



IATSE Local 18 Referral Hall Rules and Regulations

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IATSE Local 18 shall maintain a Referral Hall system for the purpose of referring individuals to work services on a non-discriminatory basis, with Employers who are signatory to written collective bargaining or service agreements with IATSE Local 18, 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 deserve 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 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 contractual agreements of IATSE Local 18, will be referred by the Dispatchers or Business Manager-Financial Secretary to Employers when requested. Referrals are to be based upon such recognized factors as ability to perform specific services requested by the Employer. Skill set, group status, 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 are the factors that shall be applied without discrimination for employee dispatch.

SECTION 1. EXECUTIVE BOARD'S RESPONSIBILITIES TO THE REFERRAL HALL

The Executive Board shall administer the seniority and referral procedures as set forth by *IATSE Local 18 Referral Hall Rules & Regulations*.

SECTION 1.1. DISPATCHERS' RESPONSIBILITY TO THE WORKERS

The dispatchers shall abide by, to the best of their ability, the seniority and referral procedures set forth by *IATSE Local 18 Referral Hall Rules & Regulations*.

SECTION 1.2. STEWARDS' RESPONSIBILITY TO THE WORKERS

The Steward shall serve as the primary point of contact for the assigned job and shall fulfill duties as described in the *IATSE Local 18 Referral Hall Rules and Regulations*.

SECTION 1.3. WORKERS' RESPONSIBILITY TO THE REFERRAL HALL

The workers dispatched through the Referral Hall will make efforts to respond to calls within the requested timeframe and to comply with the *IATSE Local 18 Referral Hall Rules and Regulations*.

SECTION 2. APPLICATION PROCEDURES AND PROBATION

- A. Any individual seeking employment through the IATSE Local 18 Referral Hall must complete an application with Stagehands Inc. as prescribed by IATSE Local 18. All employer direct hires must provide any and all required documentation to IATSE Local 18 benefit funds manager within 10 business days of their employer's date of hire.
- B. All new applicants for referral shall be placed on a maximum of twenty-four (24) 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 be placed on 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 competency, potential and suitability for stage technician work, by the Executive Board, the individual may be:

1. Advanced to GROUP III of the CHRONOLOGICAL SENIORITY LIST.
2. Released from the Referral List with no option for re-application.

SECTION 3. ESTABLISHMENT AND ALIGNMENT OF SENIORITY GROUPS AND PROBATIONARY LISTS

A. There shall be three groups within the CHRONOLOGICAL SENIORITY LIST, PROBATIONARY LIST, IATSE REGIONAL LOCALS, 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 Local 18 Examining Committee, through years of service through IATSE, other paths determined by the Executive Board, or the organizing body as stated in Section 6.2.B. Individuals shall maintain confirmation of no less than 70% of offered calls.
2. GROUP 1S shall consist of individuals who fill House, Staff, or Arts Group Company positions on an annual or seasonal basis. If an individual wants to receive additional calls, they must communicate availability to dispatchers. When not under an agreement, individuals can request to be placed into GROUP 1.
3. GROUP 2 shall consist of individuals who intend to pursue the stage technician industry and who are gaining the necessary skills to pass the examinations as administered by the IATSE Local 18 Examining Committee through actual work experience and who shall be encouraged to participate in all training courses offered by IATSE Local 18. Individuals shall maintain confirmation of no less than 60% of the calls offered.
4. GROUP 3 shall consist of individuals who are available for occasional assignments. These individuals have successfully completed a probationary period and/or have been reviewed by the Executive Board for advancement into GROUP 3.
5. The PROBATIONARY LIST shall consist of individuals who may not have

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, received their first work assignment, and recorded their date of hire which may include contributions towards their retirement account recorded as their date of hire.

6. The SEMI-RETIRED LIST shall consist of individuals who are 60 years of age and at least 18 years of service with IATSE and voluntarily wish to maintain their most recent Seniority and Group Status without any obligation of primary employment.
 - a. Once eligible, individuals 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 dispatch system. Individuals must supply dispatchers with their availability and interest to be offered work assignments.
7. The IATSE REGIONAL LOCALS shall consist of individuals who maintain priority employment in other regional IATSE Locals.

SECTION 4. ADVANCEMENT IN SENIORITY GROUPS

A. Advancement in Groups will be reviewed and advanced under the following conditions:

1. A written request submitted to the IATSE Executive Board for approval stating the individual's declaration of intent to pursue a career in the stage technician industry.

and
2. Executive Board action based upon a review of the individual's skill set level, potential, work history, and suitability for stage technician work.

and
3. Group advancement based on shift count over a period of time. Probationary moved to Group 3 is successful completion of thirty (30) shifts. Group 3 moved to Group 2 is successful completion of an additional ninety (90) shifts.
4. For advancement to Group 1:
 - a. While in Group 2, individuals must complete or assist in delivery or

development of forty (40) training hours of documented industry-related continuing education to move to Group 1.

- b. Executive Board action based upon a review of the individual's skill set level, potential, work history, and suitability for stage technician work.

SECTION 5. 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.
- B. 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.
- C. Work assignments shall be made within each GROUP to individuals who have not already been assigned work for that day, before individuals who have.
- D. 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 1 have been offered work assignments.
- E. Individuals in GROUPS 1S, 2, and 3 who have other 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. 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.
- G. Individuals with bona fide medical restrictions submitted to dispatchers will maintain seniority status throughout. Individuals with work restrictions will not be referred to work until they have 100% clearance and zero restrictions from their doctors.
- H. Calls for individuals may be assigned or unassigned to maintain continuity through load in, show, and load out.
- I. Individuals in the IATSE REGIONAL LOCALS Status shall be offered work assignments only after all individuals in GROUPS 1, 2, 3, and Probationary Status. Exceptions may be made based on the length of an event or extent of crew numbers needed.

SECTION 6.1. INDIVIDUAL FINANCIAL OBLIGATIONS

- A. Any individual who falls more than ninety (90) days in arrears with their Referral Fee obligations to the IATSE Local 18 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.
- B. Any individual who fails to satisfy their financial obligations for six (6) months shall be removed from the IATSE Local 18 Referral List with no option for re-application. In no event shall an individual be removed unless given at least ten (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 indebtedness, the outstanding financial obligations for the non-payment of which the notice is being sent.

SECTION 6.2. SEASONAL SENIORITY AND FIRST RIGHT OF REFUSAL

- A. **SEASONAL SENIORITY:** 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 Local 18 *Referral Hall Rules & Regulations*.
 - 3. Seasonal seniority allows an employee to continue placement in that specific job from year to year, or season to season.
 - 4. Employees may be asked to staff other positions on other productions, during the seasonal production/event by the Referral Hall and for the Referral Hall's benefit. These employees shall retain their seasonal seniority. Temporary substitutions may be made in seasonal seniority due to illness, injury, or family leave.
- 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.

1. Eligibility for the First Right of Refusal shall not be contingent on membership or non-membership in the IATSE Local 18.
2. Individuals shall maintain confirmation of at least 70% of offered calls where they hold First Right of Refusal or they will lose their First Right of Refusal.
3. Employees may be asked to staff other positions on other productions, during the work where they hold First Right of Refusal, by the Referral Hall and for the Referral Hall's benefit. These employees shall retain their first right of refusal. Temporary substitutions may be made in the first right of refusal due to illness, injury, or family leave.

C. **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.

SECTION 7. VESTING

- A. Any individual having achieved participation in a GROUP shall be vested in that GROUP congruent to disciplinary procedures.
- B. An individual may be removed from the Referral Hall after twelve (12) months of unexcused inactivity.
- C. Any individual that remains inactive for twenty-four (24) months shall be given a new date of hire (DOH) upon acceptance of a work assignment. Upon rehire, an individual has relinquished their "first right of refusal" and "seasonal seniority" positions once held.
- D. An individual will automatically be excused from service with no change in date of hire (DOH) and seniority, for the following:
 1. Verified Illness, disability, or family leave

2. Touring under an IATSE contract
3. Duty in military service
4. Any state or federal mandated employee leave bill

SECTION 8. COMPLAINTS AND DISCIPLINARY PROCEDURES

The Hiring Hall Executive Board shall be the sole arbiter of these rules. Disciplinary action shall be taken by the Executive Board on the basis of written information provided by the Business Manager, an Employer, Steward and/or Coworker.

- A. Complaints with regards to the IATSE Local 18 *Referral Hall Rules & Regulations*, and/or work referrals, shall be brought to the attention of the Business Manager-Financial Secretary within two (2) business days for investigation and explanation.
 1. A response regarding complaints shall be made by the Executive Board within fourteen (14) business days of receipt of such written complaint. A response shall be in written form and sent to the individual bringing the complaint.
 2. A response may be delayed based on the time required for suitable investigation.
- B. Complaints at the job site shall be brought to the attention of the Steward during the work call for investigation and explanation.
 1. If not resolved on site, a response regarding complaints shall be brought to the Business Manager-Financial Secretary within fourteen (14) business days of the receipt of such written complaint. A response shall be in written form and sent to the individual bringing the complaint.
 2. A response may be delayed based on time required for suitable investigation or escalated to review by the Executive Board.
 3. While complaints are pending, workers may be placed on suspension and removed from any confirmed work calls and are prohibited from meetings, social events and jobsites.

4. Any complaint involving a job steward shall be made to the Business Manager-Financial Secretary directly within two (2) business days.
5. In the event there is not a job steward assigned, complaints shall be made to the Business Manager-Financial Secretary directly within two (2) business days.

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

1. Steward's reports and incident reports shall be completed and submitted by the job steward to the Business Manager-Financial Secretary within one (1) business day.
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 reviewed by the Business Manager-Financial Secretary and/or Executive Board. All written complaints shall be adjudicated as per the Local 18 Constitution and Bylaws.

6. Disciplinary Code

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 Executive Board is responsible for administering the Hiring Hall in accordance with these rules and the respective collective bargaining agreements.

and

- 2) The Union owes a duty of fair representation to all referents of the Hiring Hall.

A. Workers shall refrain from yelling, swearing, rudeness, belligerence, and threats directed at the dispatchers and/or other hiring hall staff. Workers must also refrain from interfering with the dispatchers' ability to efficiently fill calls.

B. Minor Offenses

1. No call/no show or walking off of a job assignment
2. Chronic tardiness
3. Chronic no tools for the required job
4. Chronic improper call off
5. Dress code violations

C. Major Offenses

1. Conduct or behavior damaging to contractual relations between Local 18 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 above normal pay or employment outside the referral system.
4. Fighting with intent to cause bodily harm, except in cases of self-defense.
5. Theft or removal of material goods or media from any work call without written consent of the employer or its representative. Theft of personal property from other individuals, clients or employers including food & beverages.
6. Harassment covered by federal or state law.
7. Any derogatory and/or abusive language, willful intimidation, threat of bodily harm or harassment toward any officer, office personnel, job steward or other referral in or about any place of employment or within the offices of Local 18
8. Consumption of alcohol or controlled substances at work or being under the influence of alcohol or controlled substances at work.

D. Disciplinary Actions

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. Call outs with less than twelve (12) hours' notice will be tracked to determine frequency and may result in

disciplinary action.

3. Late arrivals shall be processed as follows:
 - i. First Offense – Verbal warning by the Steward or Business Manager-Financial Secretary. The first offense initiates a ninety (90) day timer.
 - ii. Second Offense – Written warning or official notice by Business Manager-Financial Secretary.
 - iii. 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 ninety (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 may remove the individual from the Referral Hall.

4. Four minor offenses within a twelve-month period equal a major offense.
5. Commission of any of the above major offenses shall be penalized as follows:
 - i. The first major offense in a twelve-month period shall be penalized by a suspension of up to thirty (30) days from the referral hall.
 - ii. The second major offense in a twelve-month period shall be penalized by a suspension of up to ninety (90) days from the referral hall.
 - iii. The third, major offense in a twelve-month period shall be penalized with removal from the referral hall.

PRIOR NOTICE OF DISCIPLINARY ACTION

Except for immediate suspension from the referral hall due to serious safety concerns, prior to imposing any disciplinary action, the Executive Board shall provide written notice to the worker of their opportunity to respond to the alleged violation and to appear before the Executive Board. If the worker declines the opportunity to appear or if the Executive Board determines after such an appearance to impose the discipline, it will provide the worker with written notification of the penalty to be imposed, upon expiration of the 30-day appeal period described below.

APPEALS TO THE IATSE LOCAL 18 EXECUTIVE BOARD

Workers may appeal against any action imposed by the Executive Board within 30 calendar days of the Postmarked Date of such action. Appeals must be in writing, state the reasons for the appeal, and be received by the IATSE Local 18 Executive Board within the 30-day deadline. The discipline appealed shall be held in abeyance pending the outcome of the appeal, except that suspension from dispatch due to safety may be imposed immediately.

The IATSE Local 18 Executive Board will provide the worker with an opportunity to appear and present their grounds for appeal before them and may consider other evidence supporting or refuting the charges. If the worker declines the opportunity to appear or, after availing themselves of such an opportunity, the IATSE Local 18 Executive Board continues to believe a violation has occurred; it will impose discipline in writing and in accordance with this policy. The decision of the IATSE Local 18 Executive Board is final.

The IATSE Local 18 Executive Board's consideration of disciplinary action will be done in closed session and a written letter of explanation regarding any decision to impose discipline shall be given to the worker.

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. Dispatchers and Stewards will communicate appropriate guidelines specific to unique job situations.

RECOMMENDED 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 shoes/boots are required for all services. Work gloves are strongly recommended.

General Stage Work (All Departments)

1. Tape Measure - 25'
2. Screw drivers (4 in 1 is fine)
3. Crescent Wrench (8" or 6" wide jaw)
4. Speed wrench - 3/8", 7/16", 1/2" and 9/16"
5. Wire cutters
6. Pocket/utility knife
7. Flashlight/headlamp
8. Pencil & Sharpie

Additional tools for electricians

1. Wire Cutters
2. Wire Stripper
3. Crimping Tool
4. Non-contact Voltage Detector
5. Digital Multimeter

Additional tools for Carpenters and Properties Crew, and Production Shops

1. Tool Belt to hold basic tools and hardware
2. Straight claw hammer
3. Drift Pin
4. Screwdriver set
5. Combination square or speed square
6. Channel Locks - 10"
7. Wire cutters
8. Utility knife w/ additional blades
9. Chalk Line
10. Carpenter level
11. Pry Bar
12. 5/8" Allen key (coffin key)

Additional tools for Audio & Video

1. Jeweler screwdrivers
2. Multi-tool

Additional tools for Down Rigger

1. Self-Leveling Laser
2. Bullet level
3. Side cutters
4. Radios for correspondence to the Up Rigger

Tools for 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:

2. UWM Panther Arena 96' at Center
3. Fiserv Forum 92' to Grid
4. Miller High Life Theater 80' to Grid
5. Uihlein Hall (Marcus Center) 94' to Grid
6. Pabst Theater 72' to Grid
7. Riverside Theater 64' to Grid
8. American Family Amphitheater 73' to Steel
9. Alpine Valley Music Theatre 36' to Steel
10. BMO Harris Pavilion 50' to Steel
11. Wisconsin Center Exhibit Hall 34' to Steel
12. WI State Fair Exposition Center 36' to Steel

2. Rescue Sheave
3. Rated Carabiners (2)
4. Personal Fall Arrest Harness: ANSI 359.1 type with 100% tie-off Lanyard, Shock absorber and hardware
5. Radios for correspondence to the Down Rigger

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