



INTERNATIONAL ALLIANCE of THEATRICAL STAGE EMPLOYEES LOCAL 84

Job Referral Rules

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The following is provided to inform referents of the rules and regulations that guide the operations of Local 84.

TERMS TO BE FAMILIAR WITH

Call

The time set for work to begin. Stagehands are expected to be on the job ready to go to work at the call time. Putting coats away, getting tools, going to the restroom should be taken care of before the actual call time. Tardiness can result in being replaced on the call. Always check with the job steward for the next day's calls or follow up calls before leaving a call.

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 Local 84 and shall be treated as a no show.

Referents working the setup of a job may be required to work the show or a take out of the job if requested to do so by the Local 84.

Load-In (or Take In)

A call set for taking a show from the truck into the building or production space. Normally all departments will load-in together. There are circumstances where the show is not loaded in its entirety but in sections or by departments.

Load-Out (or Take Out)

A call set for taking a show from the production space and putting it back into the truck. Normally shows are loaded-out following the last performance. Some productions may load-out the following day.

Pre-Hang

A call set for hanging lighting equipment, scenery, curtains, and other material that may need to be placed in the theatre or production space before the actual load-in.

Job Steward

The Job Steward is responsible for making sure the number of hands called are present, keeping accurate record of hours worked, doing billing if necessary, giving call times to the crew for next days work on extended calls. This is the key person on the call. If you have a question, this is the person to ask. It is the Job Steward's responsibility to represent the crew in any discussion or dispute with management or to convey problems for additional discussion to the Business Agent.

DEPARTMENTS

Most large stagehand calls dictate working in a specific department for the duration of the show. Depending on your experience, talents and, occasionally, desires, you will be placed in a specific department. Unless you are given instructions to the contrary, remain in that department while working. There may be occasions where another hand may ask you for a quick assist, especially where safety and/or strength are involved. You may offer this assistance but do so and immediately return to your assigned task. When you have completed a task, return to your show head and ask what is next. If your department has completed all tasks, check with the Steward, Stage Manager or Head Carpenter.

TRUCKS

Most show-related paraphernalia will arrive at the venue in semi trailer trucks. "Truck loaders" are responsible for retrieving goods and bringing them to the back of the truck at the dock or ramp. Do not enter the truck. Take the pieces as they come off the truck, follow directions as to where the equipment goes on the floor and return to the back of the line.

Be aware that ramps can be dangerous. Heavy equipment wants to go down ramps by itself. "Riding the Rail" can assist in slowing down the case (press one of the back wheels into the side of the ramp and use it as a brake.)

DRESS GUIDELINES

Referents must report to work wearing clean and neat clothing.

No short shorts, sleeveless shirts or inappropriate foot wear is allowed. No shirts, hats or other apparel containing lewd, vulgar or offensive language or messages are permitted. For safety reasons referents should consider not wearing jewelry and tying long hair back. Personal hygiene is essential when working long hours and closely with other workers.

Failure to have appropriate attire at the report time may subject the person to removal from the call with no compensation.

WORK REFERRALS

Referrals are made on the basis of date of hire, skills/practical experience and availability.

Date of hire is the first day an individual has worked as a stagehand in professional, live theatrical, trade show, industrial and corporate events within our geographical jurisdiction. A referent is put on one or more lists, (wardrobe, projection, and stagehand) by this date. Any individual, who disputes their date and can prove by paycheck an earlier date of hire, can provide that information to the Business Agent and have the date changed on the referral list.

Recognizing that there are times when special technical skills are requested for an employer's needs, it shall be the next individual with those demonstrated skills who will be called first. There are tests available in the office for all referents to take in order to demonstrate technical skills in each department. If a passing grade of 85 % or better is scored, a referent can be deemed qualified with certain technical skills in that particular department. A referent is also able to be considered qualified based on demonstrated past experience within a technical area. If a referent does not manage a passing grade, the referent must first take a class in that department in order to take the test again, retake the test, and then receive a passing grade in order to work in that department. IATSE 84 has a training program for those interested in acquiring or updating skills. Check the Local office for class times and space availability.

Referents receiving their first referral pursuant to this procedure shall be on probation on their first five jobs, including those deemed qualified by achieving a passing score on any skills tests. Head Carpenters, Stewards, and Stage Managers from the venue will evaluate the referral's performance on each job and submit a performance evaluation to the R&E Committee. Upon receiving five performance evaluations, the Local 84's R&E Committee will review them and determine whether the referent is qualified to continue being maintained on the list and receive any further calls or should be dropped from the list.

Referents are considered available at all times unless the referent notifies the office otherwise. A referent must call in a week prior and speak to the Business Agent in regards to any dates that they will not be available.

An referent who wishes to take time off for a vacation or other reason must notify the office and his/her name shall then be skipped whenever a call arises until such date that he/she provides notice of his/her return. The Business Representative will maintain a record of all such activity.

Once a call has been given and confirmed, individuals are expected to stay with the call from the load in through the load out unless they are no longer needed after the load in. Call "jumping" is not permitted. Call "bumping" is not permitted. Replacing yourself on a call with another member is not permitted. Any unforeseen problems an individual has with a call they have already confirmed must be handled by the Business Representative. The Business Representative will also keep a record of all call refusals to include the date called, the show called for and the reason why the call was refused, for the local's office records. A total of six refusals from January 1st to December 31st are permitted, and the tally for each individual will start over each New Year. If the refusals tally more than six per year the Executive Board has a right to discipline, suspend or drop an individual from the list for this offense.

Referral Rules

Referents, who commit acts of dishonesty, drink alcoholic beverages or use controlled substances on the job or who report to work under the influence of alcohol, or controlled substances, shall be subject to suspension or termination from the job referral procedure by the Executive Board. Referents shall refrain from any acts or conduct, which would be considered just cause for suspension or termination under general principles of labor arbitration.

The Executive Board has the right to discipline, suspend or drop any individual from the referral list for non-payment of referral fees or Local 84 dues, unsafe conduct, dishonesty, drunkenness, incompetence and insubordination. Any person who engages in conduct or behavior damaging to the Local 84's contractual relations with employers, or conduct or behavior that disrupts or obstructs the referral system or the Local 84's ability to carry out its duties and obligations, shall be subject to suspension or termination from the job referral procedure by the Executive Board. Such offenses shall include, but not limited to:

- Conviction of a felony related to work
- Fighting
- Theft at work
- Harassment
- Threatening harm to any referent, Job Steward, or Local 84 official while at work, or in connection with work
- Consumption of alcohol or controlled substances at work or being under the influence of alcohol or controlled substances at work
- Walking off a call
- Sneaking guests into performances, including oneself
- Discussing internal Local business with management, show or other non-union personnel
- Solicitation of gratuities, show tickets, monetary compensation or employment

The Steward, Head or Stage Manager on the call shall be primarily responsible for reporting any infractions of the above regulations; however, any person may do so. The Steward, Head or Stage Manager may send a referent home for any of the above infractions and must report this action to the Executive Board.

Failure by the Job Steward, Head or Stage Manager to report infractions can result in disciplinary action.

Eligibility and Responsibility

All applicants for job referrals must be at least 18 years of age and must register with the R&E Committee. All persons on or applying for placement on the job referral list are strongly encouraged to have a telephone at his or her place of residence and be able to be reached at any time. A cell phone is always a good idea. It is the referent's responsibility to notify the office of address and telephone number changes. Failure to notify the R&E Committee of such changes may result in the referent being dropped from the referral list. If there are any questions regarding pay through individual employers, they should be referred to the Job Steward, Stage Manager or Head Carpenter. It is the referent's responsibility to keep any employer apprised of all address, telephone or tax changes.

Referents shall be referred to jobs for employment without discrimination against anyone by reason of membership or non-membership in the Local 84, and without regard for race, color, sex, sexual orientation, age, religion or national origin. All selection and procedures shall be in accordance with procedures set forth above.

Unless specified in a specific contract under Local 84, all persons eligible to be referred by Local 84 for employment must sign a Dues Check Off Authorization Sheet. This sheet provides for a reasonable referral fee, established by the Local to cover the Local's costs of administering the referral system. Referral fees are due within 30 days after receipt of a paycheck except for referents who have signed a referral fee check off authorization form. Any person who fails to remit the referral fee on time will be suspended from the referral list immediately. Referents will be reinstated on the referral list after payment of delinquent referral fees.

Referents who perform no work as a stage referent through this job referral procedure for one year or more except as a result of disability or a break in service approved by the business agent or service in the armed forces of the United States shall be dropped from the referral list on which their name appears and shall lose all accrued seniority for job referral purposes. Such persons may again be placed on the referral list but shall be considered as new applicants: except that those referents, who have been employed for more than five years as stage referents within the Local 84's geographic jurisdiction shall retain all accrued seniority but shall not accrue additional seniority during a break in service.

The Executive Board may waive the break in service for referents with less than five years of seniority where it is shown to be Board's satisfaction that the break in service 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.

Referral Operation

The Business Representative will be responsible for the operation of the referral system set forth in these rules and procedures.

The Business Representative shall call referents at the number provided. The Business Representative shall note on a call record the date and time of the call, whether or not the member answered the telephone or whether a message was left.

Referents will have four hours to return a telephone call before the Business Agent goes to the next person on the list, except in cases of emergency. In such cases of emergency, in order to meet its contractual obligations, Local 84 shall have complete discretion to fill such calls with any available out-of-work referents regardless of their position on the job referral lists. In the event the Local 84 fails to call a person in proper order, except when filling emergency calls, the remedy shall be that the skipped person shall be the first person on the next two consecutive calls.

Referents do not have a right to pick and choose what job referral they receive. Referents do not have a right to pick and choose what department or job classification they will be in once they accept a job referral. Referents that turn down a call will be eligible for another referral the following day. Referents may not replace themselves on calls.

When an employer requests a referent having a particular skill (e.g. sound operator, spotlight operator, forklift operator, rigger, wardrobe, etc.) the Local will refer the next qualified person in order of seniority.

The Local 84 may establish a standby list of available out-of-work referents at or near the call location in order to have referents immediately available in case of replacements, no-shows, and short notice calls. Standby referents may not report to the standby report area more than 30 minutes prior to call time. Referents who report for standby calls will not lose their position on the availability list, unless they receive work as a result. Referents will be placed from the standby list in order of seniority.

Cuts shall be done in reverse seniority by department on a first – last-out basis according to the call list, except in cases of job or work continuity. Referents may not quit one job in order to take another unless permitted to do so by the Business Representative.

Referents obtaining stagehand work within the Local 84's geographic jurisdiction without being referred by the Local 84 or without permission of the Business Representative will be removed immediately from the referral system for a period of one year.

Job Stewards/Assistants/Stage Managers/Head of Departments

Local 84 will maintain a list of its certified Job Stewards listed alphabetically. Local 84 shall refer the appropriate number of Job Stewards for each job from this list at its sole discretion.

Job Stewards, Stage Managers, Assistants and Heads shall not lose their position on the regular referral list during their tenure and may continue to be referred from the regular lists maintaining their seniority date.

TARDINESS

Any referent who fails to report to work on time and is deemed by the Steward to be unexcused will be sent a letter informing them of their tardiness. Anytime you feel that you may be late due to unforeseen circumstances, contact the Business Representative's cell phone at 860-205-9496 prior to the call start time.

Offenses are cumulative over a rolling 6-month period.

The first unexcused offense will warrant a written warning.

The second unexcused offense will warrant an appearance in front of the R& E Committee.

The third unexcused offense will warrant the removal from the referral list **for a period of 3 calls.**

The fourth unexcused offense will warrant the removal from the referral list **for a period of seven calls.**

The fifth unexcused offense will warrant the removal from the referral list **for a period of fourteen calls.**

The sixth unexcused offense will warrant the removal from the referral list **for a period of thirty calls**

The seventh, and any subsequent offense in the 12 month rolling period, will warrant a mandatory appearance before the Executive Board with a suspension of up to 1 year.

NO CALL-NO SHOW / CALL ABANDONMENT

Any referent who fails to report to work or walks off a call and is deemed by the Steward, Head or Stage Manager to be unexcused, will be sent a letter informing them of their failure to report. If you are unable to make it to a call you have accepted, contact the Business Representative's cell phone at 860-205-9496 prior to the call start time. Any phone calls after the call time has started will still be considered a failure to report and that person will be replaced.

Offenses are cumulative over a rolling 6-month period.

The first unexcused offense will warrant the removal from the referral list **for a period of five calls.**

The second unexcused offense will warrant the removal from the referral list **for a period of ten calls.**

The third unexcused offense will warrant the removal from the referral list **for a period of thirty calls.**

The fourth unexcused offense will warrant the referent being called in front of the Executive Board and removal from the referral list **for a period of one year from the date of the offense.**

PERMANENT REMOVAL FROM LOCAL 84 CALL LIST

Any referent who, after receiving a one-year suspension, returns to work and again has offenses that would warrant another one-year suspension shall, instead, be removed from the referral list permanently.

TOOLS/SHOW BLACKS

All persons are required to arrive at work calls with sufficient tools to perform any assigned jobs. Failure to have the required tools at report time will subject the person to removal from the call with no compensation. The tools must be in working order. Sufficient tools are defined as the following:

- Crescent Wrench
- Hammer
- Pliers or Channel Locks
- Screwdriver (flat and Phillips)
- 9/16 (deep) socket with ratchet
- Knife
- Flashlight
- Work gloves (optional)
- Edison Electrical Tester
- Tape Measure (25' minimum)

These are minimum required tools. Most workers bring a variety of extra tools that help them do their job more efficiently. Some tools that may be helpful are: channel locks, a level, utility knife, vice grips, allen set, a harness, rope, a telrad, ect.

If you are on a rigging call you are expected to bring:

- Rope (120 feet)
- Split -Sheaves
- Harness
- Klein tool ¾ inch Havens grip

If you are on a wardrobe call you are expected to bring the following:

- Scissors
- Needle and thread (sample pack of different colors)
- Flashlight
- Seam ripper
- Apron
- Sharpie marker and pens
- Multi-tool

Stagehands assigned to a "show crew" should always assume that "Show Blacks" are required, whether specifically advised or not. In some instances, certain shows may dictate that stagehands be dressed in costume and should this occur, crew members will be advised and fitted as appropriate. **Show Blacks** include the following:

- Black shirt (without bright/big lettering and/or printed designs; no belly shirts)
- Black pants (shorts and cropped pants are not allowed)
- Black shoes and socks (no white socks)

In some instances, stagehands may be expected to dress in suit and tie and when this is mandated, a dark suit is suggested. Shorts are not permitted on performance calls except on some outdoor concert calls when approved. Failure to have appropriate attire for show call at the report time will subject the person to removal from the show call with no compensation.

Any referent who fails to carry all the tools listed in this regulation handbook or who fails to carry blacks for a show call is subject to the following disciplinary repercussions. The steward or head at each venue will verify that each member has tools.

Offenses are cumulative over a rolling 6-month period.

The first offense will warrant a written warning.

The second offense will warrant an appearance in front of the R & E Committee.

The third offense will warrant the removal of the referent from the referral list **for a period of three calls.**

The fourth offense will warrant the removal from the referral list **for a period of seven calls.**

The fifth offense will warrant the removal from the referral list **for a period of fourteen calls.**

The sixth offense will warrant the removal from the referral list **for a period of thirty calls.**

The seventh offense will warrant the referent being called in front of the Executive Board and removal from the referral list **for a period of one year from the date of the offense.**

Referral/Education Committee (R&E Committee)

Contacts: Billy Philbin 860-478-6364
John Cerullo 203-525-5225
Jeremy Philbin 860-983-3657
Jason Ector 860-997-5956

The President of Local 84 shall appoint a R&E Committee consisting of five Local 84 members in good standing. The term of office shall be for three years. The Committee shall select from its membership a chairman and a secretary who shall retain voting privileges.

The R&E Committee shall be responsible for hearing complaints regarding the operation of this Referral System and shall hear all appeals concerning these rules. The R&E Committee shall not have the authority to change these rules.

Three members of the Committee shall constitute a quorum. All decisions shall be made by a majority vote of those members present at any meeting. The Committee shall meet at least once a month.

The Executive Board will have supervision over the R&E Committee. The R & E Committee will handle complaints that any referent has regarding this Job Referral Procedure. The referents must always go to the Members Representative as a first recourse to resolve any issues.

Any decisions of the R & E Committee may be appealed to the Executive Board.

Complaints

Any referent may file a complaint concerning any alleged violation of the terms of this Job Referral Procedure to the R&E Committee.

Such a complaint must be filed in writing and received at the office within ten 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.

The Committee, upon notice to the complainant, shall hold a hearing on the complaint within thirty days of the receipt of the complaint, except for extenuating circumstances. The 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.

The R&E 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 Committee will be final and binding, unless appealed to the Executive Board within five business days of receiving notice of the decision.

Appeal Process

Any referent may appeal any decision of the R&E Committee to the Executive Board. Appeals of penalties for lates, no shows or call- ins must be based on a verifiable emergency and should be accompanied by documentation.

Appeals must be filed in writing and received at the office within ten calendar days of the date of the notice of the decision of the R&E Committee. 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 Committee.

The Committee, upon notice to the appellant, shall hold a hearing on the appeal within thirty days of the receipt of the appeal, except for extenuating circumstances. The Committee will 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.

Any appeal in regards to suspension or termination requires an immediate meeting negating the aforementioned rules.