

IATSE LOCAL 470 HIRING HALL RULES AND PROCEDURES



These are the dispatch rules of the Hiring Hall of IATSE Local 470, originally adopted July 2, 2007, and as thereafter legally amended in editions 1-4. This 5th edition of the Hiring Hall Rules was adopted on 02-28-2021, to be effective 04-01-2021. The 5th edition supersedes all previous editions of the document.

It is the mission of the Hiring Hall to use these rules to dispatch registered and eligible workers to available work in the theatrical industry in a fair and equitable manner based upon objective criteria. It is the intent of these rules that the most qualified personnel are provided to the employers.

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Administration and Oversight

The administration and oversight of the Hiring Hall and its procedures shall be the responsibility of the Hiring Hall Governance Board (hereinafter "The Board"). The Board shall be made up of the members of the Executive Board of IATSE Local 470 (hereinafter "The Local"). The Board shall publish and submit the Dispatch Lists to the Business Agent and the general membership of The Local on or before April 1 of each calendar year.

The lists will be posted for public view, including The Local's webpage, and available upon written request to The Board. Any worker who feels that their position on the Dispatch Lists is incorrect may appeal in writing to The Board for a detailed review.

The Business Agent shall at all times be under the supervision of The Board in the management of the Hiring Hall. The Business Agent shall not suspend a worker from dispatch unless so instructed in writing by The Board. The Business Agent shall immediately reinstate a worker when notified in writing by The Board that the worker has returned to eligible status. It shall be the responsibility of the Business Agent to inform Job Stewards of any worker's change in eligibility status.

1 Eligibility

The Hiring Hall of The Local is administered by The Board. Any questions a worker may have about their eligibility for dispatch should be addressed to The Board at the official mailing address, email address or telephone number. Current contact information is available on the website: **www.ia470.com**.

1.1 Eligibility requirements

Workers must fulfill the following requirements to remain eligible for dispatch:

- a) must have legal documents to prove eligibility to work in the United States.
- b) must have a signed Worker's Agreement form on file with the Hiring Hall, indicating their agreement to abide by the Hiring Hall's Dispatch Rules and Conduct Policy (see Appendix D).
- c) must not be barred from dispatch to the employer in question, following the procedure set forth in the collective bargaining agreement with said employer.
- d) must not be suspended from dispatch as a result of action by The Board. See Section 1.4 of this document.

1.2 Employment Status

- a) All workers who are dispatched through the Hiring Hall are employed by the entity who requested the labor referrals from the Hiring Hall. The Hiring Hall is not an employer of any worker.
- b) Due to the unpredictable volume of work referrals available at any given time, maintaining a position on the Dispatch Lists in accordance with these rules does not guarantee labor referral for any worker during periods of low employment opportunities.

1.3 Voluntary removal from the Hiring Hall

Any worker voluntarily wishing to be removed from the Hiring Hall Dispatch Lists must notify The Board in writing.

1.4 Disciplinary Action

The Conduct Board shall oversee disciplinary actions. Disciplinary action shall be taken by the Conduct Board on the basis of written information provided by the Business Agent, Job Steward, Employer or Co-Worker.

Disciplinary action may consist of consequences listed in the Conduct Policy, but is not limited to monetary fines, suspension from dispatch, successful completion of appropriate rehabilitation or training program, or proof of knowledge of a skill or concept. Any disciplinary action taken by the Conduct Board will be done in closed session, after which a formal letter of explanation will be sent to the worker within 30 days. Such a letter will include information on the appeals process, as outlined in Section 1.5 of this document.

The Conduct Board shall consist of five (5) members, including one (1) current member of the Local's Executive Board; one (1) former member of the Local's Executive Board; and three (3) members at large of The Local. The Hiring Hall Governance Board shall appoint members of the Conduct Board at least annually. The Governance Board may also fill temporary absences on the Conduct Board at its discretion, choosing among the names of the general membership who have indicated their willingness to serve on the Conduct Board.

Workers who are in violation of the Conduct Policy will be referred to the Conduct Board for internal review, regardless of whether or not the Employer has taken any disciplinary action against the worker.

The Conduct Board will investigate all alleged concerns to the best of its ability, including witness statements and/or testimony.

When the action of a worker that prompted review by the Conduct Board rises to the level of a potential criminal charge (such as assault, theft, harassment, discrimination, or other criminal statute), any alleged victim of such action shall also be informed in writing by the Conduct Board of its decision, including right of appeal as outlined in Section 1.5 of this document.

1.5 Hiring Hall Conduct Board Appeals

Workers or victims who receive a decision by the Conduct Board may appeal to the Hiring Hall Governance Board for further review. The Governance Board will hear and investigate in a timely manner any appeals of decisions by the Conduct Board. The Governance Board may uphold, modify, or overturn the original decision of the Conduct Board.

The Governance Board does not have the authority to modify or overturn disciplinary decisions made and enforced by the Employer.

There shall also be opportunity granted for appeal to the membership of The Local.

2 Calling Rules

2.1 General Dispatch Calling Rules

The Business Agent of The Local shall fill employer labor requests in accordance with the rules of the Hiring Hall.

If the Business Agent is unavailable for any period of time exceeding 48 hours, a temporary Dispatch Call Steward may be appointed by The Board, who shall be held to the same rules and standards as the Business Agent. Any reference to the Business Agent in this document shall include a temporary Dispatch Call Steward.

The Business Agent shall contact each eligible worker in Dispatch List order by telephone or text message, between the hours of 8:00 a.m. and 8:00 p.m. Contact outside the normal hours of operation may be made in an emergency situation or by prior arrangement with a worker.

The Business Agent is not obligated to call workers for a new labor request if they have already been referred to a job from a prior labor request that will overlap.

2.2 Direct Contact

The Business Agent must make direct contact with each worker or leave an electronic message.

A completed text message sent to a phone shall be accepted as proof of direct contact. An electronic message may include voice mail, answering machine message or an electronic page.

If a worker does not have a phone capable of receiving text messages, it is the responsibility of the worker to make arrangements with the Business Agent to use an alternate form of contact, including phone calls or email.

The Business Agent may leave a message with a third party if that is the only option, but the Business Agent shall not be required to allow a third party to accept or decline any offered work.

2.3 Response Grace Period

Once a worker has received a dispatch offer from the Business Agent, the worker shall have a grace period within which to respond, which will be from the time the text or other electronic message was made until 6:00 p.m. the following day.

Workers are expected to respond to the Business Agent in as timely a manner as possible, whether accepting or declining the dispatch offer.

Workers responding within the grace period will be placed on the labor request. Workers responding after the grace period *may* be placed on the labor request if a position remains open.

2.4 Accepting Dispatch Offers While Absent

Workers who will be out of contact for a period of time may accept dispatch offers while they are absent by doing so in writing to the Business Agent, including any conditions of acceptance. Workers accepting dispatch offers in such a manner must contact the Business Agent as soon as they return for confirmation.

2.5 Non-availability of a Worker

- a) All workers shall inform The Board, in writing or email, of any change to their telephone number, email address or mailing address within ten (10) calendar days of the change. If at any time the Business Agent or The Board is unable to reach a worker by their contact information on file, the Business Agent will not be obligated to attempt to contact the worker until they provide updated contact information.
- b) Any worker wishing not to be called for dispatch to specific venues or employers must contact The Board in writing.
- c) Any worker wishing not to be called for any period of time must inform the Business Agent in writing. Text message or email notifications are preferred to postal mail.
- d) A worker may inform the Business Agent, in writing, of their outside work or family schedules and request to be called only for labor requests that do not conflict.
- e) It is the responsibility of the Business Agent to keep complete records of all dispatch calls made. Any worker with a question about a specific dispatch call may review these records by appointment with the Business Agent or their authorized representative.

3 Emergency Dispatch Rules

Twenty-four (24) hours or fewer prior to the commencement of a labor request shall constitute an emergency dispatch call. In such an emergency case, the Business Agent will move directly through the Dispatch List contacting each worker at their primary phone number. Workers will be dispatched on a first-acceptance basis regardless of their position on the Dispatch List.

4 Additions and Replacements to Labor Requests

In the event additional or replacement workers are needed after the start of a job, the Job Steward shall be authorized to fill the call before consulting with the Business Agent.

5 Leaving a Dispatched Position

Workers shall never replace themselves, even in an emergency situation. A worker who must leave a jobsite before the work has finished, or cannot arrive at a jobsite as assigned, *must* inform the Business Agent or Job Steward, or may face disciplinary action.

5.1 Temporary absence known in advance

A request for a temporary absence from a job must be made by the worker at the time they accept the initial dispatch offer. Approval of such requests shall be considered on a case-by-case basis and will be granted only with the agreement of the Business Agent, the Job Steward and the Employer's representative.

Temporary absences due to elected government official duties, armed services duty, voting poll worker duty and jury duty will be automatically granted.

5.2 Cancellations

Any worker who cannot complete a job after accepting the dispatch offer must contact the Business Agent directly; if the Business Agent is not available the worker must contact the Job Steward. A message can be left by text, voice mail or email, but the worker should continue to attempt direct contact until they receive a response from one of these two people.

6 Reductions to Labor Requests

In the event that an Employer decreases the number of workers originally requested before the start of a job, workers will be removed in reverse Dispatch List order. If the Employer requests a reduction of workers after the job has started, the Job Steward may remove workers in reverse Dispatch List order, within departments or Specialty Personnel groups. The Job Steward shall not be required to rotate workers doing specific jobs or tasks in order to accomplish this.

7 Work Referral Categories

The Hiring Hall shall refer workers to employers, as needed, within the following categories:

7.1 Job Steward

The Business Agent shall appoint Job Stewards.

7.2 Specialty Personnel

In the absence of collective bargaining agreement language governing requests for Specialty Personnel, the guidelines of this document shall apply. Specialty Personnel are workers requested by the Employer based on skill, experience, or gender, not by name.

- a) There is no limit to the number of Specialty Personnel that may be requested in any labor request.
- b) Specialty personnel may be requested by gender only if a bona fide occupational qualification (BFOQ) is clearly demonstrated by the Employer.
- c) A worker may be dismissed from a job if the Employer submits a complaint in writing to the Board, and such complaint is verified by *either* the Job Steward or the Business Agent, when the worker is found to lack the skill necessary to perform the job.

7.3 Personnel Requested by Name

In the absence of collective bargaining agreement language governing an Employer's requests for personnel by name, the guidelines of this document shall apply.

The Employer's designated representative may request workers by name. This request shall be considered strongly when filling the labor request.

Requests by name shall not include the Job Steward.

All requests for personnel by name must be made in writing or email to the Business Agent at least seven (7) days prior to the commencement of the job.

7.4 General Personnel

All labor requests that do not meet the definitions of Specialty Personnel shall be considered to be requests for General Personnel.

8 Dispatch Lists

The Hiring Hall **Certification Date** for each worker shall be the date that they successfully complete the required examination procedures as described below for each of the Dispatch Lists. Workers may achieve a ranking on as many Dispatch Lists as desired.

Workers in good standing may attempt any of the written and practical tests at any of the regularly scheduled times, after a written request to the Local's Education Committee Chair at least two (2) weeks prior to the exam. Workers who are not members of the Local will be subject to a non-refundable administrative fee prior to each exam attempt. Workers may contact any member of The Board for the exam schedule.

8.1 General Personnel Dispatch Lists

Any labor referral request from an Employer for General Personnel will be filled under the General Personnel Dispatch Lists. Workers on this list are ranked by passage of the stage exams uniformly given by the Local.

All hours worked in any department by any worker referred by the Hiring Hall to any Employer shall accrue to the General Personnel Dispatch List.

8.2 Specialty Personnel Dispatch Lists

- a) The Employer will provide a description of the skill requirements needed for workers to be designated as Specialty Personnel for a particular job.
- b) Specialty Personnel Dispatch Lists have been created to rank workers in certain specialty skill areas. Workers requested for these positions shall be dispatched according to those Specialty Personnel Dispatch Lists instead of the General Personnel Dispatch List.
 - i) See Appendix B of this document regarding eligibility for the Wardrobe-Hair-Makeup Dispatch List.
 - ii) See Appendix C of this document regarding eligibility for the Rigging Dispatch List.
- c) In the absence of a Specialty Personnel Dispatch List for a particular skill, workers will be dispatched from within the General Dispatch List who have been recognized as being a qualified person in that specialty area.

As per OSHA 29 CFR 1926.32(m) a qualified person is one "who , by possession of a recognized degree, certificate of professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work or the project."

Examples of objective criteria used to determine who is a qualified person may include but are not limited to ETCP certification; AVIXA certification; educational diploma; documented or demonstrated specialty skills; or documented hours worked within a particular specialty skill.

9 General Dispatch Groups

All workers in the Hiring Hall shall be assigned to a Dispatch Group according to their qualifications, including certification dates and the number of hours worked in the last two (2) years. Within each Dispatch Group, workers shall be ranked in order of the following levels of certification:

A Test Dates, defined as the dates a worker passes the pre-apprentice test, the written stage journeyman knowledge test and the practical stage skills test uniformly given by the Local, ranked chronologically. If two or more workers have the same date, the tiebreaker shall be the Education Date. A worker who passes any of these tests mid-year may apply to The Board to be elevated to a higher Dispatch Group at the end of that calendar quarter.

B Education Date, defined as the date a worker formally joins the Local's stage apprenticeship education program, ranked chronologically. Non-members may petition The Board to approve, at its discretion, an alternate education program. If two or more workers have the same date, the tiebreaker will be the Worker's Agreement Date.

C Worker's Agreement Date, defined as the date a worker signs the Hiring Hall Worker Agreement form, ranked chronologically. If two or more workers have the same date, the tiebreaker will be the Date of First Hire.

D Date of First Hire, defined as the date a worker is employed under a Collective bargaining Agreement between the Local and an Employer, whether by dispatch or direct employment, ranked chronologically. If two or more workers have the same date, their ranking shall be determined by lottery.

9.1 Group A

To achieve and remain in Group A, a worker shall meet the following requirements:

- a) having successfully passed the written stage journeyman knowledge test *and* the practical stage skills test given by the Local; *or* currently possessing journeyman status granted by an IATSE local.
- b) meeting or exceeding the number of hours required for Group A, as shown in Appendix A of this document, in at least one(1) of the last two (2) years.
- c) having a signed *Worker's Agreement* form on file with the Hiring Hall.
- d) ranking order is determined by the date of satisfactory completion of the written stage journeyman knowledge test.

9.2 Group B

To achieve and remain in Group B, a worker shall meet the following requirements:

- a) having successfully passed the written stage journeyman knowledge test given by the Local, *or* active enrollment in the Local's stage education program, *or* active enrollment in other educational programs that may be approved by The Board.
- b) meeting or exceeding the number of hours required for Group B, as shown in Appendix A of this document, in at least one(1) of the last two (2) years.
- c) having a signed *Worker's Agreement* form on file with the Hiring Hall.
- d) ranking order is determined by the date of satisfactory completion of the written stage journeyman knowledge test; *or* date of enrollment in the Local's apprenticeship education program; *or* date of enrollment in other Board-approved education programs.

9.3 Group C

To achieve and remain in Group C, a worker shall meet the following requirements:

- a) having successfully passed the pre-apprentice test given by the Local.
- b) meeting or exceeding the number of hours required for Group C, as shown in

- Appendix A of this document, in at least one(1) of the last two (2) years.
- c) having a signed *Worker's Agreement* form on file with the Hiring Hall.
- d) ranking order is determined by the highest level of certification date held by each worker, in chronological order.

9.4 Group D

This group shall consist of all other qualifying workers and all new workers.

- a) Workers who have not responded to three (3) dispatch offers from the Business Agent may be removed from the list.
- b) Workers who do not return a signed *Worker's Agreement* form within thirty (30) days of the date of first hire may be removed from the list.
- c) Ranking order is determined by the highest level of certification date held by each worker, in chronological order.

9.5 Removal from the Dispatch Lists

If a worker does not accept any work referrals from the Hiring Hall in a 24-month period, they will be removed from the lists. Those removed may re-apply at any time. Those re-admitted will be placed onto Dispatch Group D.

10 Lack of Available Work

The Board will review the number of hours necessary for each dispatch list annually, and The Board may revise the required number of hours to reflect the work available. Any such review and revision of the hourly minimums shall take place during the first quarter of the following year. Any revisions of the hourly minimums must be approved by the membership and shall be listed in Appendix A of this document.

10.1 Workers who receive Social Security benefits

Workers who receive Social Security, limiting their ability to accept calls, *may* be exempted from the minimum number of hours required to remain in their group, at the discretion of the Board. It is the responsibility of such workers to inform The Board of their situation. Some documentation may be required.

10.2 Medically documented leave of absence (ADA, Worker's Compensation, etc.)

Workers who are unable to perform work through this Hiring Hall due to a medically documented condition may request to be exempted from the minimum number of hours to remain in their group, at the discretion of The Board. It is the responsibility of such workers to inform The Board of their situation in writing and provide such documentation as may be required.

11 Additional Methods of Qualification

11.1 Workers within the entertainment industry or teaching in educational programs

Workers seeking credit for such work may contact The Board for the proper application form and deadline by which to submit the form. Proof of such work or teaching experience is required. Workers whose hours are approved shall be credited as determined by The Board, after the receipt of corresponding work fees.

11.2 Workers under IATSE touring contract

Workers under an IATSE touring contract must contact the Board for the proper application form and the deadline by which to submit the form. Such workers shall pay work fees to Local 470 based on the applicable contract minimum and shall be credited fifty (50) hours for each full week

of employment and/or twenty-five (25) hours for each partial week claimed. A full week is defined as six (6) workdays Monday to Sunday in a calendar week. A partial week is anything less than six (6) workdays per week.

11.3 Completion of Educational Courses

Workers may apply to The Board for credit hours after successful completion, within each calendar year, of educational coursework related to the entertainment industry. Proof of completion will be required, including a certificate of completion or transcript. The Local's Vice President, as Chair of the Education Committee, is an ideal resource to help all workers find educational opportunities related to the entertainment industry.

11.4 Local 470 officials

To remunerate those Local 470 officials who have rendered service to The Local in their official capacity and that fulfillment of which may interfere with employment opportunities, these officials will be granted credit within the Hiring Hall for calculating the accumulated hours needed for placement on the Hiring Hall Dispatch Lists. Credits shall accrue on a quarterly basis while a Local official is serving in office.

- a) the President and Vice-President shall be granted twenty-five (25) hours per calendar quarter; the Secretary and Treasurer shall be granted sixty-five (65) hours per calendar quarter; the Business Agent shall be granted one hundred and seventy-five (175) hours per calendar quarter; the Members at Large shall receive fifteen (15) hours per calendar quarter.
- b) Members of The Local who may temporarily serve in place of any of the officials listed in Section 11.3(a) shall receive credit for actual hours worked while serving in such acting capacity.
- c) Primary stewards who are fulfilling their obligations to a particular venue and are negatively impacted in regard to their accumulated hours, will be given special consideration by The Board in dispatch placement.

11.5 Credit Hours for Service to the Local

- a) Members who serve on recognized committees or perform other substantial unpaid duties for the betterment of The Local may submit their hours of work in writing to the Board for approval. In the case of committees, members should submit their hours to the Chair of that committee for verification, who shall then forward to hours to The Board. The Board has sole discretion to approve such hours.
- b) Hiring Hall Conduct Board standing members shall receive fifteen (15) hours per calendar quarter for service to The Local. Any Conduct Board member who may temporarily serve shall receive credit for actual hours worked while serving in such an acting capacity not to exceed fifteen (15) hours per calendar quarter.

12 Serviceability

Any member of IATSE Local 470 may propose amendments to this document by submitting their proposals in writing to The Board at any time during the year. The Board shall review all proposed amendments and shall present them for a first reading at the November general meeting each year, along with a recommendation for passage or defeat, and explain their reasoning. The member who proposed the amendment may elect to withdraw the proposed amendment at this time. If the member wishes to go forward, the proposed amendment is tabled until the next meeting.

Notice of the proposed amendment(s) will then be sent to the membership at least fifteen (15) days before the next meeting. At the next meeting, the proposed amendments will be given a second reading, followed by a secret written ballot. If the amendment passes, it will take effect on April 1 of the following year, concurrent with the issuance of the new dispatch lists.

13 Savings Clause

Should any term, paragraph or provision of this document be found to be illegal or unenforceable under federal, state, or local laws, or under The Union's local or international constitutions or by-laws, or under the terms of applicable collective bargaining agreements, only that part shall become void. All other provisions of this document remain in effect.

Appendix A - THE HOURS OF CREDIT TO DETERMINE DISPATCH GROUPS

Each year, on or before March 31, the Hiring Hall Governance Board will tabulate and record the accumulated hours of credit for each worker. Such tabulation results shall be used to determine the placement of each worker on the Dispatch Lists, using a 2-year look-back period.

This tabulation will be done by IATSE Local 470 on behalf of its members. All other workers must submit their hours worked in the previous year, in writing and before the March 31 deadline, to the Board for verification.

1 General Dispatch Lists

All work hours by any worker in any department under a collective bargaining agreement maintained by IATSE Local 470 and any of its signatory employers shall accrue to the General Dispatch Lists.

- A. General Dispatch List A: 600 or more hours
- B. General Dispatch List B: 400-599 hours
- C. General Dispatch List C: 100-399 hours

2 Wardrobe-Hair-Makeup Specialty Personnel Dispatch Lists

Only those hours worked by a worker within the wardrobe, hair and makeup departments shall accrue to the Wardrobe-Hair-Makeup Dispatch Lists.

- A. Wardrobe-Hair-Makeup Dispatch List A: 300 or more hours
- B. Wardrobe-Hair-Makeup Dispatch List B: 200-299 hours
- C. Wardrobe-Hair-Makeup Dispatch List A: 100-199 hours

3 Rigging Dispatch Lists

(to be completed by rigging committee at a later date)

Appendix B - WARDROBE-HAIR-MAKEUP SPECIALTY PERSONNEL DISPATCH LISTS

The Business Agent of IATSE Local 470 (“The Local”) shall fill employers’ labor requests for wardrobe, hair and makeup personnel in accordance with the current Wardrobe-Hair-Makeup Specialty Personnel Dispatch Lists.

Workers in good standing who seek placement on the Wardrobe-Hair-Makeup Specialty Personnel Dispatch List may attempt any of the written or practical tests at any of the regularly scheduled times, after written request to the Local’s Education Committee Chair at least two (2) weeks prior to the exam. Workers who are non-members of the Local will be subject to a non-refundable administrative fee prior to each exam attempt. Workers may contact any member of the Hiring Hall Governance Board for the exam schedule.

1 Definition of Criteria

The following criteria will be used to determine placement of each worker on the Wardrobe-Hair-Makeup Specialty Personnel Dispatch Lists:

A Test Dates, defined as the dates that a worker passes the Local’s pre-apprentice test, the written Wardrobe-Hair-Makeup journeyman knowledge test, and the practical Wardrobe-Hair-Makeup skills test. If two or more workers have the same test date, the tiebreaker will be the wardrobe-hair-makeup Education Date.

B Education Date, defined as the date that a worker formally joins the Local’s wardrobe apprentice program. A non-member of the Local may petition the Board to approve, at its sole discretion, an alternate education program. If two or more workers have the same Education Date, the tiebreaker shall be the Worker’s Agreement Date.

C Worker’s Agreement Date, defined as the date that a worker signs a *Hiring Hall Worker’s Agreement* form to be kept on file. If two or more workers have the same Worker’s Agreement date, the tiebreaker shall be the date of first hire.

D Date of First Hire, defined as the date a worker is first employed as a wardrobe, hair, or makeup specialty personnel worker under a collective bargaining agreement between the Local and any of its signatory employers, whether by dispatch or direct employment. If two or more workers have the same date of first hire, the tiebreaker shall be names drawn by lottery.

2 Wardrobe-Hair-Makeup Specialty Personnel Dispatch Lists

2.1 Group A

To achieve and remain in Group A, a worker shall meet the following requirements:

- a) successful completion of the written Wardrobe-Hair-Makeup journeyman knowledge test *and* the practical Wardrobe-Hair-Makeup skills test.
- b) meeting or exceeding the number of hours required for Group A, as shown in Appendix A of this document.
- c) having a signed *Worker’s Agreement* form on file with the Hiring Hall.
- d) ranking within the group is determined by the written Wardrobe-Hair-Makeup journeyman knowledge test date of each worker, in chronological order.

2.2 Group B

To achieve and remain in Group B, a worker shall meet the following requirements:

- a) successful completion of the written Wardrobe-Hair-Makeup journeyman knowledge test.

- b) meeting or exceeding the number of hours required for Group B, as shown in Appendix A of this document.
- c) having a signed *Worker's Agreement* form on file with the Hiring Hall.
- d) ranking within the group is determined by the written Wardrobe-Hair-Makeup journeyman knowledge test date of each worker, in chronological order.

2.3 Group C

To achieve and remain in Group C, a worker shall meet the following requirements:

- a) successful completion of the Local's pre-apprentice test.
- b) meeting or exceeding the number of hours required for Group C, as shown in Appendix A of this document.
- c) having a signed *Worker's Agreement* form on file with the Hiring Hall.
- d) ranking within the group is determined by the highest level of certification date held by each worker, in tiers according to level of certification and in chronological order within each tier.

2.4 Group D

This group shall consist of all other qualifying workers and all new workers.

- a) Workers must return a signed *Worker's Agreement* form within thirty (30) days after the wardrobe-hair-makeup date of first hire. Workers who do not return this form may be removed from the lists.
- b) Ranking within the group is determined by the wardrobe-hair-makeup date of first hire, in chronological order.
- c) Workers who have not responded to three (3) dispatch offers from the Business Agent may be removed from the lists.
- d) If a worker does not accept any work referrals from the Hiring Hall in a 24-month period, they may be removed from the Dispatch Lists. Those removed may re-apply at any time. Those re-admitted will be placed onto the D-List.

Appendix C - RIGGING SPECIALTY PERSONNEL DISPATCH LISTS

(to be completed at a later date)

Rigging lists (continued)

Appendix D - DISCIPLINE AND CONDUCT POLICY

Each year on or before March 31, the Hiring Hall Governance Board shall appoint the members of the Hiring Hall Conduct Board, pursuant to Section 1.4 of this document. The Conduct Board will be appointed for a one-year term of office, beginning on April 1 to coincide with the issuance of the yearly Dispatch Lists.

The Conduct Board will at all times be under the supervision of the Governance Board and shall conduct all business before the Conduct Board according to the provisions of this document.

1 Standing Rules for the Conduct Board

1.1 Frequency of Meetings of the Conduct Board

Whereas workers who have been alleged to be in violation of the Conduct Policy have a right to timely resolution of the charges, the Conduct Board will meet at least once per calendar month. They may meet more frequently if an urgent matter needs to be decided on an expedited basis.

1.2 Chair of the Conduct Board

Once the panel is appointed, the members shall select one member to serve as Chair.

The Chair of the Conduct Board will be responsible to schedule and preside at all meetings of the Conduct Board. The Chair is responsible for ensuring that the complainant, the accused, and any witnesses are either deposed or made available for interview.

He shall assign other duties as needed to members of the Conduct Board.

1.3 Secretary of the Conduct Board

One member of the Conduct Board will be assigned to be the Secretary of the Conduct Board. The Secretary must attend all meetings of the Conduct Board and will keep full and accurate minutes of all meetings.

The Secretary will also be responsible to be the custodian of all documents and witness statements relevant to all disciplinary matters brought before the Conduct Board.

1.4 Manner of taking business before Conduct Board

The Conduct Board will take up a review of an alleged violation by a worker of the Conduct Policy in Section 2 of this Appendix. Such review shall be taken on the basis of written information provided by the Business Agent, a Job Steward, an Employer, or a Co-Worker.

1.5 Investigation by the Conduct Board

The Conduct Board will make a fair and thorough investigation of the charges to the best of its ability. The investigation will be done in closed session.

1.6 Adjudication and Discipline

If the Conduct Board finds that the accused has violated the Conduct Policy, the Conduct Board shall impose disciplinary action as shown in the Conduct Policy.

1.7 Notices sent to the parties

Once the Conduct Board has reached a final decision, a formal letter of explanation will be sent to the worker, the victim(s), and the complainant. These letters should be sent as soon as practicable, but in no case longer than 30 days after the decision has been entered.

1.8 Cooperation in the Appeals Process

If any party seeks an appeal of a decision by the Conduct Board, the members of the Conduct Board shall render whatever assistance is needed to the Hiring Hall Governance Board to conduct a fair appeal hearing.

2 Conduct Policy

2.1 conduct for which a worker may be disciplined

- a) absent from jobsite without notification
- b) habitual tardy in arriving at jobsite
- c) possession or use of alcohol or controlled substances on the jobsite
- d) arriving at work under the influence of drugs or alcohol
- e) theft or deliberate damage to property of the Employer, a client or sub-contractor of the Employer, or a co-worker
- f) verbal fighting on the jobsite
- g) physical fighting on the jobsite
- h) harassment or discrimination (creating a hostile work environment) against any Employer, client, or sub-contractor of the employer, any co-worker, or any member of the public
- i) substandard performance of assigned job duties
- j) offensive appearance or conduct (profanity, partial or full nudity, obscenity) in view of management or the public on the Employer's premises
- k) attempting to replace oneself on a call after having accepted the call
- l) refusing to cooperate with a proper investigation by the Conduct Board or the Hiring Hall Governance Board, whether against yourself or another worker
- m) purposeful defamation against any Employer, client or subcontractor of any Employer, or any co-worker.
- n) stalking a manager, customer or client of the Employer or a co-worker away from the jobsite with the intent to harass or cause harm
- o) interfering with a Union representative while conducting official union business

2.2 progressive discipline

It is the goal of the Hiring Hall, through this Conduct Policy, to ensure that all workers who have been accused of misconduct shall have a fair and impartial investigation. If there is sufficient evidence to find the accused guilty of a violation of the Conduct Policy, the Conduct Board will engage in accepted practices of progressive discipline to help the worker learn how to improve their workplace performance. The least severe disciplinary action that will achieve the goal of rehabilitating the worker should be applied.

- a) written warning(s)
- b) reimbursement for property damage or loss suffered by others caused by the worker
- c) requirement to complete a training or rehabilitation class, including skills training, bias or sensitivity training, drug & alcohol rehabilitation
- d) suspension from work referral privileges for a period between 1-30 days: only those days on which a worker would actually have been called for work shall accrue to fulfilling the days of suspension.
- e) permanent removal from the Hiring Hall
- f) police reports filed