used in the various types of services. When you receive a referral, you may be advised of the tools that are required for the service listed.

**Solid sole, closed toe work shoes/boots are required for all services. Work gloves are strongly recommended for certain activities.**

## **General Stage Work (All Departments)**

- 1) Tape Measure - 25'
- 2) Straight claw hammer
- 3) Screw drivers (4 in 1 is fine)
- 4) Crescent Wrench 8"
- 5) Speed wrench - 3/8", 7/16", 1/2" and 9/16"
- 6) Ratchet with deep sockets - 3/8", 7/16", 1/2" and 9/16"
- 7) Wire cutters
- 8) Pocket/utility knife
- 9) Drift Pin
- 10) Flashlight
- 11) Pencil & Sharpie

## **Electrician**

- 1) Tape Measure – 25'
- 2) Screw Drivers (4 in 1 is fine)
- 3) Crescent Wrench (8" or 6" wide jaw)
- 4) Wire Cutters
- 5) Wire Stripper
- 6) Crimping Tool
- 7) Non-contact Voltage Detector
- 8) Digital Multimeter
- 9) Work Gloves
- 10) Pocket/Utility Knife
- 11) Flashlight/Headlamp
- 12) Pencil
- 13) Sharpie

## **Carpentry Shop - Production**

- 1) Tool Belt to hold basic tools and hardware
- 2) Tape measure - 25'
- 3) Straight claw hammer
- 4) Drift Pin
- 5) Screwdriver set
- 6) Combination square or speed square
- 7) Crescent wrenches - 8" and 10"
- 8) Channel Locks - 10"
- 9) Wire cutters
- 10) Utility knife w/ additional blades
- 11) Chalk Line
- 12) Carpenter level
- 13) Flashlight
- 14) Pencil & Sharpie

## **Audio & Video**

- 1) Flashlight
- 2) 4 in 1 screwdriver
- 3) Jeweler screwdrivers
- 4) Leather man or other multi-tool
- 5) Pocket/utility knife
- 6) Crescent wrench - 8"
- 7) Speed wrench - 3/8", 7/16", 1/2" and 9/16"
- 8) Pencil & Sharpie

## **Up Rigger**

- 1) 5/8" Double braid polypropylene line or the equivalent in lengths that will work for the various venues with steel heights listed below:
  - o UWM Panther Arena 96' at Center
  - o Fiserv Forum 92' to Grid
  - o Miller High Life Theater 80' to Grid
  - o Uihlein Hall (Marcus Center) 94' to Grid
  - o Pabst Theater 72' to Grid
  - o Riverside Theater 64' to Grid
  - o American Family Amphitheater 73' to Steel
  - o Alpine Valley Music Theatre 36' to Steel
  - o BMO Harris Pavilion 50' to Steel
  - o Wisconsin Center Exhibit Hall 34' to Steel
  - o WI State Fair Exposition Center 36' to Steel
- 2) Rescue Sheave
- 3) Rated Carabineers (2)
- 4) Personal Fall Arrest Harness: ANSI 359.1 type with 100% tie-off Lanyard, Shock absorber and hardware

## **Down Rigger**

- 1) Self-Leveling Laser
- 2) Tape Measure – 25'
- 3) Side Cutters
- 4) Pocket/Utility Knife

## **Personal Protection Equipment**

- 1) Work Gloves
- 2) Hard Hat
- 3) Safety Glasses
- 4) Hi-Visibility Safety Vest or Jacket
- 5) Toe Protection Boots or Shoes