

**REFERRAL HALL PROCEDURES
& WORK RULES
I.A.T.S.E. LOCAL 631**

This document has been adopted to establish the Referral Hall Procedures and Work Rules for qualified personnel at I.A.T.S.E. Local 631.

I. OPERATION OF THE SYSTEM

A. REFERRAL HALL COMMITTEE

1. There shall be a permanent standing Referral Hall Committee made up of nine (9) members. Pursuant to the Constitution and By-laws of the Local, the President shall appoint all members of the Referral Hall Committee. These appointments shall consist of two (2) members of the Executive Board and seven (7) members, from the body, not on the Executive Board. All members of the Referral Hall Committee shall serve a minimum term of eighteen (18) months from the date of appointment. A committee member may be replaced if unable to attend at least nine (9) regular monthly meetings during the term, or five (5) consecutive meetings, or by action of the Executive Board.
2. The President (Chairman) and Business Agent shall be ex officio members of the committee. The Chairman and the Business Agent will only cast a tie-breaking vote as needed. The Call Steward shall participate as a non-voting member of the committee.
3. The Referral Hall Committee shall be responsible for overseeing the operation of this Referral Hall System and shall hear all appeals.
4. Five (5) members of the Referral Hall Committee shall constitute a quorum.
5. All decisions shall be made by majority vote.

A. BUSINESS AGENT

The Business Agent of Local 631 shall be responsible for the daily operation of this Referral Hall System in keeping with the duties stated in Article VII, Section 4 of the I.A.T.S.E. Local 631 Constitution. The daily operation of the call system will be conducted by the Call Steward under the direct supervision of the Business Agent.

The Business Agent will serve as Co-chairman of the Referral Hall Committee.

In emergency situations, when all available persons have been referred to employers, the Business Agent shall have the authority to place persons on an Emergency Work List without a meeting of the Referral Hall Committee.

II. REFERRAL ELIGIBILITY

A. ELIGIBILITY

To be eligible for placement on the Referral Hall List of I.A.T.S.E., Local 631 a person must:

1. Be at least 18 years of age;
2. Reside in the jurisdiction of I.A.T.S.E. Local 631. This jurisdiction is defined as that granted by Local 631's parent organization, The International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada, AFL-CIO, CLC;
3. Maintain a working cell phone number, email address, and U. S. Postal address. Phone Numbers and mailing addresses must be kept current with the Referral Hall.

B. RESUMES

1. All persons desiring to be placed on the Referral Hall List shall register their availability for referral by submitting a current resume of their stagecraft experience to the Local 631 office. Resumes may be delivered in person, via mail, via FAX, or via electronic transmission to resume@iatselocal631.com.
2. All resumes will be marked with the date and time of day received.
3. Pending resumes more than twelve (12) months old shall be removed from the resume file.

C. QUALIFICATIONS

1. All persons must provide proof of their qualifications by training, certifications, and/or experience.
2. The Referral Hall Committee will review all resumes and shall determine whether a person's qualifications are sufficient. Thereafter, such persons may be requested to participate in a practical test as appropriate.
3. No person shall be registered on the Referral Hall List if they have not had their resume approved by the Referral Hall Committee.
4. Persons may update their qualifications at any time by submitting in writing a new resume and/or documentation of new skills.
5. *Persons who are not physically able to work shall not be eligible for referral to work.*

III. REFERRALS

A. Once new referrals are added to the Referral list:

1. They must attend the Local 631 New Hire Orientation.
2. They must fill out and sign their I.A.T.S.E. Local 631 Personnel Form and applicable check offs, including completed W-4 and I-9 forms (with ID copies), which will be kept on file in the Local 631 office.
3. They shall be on probation for the first twelve (12) months. During the twelve month probation period, the Business Agent of Local 631, or the Referral Hall Committee, may remove from the list any person(s) whose work and/or work site behavior does not meet the standards outlined in these Referral Hall Procedures and Work Rules.
4. They shall remit to the office of Local 631 four percent (4%) of gross wages on any work obtained by that person through the Local 631 Referral Hall. Such percentage is payable on receipt of any paycheck, and is due within thirty days. All persons accepting work pursuant to these procedures agree to promptly make such payments and, upon failure to make payment within thirty (30) days after receipt of each paycheck, will be subject to payment of a late fee of \$ 20.00. Furthermore, if such default continues for a period of more than two (2) months from receipt of a paycheck, such person will be automatically dropped from the Referral Hall List of Local 631 as outlined in these rules.
5. Non-union member referents shall pay to Local 631 an additional quarterly Referral Hall Fee to be used by the Local exclusively for the operation of the Referral Hall. This nonmember fee shall be equal to the amount that union members currently contribute quarterly toward the operation of the Referral Hall. The current fee amount will be posted in the office and online. The Referral Hall Fee is due on the first day of each quarter and shall be paid within 30 days or it will be in default and subject to late fees as provided in the previous paragraph 4.

B. The Referral Hall Call System will be run as a call out system. The Call Steward(s) will operate the call out system. They will call or text the referral's current contact number.

1. *IT IS THE REFERRAL'S RESPONSIBILITY TO MAKE SURE THE LOCAL HAS A WORKING CONTACT CELL NUMBER, EMAIL ADDRESS, AND CURRENT POSTAL MAILING ADDRESS.*
2. It is the responsibility of each person to reply promptly to the Call Steward for work after being called or texted. Referrals will have 1.5 hours to reply to the Call Stewards. The Call Steward's desk phone number is (407) 422-2753 (voice only) and their cell phone number is (407) 808-4243 (voice or text). In the event a referral fails to return the call after 1.5 hours, the Call Steward shall call the next person on the rotation list. If you are not available to work, please do the courtesy of replying this to the Call Steward so that they can move on with filling the calls in a timely manner.

3. Any person who refuses a work call from the Business Agent, Call Steward, or other authorized agent of Local 631 for reasons other than illness, death in the immediate family, or other good cause, shall have their name removed from the Referral Hall List for one rotation. Not returning the Call Steward's phone calls or texts is effectively refusing a work call.
4. Please note, Local 631 and the Referral Hall are not your employer. The Local's phone numbers are not to be given out as a work number or for any other personal contact purposes.
5. Occasionally, employers request the referral of workers on short notice. In such cases, the Referral Hall will note the employer's request and will promptly attempt to locate workers for referral on short notice. In such situations, the Referral Hall will not make repeated calls in an effort to contact the referral who is next available on the Referral Hall list, but will continue down the Referral list until enough referrals to meet the employer's request have been contacted.
6. All original work calls shall come through the Call Steward(s).
7. Confirmation of work calls must happen directly to the Call Steward(s) by phone or text.
8. All questions and complaints regarding how work calls are filled from the Referral List shall be addressed to the Business Agent of Local 631 first.
9. In the event a referral is not available for work and has prior knowledge of this (for example a vacation or tour) he/she shall notify the Call Steward of their Inactive status in advance in writing by a text message, email, or letter. To be reactivated, referrals must notify the Call Steward again in writing. While inactive a referral will not be called except in the event of an employer request, nor will the referral drop to the bottom of the Referral Hall List.
10. Any referral may file a participant report concerning any matter involving the operations of the Referral Hall System or any alleged violation of the Referral Hall Procedures and Work Rules. All reports will be reviewed by the Business Agent and the Referral Hall Committee for appropriate response and action.
11. I.A.T.S.E. Local #631 is not your employer. Individual job employers have different pay schedules. If there are any questions as to the expected rates and/or date of pay, these should be referred to the Job Steward. Some paychecks for work gained through the office of Local 631 are sent by the employers to the Local office for distribution. If any person desires his/her paycheck to be mailed to them, they must supply the Local office with self-addressed, stamped envelopes. Direct deposit is available for most jobs. If you have any questions about your paycheck, contact the Local 631 office for assistance, in writing, using a Payroll Discrepancies form. For best results the form must be filed within fourteen (14) days of the check issue date.

IV. WORK RULES

- A. All persons are expected to report to the Job Steward at the job site 15 minutes prior to the designated call time. If you are late for the designated call time, the employer can send you home without compensation. The Job Steward shall contact the Call Steward to identify replacements for anyone who is late. When a replacement worker is dispatched, the late person is released from the call.

NOTE: Getting to and from the job sites is the responsibility of each individual. The Referral Hall assumes no responsibility for arranging transportation, nor schedules for any individual's specific need.

- B. All persons are required to remain at the job site until released by the Job Steward, as per the employer. Any person who leaves a job site without approval from the Job Steward prior to release shall be reported to the Referral Hall Committee, and shall be penalized as per the Disciplinary Code of these Procedures and Work Rules.
- C. Any problems or questions that arise on any work call should be addressed to the Department Head or the Job Steward, not to other workers, and not to the Employer. If the Department Head or Job Steward can't resolve the issue on site they will contact the Business Agent for assistance.
- D. All persons are required to be neat, clean and well-groomed on the job. T-shirts must have sleeves, must be in non-mutilated condition, and must not carry offensive phrases or graphics. Jeans are acceptable as long as they are not torn or ripped and are in good condition. For safety reasons, large jewelry is not recommended; long hair must be tied back. Some contracts and/or employers may require specific apparel be excluded or included. Lacking the proper apparel at report time will subject the person to removal from the call with compensation only for hours worked.
- E. For the safety of all persons, telephones and other personal electronic devices are not permitted to be used while operating any vehicle (including carts and lifts).
- F. The use of earphones is not permitted during the work call except during breaks and meals or special circumstances permitted by production.

- G. All persons are required to arrive at work calls with appropriate tools to perform assigned jobs. Failure to have these tools at report time will subject the person to removal from the call with compensation only for hours worked.

The minimum set of appropriate tools shall be defined as the following:

1. All Stage Referrals

Flat blade screwdriver
Phillips screwdriver
Open-ended adjustable wrench
Small flashlight
Knife (multi-tool)
Tape measure
hammer
Gloves
Safety glasses
Pencil
Allen key set

2. Additional Minimum Required Tools by Department

a. Carpentry:
Cordless screw driver & bit sets
Socket set
Flat bar
b. UpRigger:
Rope (appropriate length for venue)
c. Electricians:
Voltage detector
Diagonal wire cutters
d. Audio:
Small "tweezer" screwdrivers
e. Video:
Allen key set

3. All Wardrobe Referrals

Scissors (in sheath)
Apron
Needle & Thread (in a case)
Small flashlight (bite-light)
Pencil
Notepaper
Safety pins

NOTE: Specific assignments may require additional tools.

- H. Individuals are also required to bring photo identification and appropriate documentation for security and I-9 purposes.
- I. Violation of any of the above work rules will entail a minimum of a twenty-five dollar (\$25) fine.
- J. Specific venues and/or employers may have additional work rules that all referrals shall follow while on that job.

V. SPECIAL REQUESTS

- A. In cases where employers require employees professing special skills and abilities, the Referral Hall shall refer the first person on the current Referral Hall list whose most recent registration demonstrates possession of such special skill(s).
- B. Occasionally employers request the referral of specific individuals, the Referral Hall will attempt to place requested individuals on the call regardless of their position on the Referral Hall List.

VI. REMOVAL FROM LIST

- A. Persons may be removed from the Referral Hall List of Local 631 if the Business Agent or Call Steward is unable to contact the person on three (3) consecutive occasions or three (3) times in three (3) months. An exception will be made in the event of a bona fide illness or military service, so long as written notice of same is given to the Business Agent. Written notice shall be given to a referral, by certified mail, advising the person that their name was removed from the Referral Hall List due to the Business Agent's inability to contact the person. Regardless of a person's availability to accept a work call, they must respond to the Business Agent's or Call Steward's call within 24 hours or it will be counted as a non-returned call and subject to this clause.
- B. Persons shall be removed from the Referral Hall List of Local 631 for failing to remit four percent (4%) of gross wages of work gained through the Jurisdiction and/or the quarterly Referral Hall fee (non-members) or quarterly membership dues (members). The 4% assessment is due within 30 days of a check being issued. Quarterly fees/dues are due within 30 days of the start of each quarter. After 30 days a \$20.00 late fee will be assessed. Upon failure to pay in full all indebtedness within ten (10) working days after written notice by certified mail has been sent, that person shall be deemed automatically removed from the Referral Hall List of Local 631, unless prior thereto, an extension of time to pay has been granted by vote of the Referral Hall Committee.
- C. Persons removed from the Referral Hall List of Local 631, who later wish to return, shall be required to submit a new resume. Consideration of resume will be contingent upon settling all indebtedness with the Referral Hall and/or Local 631. An individual may request documentation of their indebtedness. All resumes will be reviewed and voted upon by the Referral Hall Committee.

VII. SUSPENSION FROM LIST

- A. A person shall be suspended from the Referral Hall List as specified under the Discipline Code of these Procedures and Work Rules.
- B. NOTICE: A person will be notified by certified mail of any violation of the Disciplinary Code and the date they will be suspended from the Referral Hall Lists.
- C. The maximum penalty provided in the Disciplinary Code may be imposed automatically by the Business Agent or Referral Hall Committee upon receipt of a written complaint from a job steward or any employer, unless the person files a timely appeal. (See Section IX, Appeals).
- D. If a timely appeal is filed (In accordance with Article IX, paragraph B), no penalty shall be imposed until the appeal procedure has been completed, except for immediate suspensions for Major Offenses as provided in these Rules and Regulations.

VIII. DISCIPLINARY CODE

All registrants shall be held accountable for their conduct under this Referral Hall System.

A. LIST OF OFFENSES

- 1. Major Offenses
 - a. Conviction of a felony that occurs at the work place.
 - b. Fighting with intent to cause bodily harm, with the exception of self-defense.
 - c. Theft at the workplace
- 2. Serious Offenses
 - a. Falsifying Qualifications on resume.
 - b. Sexual harassment (As defined by Federal guidelines)
 - c. Directing profanity or a verbal threat to any client, official, referral, or employee of the Local, or appointed steward while at work, or in the process of coming to or leaving work.
 - d. Making threatening or harassing communications, such as voice message, text, email, social media, or letter to any client, official, referral, or employee of the Local, or appointed steward.
 - e. Conduct or behavior damaging to the Referral Hall System's relations with employers, or conduct or behavior that obstructs the ability of the Referral Hall System to carry out its duties and obligations.
 - f. Consumption of or being under the influence of alcohol or a controlled substance at work.

- g. Leaving a job, except for good cause, without being released by the Job Steward, Business Agent or authorized representative

3. Minor Offenses

- a. No Call No Show – After accepting a referral, failure to sign in by call time without notifying job steward or call steward by call time, except for good cause.
 - b. Failure to appear before Referral Hall Committee upon request.
 - c. Being removed from the call by a client or venue representative. – For example Disruption in the Workplace.
 - d. Chronic Tardiness – Failure to sign in by call time *three (3) consecutive times or three (3) times in three (3) months*. It is expected that referrals will report to the Job Steward *fifteen (15) minutes before the posted call time*.
 - e. Doubling up without permission of the Business Agent
 - f. Violation of OSHA safety rules, or of an employer’s safety standards, after warning.
 - g. Chronic calling off of calls - Calling the Call Steward to say they can no longer accept a call, after the confirmation email has been sent, *three (3) consecutive times or three (3) times in twelve (12) months*.
 - h. Chronic Declining of calls *six (6) consecutive declines or six (6) declines in three (3) months*. To avoid fines for chronically declining calls, referrals who cannot or choose not to accept calls, may change their status to Inactive by notifying the Call Steward in writing.
 - i. Failure to notify the Call Steward when you have accepted two different calls for the same time period that will result in a No Show for one of the calls.
 - j. Chronic Violations of the Local 631 Referral Hall Work Rules (See section IV).
- B. In addition to penalties expressly provided under the various sections of these Referral Hall Procedures, any participant of the Referral Hall System who shall breach their duty as a participant by violation of the express provisions of these Referral Hall Procedures and Work Rules, or such conduct as is detrimental to the advancement of purposes which this Referral Hall pursues, or as would reflect discreditably upon the Referral Hall, shall be subject to discipline in the manner set forth by the Referral Hall Committee.

C. PENALTIES

Commission of any of the above-mentioned offenses shall be penalized by fines, suspensions, and/or removal from the Referral Hall Lists as follows:

	Major Offense	Serious Offense	Minor Offense
1st Offense	Permanent Removal from referral list	\$100.00 & 60 days	\$50.00
2nd Offense	N/A	\$100.00 & 90 days	\$50.00 & 30 days
3rd Offense	N/A	Becomes major offense	Becomes Serious offense

In the case of a Major offense, the individual may only be reinstated with the approval of the Executive Board and the Referral Hall Committee.

All fines must be paid before reinstatement to the referral list.

Three (3) minor offenses of any kind within one (1) rolling year equal a serious offense.

Three (3) serious offenses of any kind within one (1) rolling year equal a major offense.

IX. APPEALS

- A. Referrals may appeal any penalty imposed, or any alleged violation of the Procedures and Work Rules, to the Referral Hall Committee.
- B. Such appeal must be filed within seven (7) business days of referral’s notice of charges. All appeals shall be submitted in writing by email (rhall@iatselocal631.com), letter, or by fax to the office of the Local 631 Union and will be brought to the attention of the Referral Hall Committee.
- C. The written appeal must clearly and specifically describe the subject matter of the appeal, and the relief requested.
- D. The Referral Hall Committee shall hold a hearing on the appeal within thirty (30) days of receipt of the appeal, except for extenuating circumstances, in which case a hearing shall be held within ninety (90) calendar days of receipt of the appeal. In order to promote the free exchange of facts and informality, no party shall have the right to legal counsel at a hearing. The appellant may or may not be required to attend said hearing.
- E. The Referral Hall Committee may affirm the penalty, overturn the penalty, or reduce the penalty, but may not increase the penalty. The decision of the Referral Hall Committee shall be final and binding on all parties.
- F. A referral may also appeal the assessment of their qualifications as determined by the Business Agent or the Referral Hall Committee.

X. AMENDMENTS

- A. These procedures are intended to meet the Union's obligations to staff the employers' jobs as efficiently and effectively as possible.
- B. These procedures may be changed from time to time, and persons using the referral processes of the Union should feel free to make any constructive suggestions for changes which they feel are necessary or desirable. Proposals shall be reviewed by the Referral Hall Committee and the Executive Board of Local 631 and the local's legal counsel.
- C. Changes must be approved by a majority vote of the members present at a specially called business meeting of the Local as specified in the Constitution and Bylaws of Local 631. Changes will not be final nor go into effect until approved by the I.A.T.S.E. International President.

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