

About this Document

In this document, we will explain what the Union expects from you and what you may expect from the Union. We have found this understanding is essential to good working relationships. This document applies to all regular full-time and part-time non-member and member employees. If any statement in this document is not completely clear to you, please feel free to contact an Executive Officer i.e. Secretary Treasurer, Business Representative, or President. This document is not a contract between IATSE Local 631 and the employees. IATSE Local 631 reserves the right to change policies, working conditions and benefits as set forth in this document without notice. We sincerely hope you will enjoy working with us and that you will find opportunities for growth and success.

Equal Employment Opportunity

It is the policy and commitment of IATSE Local 631 to observe the principles of equal employment opportunity. This has been and shall continue to be the basic employment policy of the Union.

IATSE Local 631's commitment to equal employment opportunity is demonstrated through the following practices:

- All applicants for employment will be considered without regard to race, color, religion, age, disability, sex, sexual orientation, national origin or veteran status.
- All disabled applicants for employment will be considered without discrimination based on physical or mental disability in regard to any position for which the individual is qualified.
- All disabled veterans will be considered without discrimination in respect to any position for which the individual is qualified.
- There shall be no discrimination based upon race, color, religion, age, sex, sexual orientation, national origin, disability or veteran status against any employee in any manner pertaining to his/her employment, or any benefit arising thereby including, but not limited to promotion, demotion, layoff, termination, compensation and working conditions. Reasonable accommodation, when requested, will be provided.

IATSE Local 631

IATSE Local 631 was chartered by the International office in December of 1924. We are a mixed local, serving the entertainment community in the Central Florida area. We are funded by membership dues, work assessments, and referral hall fees. Our officers serve three (3) year terms and are elected by the membership. We have several committees. The individuals who serve on these committees are appointed by the President of the Local. Our President serves as an ex-officio member of all committees.

IATSE Local 631 is affiliated with the following bodies:

- IATSE International Office
- IATSE District 14
- Florida AFL-CIO
- Florida C.O.P.E.
- Central Florida Labor Council
- Service Trades Council (serving WDW Cast Members)
- Orlando Regional Chamber of Commerce
- Orlando Economic Development Commission
- Jobs with Justice
- Voter Education Alliance

Mission Statement

This Local is dedicated to the principals of trade unionism. Its objects are to unite all workers within its jurisdiction for the following purposes:

- To improve their wages and hours of work, to increase their job security and to better their working conditions.
- To advance their economic, social and cultural interests.
- To establish peaceful and harmonious relations between its members and their employers, and to increase the stability of the industry.
- To promote full employment.
- To promote and support democracy and free trade unionism.
- To engage in such other activities as may be necessary or proper to strengthen the labor movement and to extend the process of collective bargaining throughout all trades and industries.

This Local shall endeavor to accomplish the foregoing purposes by organizing the unorganized, educating its membership, negotiating collective bargaining agreements with employers, securing progressive legislation and by all other appropriate means within the International.

Your Job

You have been selected to join IATSE Local 631 because we believe you possess the necessary qualifications for the job to which you are being assigned.

By way of instruction and training, you will be given every opportunity to succeed. Succeeding on a job is as much a matter of attitude as of skill. Some of the more obvious indications of a helpful attitude are: following work guidelines within our Policies and Regulations and within our IATSE Local 631 Rules, being punctual, not abusing privileges and willful cooperation with fellow employees.

Nothing in this document imposes a contract obligation on IATSE Local 631 or limits the employer's right to terminate at will. The employment situation is such that either the employee or the employer can terminate the employment relationship at will.

Standards Of Conduct

Ethical guidelines are necessary in any organization to maintain a standard of conduct for all. The set of guidelines applicable to IATSE Local 631 employees have been carefully written to protect you and your rights against the arbitrary actions of others, to protect IATSE Local 631 property, and to carry out policies for the good of all concerned. We hope that you will make every effort to learn and understand these guidelines. We are convinced that those who conduct themselves in a responsible and professional manner will not find the guidelines bothersome but, in fact, beneficial to them by guaranteeing them a safe, more orderly environment.

PRINCIPLES OF ETHICAL CONDUCT

- Employees shall not hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities.
- Employees shall not engage in any financial transaction in order to further any private interest using nonpublic information which they obtain in the course of their employment.
- Employees shall put forth honest effort in the performance of their duties.
- Employees shall make no unauthorized commitments or promises of any kind purporting to bind IATSE Local 631.
- Employees shall not use their public offices for private gain.
- Employees shall act impartially and not give preferential treatment to any private or public organization or individual.
- Employees shall protect and conserve public property and shall not use it for other than authorized activities.
- Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities.
- Employees shall promptly disclose waste, fraud, abuse, and corruption.
- Employees shall adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, sexual orientation, national origin, age, or disability.
- Employees shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of IATSE Local 631.

BENEFITS, GIFTS, AND HONORARIA

A "benefit" is anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare an employee has a direct and substantial interest.

Bribery: No IATSE Local 631 employee may solicit, offer, confer, agree to confer, accept or agree to accept any benefit in exchange for his or her decision, opinion, recommendation, vote, or other exercise of official power or discretion.

Political Activities

Voting and Political Participation: As employees of IATSE Local 631, Local 631 employees have the rights of freedom of association and political participation guaranteed by the state and federal constitutions, except as limited by valid state laws. IATSE Local 631 employees shall be allowed sufficient time off to vote in public elections without a deduction from pay or from accrued leave time.

Political Contributions from Employees: IATSE Local 631 employees may make personal contributions to candidates for office and political organizations.

EMPLOYMENT

Outside Employment: Full-time IATSE Local 631 employees are expected to devote their time to their assigned duties and responsibilities on a full-time basis. Permission to engage in external employment may be granted, so long as all of the following conditions are met:

- (a) Permission to engage in the employment is requested and received prior to the time the employee accepts external employment.
- (b) Activities related to the external employment are not reasonably expected to interfere with the regular work of the employee.
- (c) The employee complies with all applicable laws and professional standards of conduct.

Failure to comply with any of these conditions may result in withdrawal of permission to engage in external employment.

Equal Employment Opportunity and Affirmative Action

Equal employment opportunity is afforded within IATSE Local 631 to all employees and applicants for employment regardless of race, color, sex, sexual orientation, religion, national origin, age, disability or status as a veteran. This policy applies to advertising, recruitment, employment, compensation, promotion, transfer, termination, selection for training and all other privileges and conditions of employment.

Affirmative action embraces the idea that progress toward achieving equal employment opportunities requires positive steps to remove discriminatory barriers. Equal opportunity is facilitated by taking affirmative action in all matters relating to personnel administration.

Americans With Disabilities Act (ADA)

IATSE Local 631 does not discriminate in such matters as job application procedures, hiring, benefits, advancement or discharge practices, compensation, job training or other terms, conditions, and privileges of employment against any qualified individual with a disability.

Individuals with disabilities may request reasonable accommodations when accepting positions within the IATSE Local 631 or during employment

Sexual Harassment

Sexual harassment is difficult to define because it involves feelings and perceptions. What is considered acceptable behavior by one person may be perceived as sexual harassment by another. Generally, sexual harassment is repeated, oppressive behavior directed at someone because of his or her gender. It can consist of unwanted, unwelcome and offensive verbal comments as well as physical advances, in which:

- Submission to, or toleration of, such conduct is a condition of employment or participation in other Union-related activities; or
- Submission to or rejection of the advances is used as a basis for making employment or academically-related decisions affecting such individual; or,
- Such conduct creates an intimidating, hostile or offensive work environment which unreasonably interferes with an individual's normal work performance.

Examples of conduct which may be considered to be sexual harassment include but are not limited to:

- Offensive sexual flirtations, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic verbal comments about an individual's body or sexual behaviors;
- Sexually degrading words used to describe an individual;
- Unwelcome touching or physical contact;
- The display of sexually suggestive objects, posters, or pictures;
- Whistling, obscene gestures, suggestive or insulting sounds; and
- Unwelcome, repeated requests for dates.

What You Should Do If You Are Being Sexually Harassed

If you are experiencing sexual harassment, it is important to keep in mind that you can take action to eliminate it:

Speak up - Ignoring sexual harassment does not make it go away. Express your objections clearly, and in a timely way. There is a chance the harasser did not realize the behavior was offensive. Also, if you file charges at a later date, it is sometimes helpful (but not essential) to have objected to the behavior.

Keep records - Including any notes or letters received from the harasser. Write down dates, times, places, witnesses, what happened or what was said, and what you said or did in response.

Get help - The Business Representative cannot take steps to solve the problem if you don't report it. It will take courage to confront a harassment problem, but you may keep another person from having the same problem later.

Sexual harassment can be reported to any officer.

Take it seriously - A sexual harassment allegation has a considerable impact on the individual accused. Do not make allegations that are without foundation, as you could be disciplined for filing a false report.

What You Can Expect When You Report An Incident

The Business Representatives Responsibility - The union takes complaints seriously. All complaints are investigated promptly, fairly, and confidentially, maintaining the employee's sense of dignity and respect. If a supervisor receives a complaint of sexual harassment, he or she will report it to an officer or executive board member, then proceed with an investigation. A typical investigation may involve meetings with all parties, including possible witnesses. When warranted, appropriate disciplinary action is taken.

Every effort is made to prevent retaliation directed at an employee who has filed a complaint or assisted in an investigation. If an employee is found to have engaged in any form of retaliation, appropriate disciplinary action will be taken.

If it is determined that an allegation of sexual harassment is without foundation, and if there is evidence of malicious intent, the complainant may be subject to disciplinary action.

Complaint And Appeal Procedure

You are encouraged to resolve complaints regarding wage or work-related conditions, including discrimination, through discussions with the Business Representative. However, in cases where resolution is not reached, the following procedure has been developed:

Discuss the complaint with the President. If you do not feel comfortable discussing the complaint with President or the complaint involves wrong doing on the part of the President, contact the Secretary Treasurer.

If the complaint is not resolved, through a discussion between you and your immediate supervisor, the Secretary Treasurer will arrange a meeting between you and the Executive Board to discuss the complaint. The Executive Board will then make a decision regarding the complaint.

Drugs and Alcohol

IATSE Local 631 policy prohibits the unlawful manufacture, distribution, possession or use of illegal drugs or alcohol on union property while employees are on official duty.

Holidays

Regular Full-time employees are entitled to holiday pay, regardless of length of service.

Part time/casual employees or members are not entitled to holiday pay

In order to qualify for holiday pay, you must work at least part of your last scheduled work day immediately before the holiday; or be in a paid leave status for such scheduled workday such as vacation or sick leave.

You may use accrued vacation or compensatory leave to observe Rosh Hashanah, Yom Kippur, Good Friday, or any other holy day. (A "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation.)

Vacation

ELIGIBILITY

All regular Full-time employees of the IATSE Local 631 are entitled to vacation with pay

ENTITLEMENT TO VACATION LEAVE

Employees must be in vacation-accruing positions to use vacation leave.

The Business Representative may deny a request to use vacation leave if granting that leave would place an unreasonable burden on the organizations ability to provide services of acceptable quality and quantity during the time requested.

A regular full-time employee accrues vacation leave and may carry it forward from one fiscal year to the next in accordance with the following schedule:

Employees With Total Contiguous Employment of:	Hours Accrued per Month	Maximum Hours Carried Forward From One Fiscal Year to the Next
less than 2 years	8	180
at least 2 but less than 5 years	9	244
at least 5 but less than 10 years	10	268
at least 10 but less than 15 years	11	292
at least 15 but less than 20 years	13	340
at least 20 but less than 25 years	15	388
at least 25 but less than 30 years	17	436
at least 30 but less than 35 years	19	484
35 years or more	21	532

An employee accrues vacation leave (see schedule above) for each month of employment with the union. Vacation credit is posted to each employee's leave record on the first day of employment and on the first day of each succeeding month that the employee is actively at work. An employee who is employed by the union during any part of a calendar month accrues vacation leave for that month unless he or she is on leave without pay for the entire month. Vacation accrual ends on the last day the employee is actively at work.

A regular full-time employee may not take vacation leave until he or she has six months of continuous employment, although the employee accrues vacation leave during that period.

An employee is entitled to carry forward from one fiscal year to the next the balance of unused accumulated vacation leave that does not exceed the maximum number of hours allowed by the schedule. All hours of vacation leave that may not be carried forward at

the end of a fiscal year will be credited to the employee's sick leave balance on the first day of the next fiscal year.

Time during which an employee is excused from work because of a holiday is not charged against the employee's vacation leave.

ENTITLEMENT TO PAYMENT FOR VACATION TIME

A regular full-time employee who separates from employment for any reason is entitled to be paid for his or her accrued vacation balance as of the date of separation if he or she has accrued six months of continuous employment at any time during his or her lifetime.

Holiday pay will not be included in the payment of frozen vacation balances upon termination of employment.

EMPLOYEE DEATH

Upon the death of an employee who has accumulated vacation entitlement, his or her estate will be paid for all of the employee's unused vacation and any hours for holidays for which the employee would have qualified if the employment had continued over the span of working days represented by the accumulated vacation. Payment will be calculated at the rate of compensation being paid at the time of death, but neither longevity nor hazardous duty pay may be included in the compensation rate.

Sick Leave With Pay

Eligibility: Each regular full-time employee of IATSE Local 631 is entitled to sick leave with pay. Sick leave shall be earned by regular full-time employees at the rate of eight hours for each month or fraction of a month of employment.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when the employee is needed to care for and assist a member of his/her immediate family who is actually ill. Immediate family is defined as those individuals related by kinship, adoption, or marriage, or foster children and are living in the same household.

An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a child, parent or spouse of the employee that needs such care and assistance as a direct result of a documented medical condition.

Employees who are absent from duty because of illness will notify the Business Office of the fact at the earliest possible time. Upon return to duty, an employee will, without delay, report the reason for absence to the supervisor.

For absences of more than three continuous days, the employee must submit a physician's statement indicating the cause or nature of the illness, its duration and the estimated date of recovery.

Malingering and other abuses of sick leave entitlement will constitute grounds for dismissal.

Sick Leave Without Pay

After exhausting all accrued leave, an employee, who is unable to return to work due to sickness, injury, or pregnancy and confinement, or is needed to care for an immediate family member who is actually ill, may submit a request for sick leave without pay.

Military Leave

Leaves of absence are granted for military training and active duty. Military leave is generally unpaid. However, if you are a member of the state military forces or Reserves, you will be granted paid leave for up to 15 days each federal fiscal year for military training or duty. You will also be entitled to emergency leave with pay if you are a member of the National Guard called to emergency active duty by the governor. If possible, you must notify the Business Representative in advance of your need for military leave.

Jury Duty

In the event a regular full-time employee is called to jury duty service, the employee will receive regular compensation while serving. An employee called to jury duty may keep any payment received from the appointed court in addition to regular compensation.

Family And Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) became effective on August 5, 1993. The FMLA requires the A&M System to provide up to 12 weeks of unpaid, job-protected leave each fiscal year to "eligible" employees for certain family and medical reasons. Employees are "eligible" if they are regular full-time employees and have worked for the union for at least one year.

Reasons for Taking Leave. If you are a regular full-time employee, you will be granted unpaid leave for one or more of the following reasons:

- for the care of your child immediately following birth or placement in your home; for adoption of foster care;
- for the care of you spouse, child or parent who has a serious health condition; or
- for a serious health condition that makes you unable to perform your job.

You must take all paid leave for which you are eligible before using unpaid leave. Any paid or unpaid leave you take for these reasons will count toward the 12 weeks of FMLA leave that you are allowed each fiscal year.

Advance Notice and Medical Certification.

- You must provide advance Leave notice and medical certification. Ordinarily, you must provide 30 days advance notice when the leave is "foreseeable.", or as soon as practicable.
- You must provide medical certification to support a request for leave because of your or a family member's serious health condition.
- You must provide medical certification that you are able to return to work.
- You also must provide medical certification if you are unable to return from leave because of a serious health condition.

Intermittent or Reduced Leave.

- You may take intermittent leave or may work a reduced hour schedule to reduce your usual number of hours per day or work week.
- Intermittent or reduced leave schedules are subject to your employer's approval unless the schedules are medically necessary.
- Intermittent or reduced leave may only be taken for serious health conditions of the employee or immediate family member.

Job and Benefits Protection.

Upon return from FMLA leave, you will be restored to your original or an equivalent position with equivalent pay, benefits and other employment terms, unless you would not otherwise have been employed at that time, or you are considered a "key" employee under FMLA.

You will not lose any employment benefit that accrued before the start of an FMLA leave, except accrued leave used as part of the FMLA leave.

Medical Insurance Coverage.

For the duration of FMLA leave, the Union will pay its contribution toward your health insurance coverage (or optional coverage, if applicable) under the conditions coverage would have been provided if you had continued working.

Parental Leave

Employees who are not eligible for FMLA leave are entitled to a parental leave of absence without pay, not to exceed 12 weeks, for the birth of a natural child or the adoption or placement of a foster child younger than 3 years. This period begins with the

date of birth or the first day the adoptive or foster child is formally placed in the home and expires 12 weeks later.

As with FMLA, employees must use any available vacation or sick leave as part of the parental leave. However, use of sick leave is strictly limited to situations clearly falling within the definition of sick leave. The employee must submit proof of adoption or placement of a foster child. Employees may continue to participate in insurance benefit plans, but once an employee goes on unpaid leave, he/she is responsible for payment of all insurance premiums.

Hours

Normal working hours are 9 a.m. to 5 p.m. unless otherwise provided. An hour lunch will be scheduled.

Fiscal Year

The fiscal year for IATSE Local 631 begins January 1 and ends December 31.

Emergency Numbers

For emergencies dial 911 or the Orlando Police Department at (254) 968-9002. This number may also be used for police matters or to speak to Police personnel.

Insurance

All employees, regular full-time and part-time will receive benefit payments as approved by the General Membership.

IATSE Local 631 Benefits are administered by the IATSE International Benefit Fund. All questions regarding benefits should be directed to 1 (800) 456-FUND.

Workers' Compensation Insurance

You are covered by Workers' Compensation Insurance. If you sustain an accidental injury or occupational disease while working, Workers' Compensation pays for medical expenses and, in some cases, for lost wages.

You must report any injuries you sustain on the job to the Business Representative immediately even if your injury does not appear serious. All accidents must be reported within 30 days of occurrence.