

**WORK RULES  
I.A.T.S.E LOCAL 115**

The following are rules governing work gained through I.A.T.S.E. Local 115. Jacksonville, Tallahassee and Gainesville, Florida. These rules are not part of the constitution and may be amended by a simple majority vote at a regularly scheduled monthly meeting.

**1. BUSINESS AGENT**

The Business Agent shall be responsible for the daily Operation of this Referral System. The Business Agent may delegate responsibility to a representative (hereinafter Call Steward).

**2. REFERRALS**

1. Local 115 maintains a three category rotation call list:
  - A. Full time Stagehand - Unlimited Availability
  - B. Part time Stagehand with a part time or full time job outside the trade - Usually Available
  - C. Part Time Stagehand with full time job outside the trade - Limited Availability
2. All referrals will be made in accordance with the Uniform Rules and Regulations Hiring Hall system.
3. Referrals will be made as jobs become available. It is not necessary to call the office if you are presently on the rotation list.
4. It is your responsibility to notify the Local if your availability status changes.
5. All original work calls shall come through the Business Representative, Call Steward or other authorized agent of Local 115.
6. Confirmation of work calls shall come through the Business Representative, Call Steward or other authorized agent of Local 115. Confirmation calls should be made as soon as referral is received. The Business Agent's phone number is 731-7163.
7. This number is NOT to be used as a work number.
8. Job Stewards are representatives of I.A.T.S.E. Local 115 on any work calls. Job Stewards may give all persons repeat work call. Should this occur, workers will not be contacted by the Local's office.
9. As authorized representatives of Local 115, any problems, questions, etc. that arise on any work call should be addressed to the Job Steward, not to other workers or directly to Employers.
10. All questions and complaints regarding how work calls are filled should be addressed to the Business Representative of Local 115 only.

**3. DISCIPLINARY CODE**

All registrants shall be held accountable for their conduct. In some cases offenses may result in a fine or removal from the Referral Hall list.

**LIST OF OFFENSES**

1. Quitting a job, except good cause, without giving the Business Representative forty-eight (48) hours notice.
2. Failure to show up for work, except for good cause, after accepting a referral.
3. Consumption of alcohol or use of controlled substances at work.\*
4. Under the influence of alcohol or controlled substances at work.\*

5. Theft at work.
6. Fighting at work.
7. Termination for just cause.
8. Chronic tardiness.

\* Failure to take or showing positive when requested to take a drug or alcohol test shall result in an immediate, mandatory thirty (30) day suspension from the Hiring Hall Referral list. To be reinstated to the call list one must attend a fifteen (15) day Rehabilitation Program and pass (prove negative) the test prior to returning to work. A second offense will result in immediate permanent termination from the referral list.

#### 4. MISCELLANEOUS

1. All persons are required to report to the Job Steward at the job site 15 minutes prior to the announced call time. If you are not ready to work at the appointed call time you are considered late and the employer can send you home and you are subject to a fine equal to one hour at the hourly rate applicable. Failure to appear at a work call that has been accepted is subject to a fine equal to the minimum call at the applicable rate of pay.
2. 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 prior to release without approval from the Job Steward shall be reported to the Local's office and shall be removed from the Referral list for thirty (30) days.
3. Dress should be appropriate for the job or as reasonably requested by the employer. All persons are required to be neat and well groomed. T-shirts must have sleeves and be in a non-mutilated condition, and must carry no 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. Shorts are not acceptable for calls in hotels at any time. Persons not wearing appropriate attire for the assigned job, may be asked to leave, without compensation.
4. All persons are required to arrive at work calls with adequate tools to perform assigned jobs. Adequate tools shall be defined as the following.

Hammer	Pliers
Adjustable Wrench	Pencil
Tape Measure - 25' min.	Arrow JT-21 Staple Gun
Utility Knife	Phillips and Slot head Screwdrivers
Pry Bar	Wire Cutters (Diagonal)
Set - Metric Allen Wrenches	Set - Standard Allen Wrenches
Set - Open & Box End Wrenches	Tool Belt or Apron

Additional tools for decorating call's: top carpet cutter & loop pile cutter, Journeymen only - Cordless screw gun (7.2 volts or higher, plus bits).

Failure to have these tools at report time will subject the person to removal from the call with no compensation and you are subject to a fine equal to one hour at the hourly rate applicable.

5. Getting to and from the job site is the responsibility of each individual. The Local's office assumes no responsibility for arranging transportation or schedules for any individuals specific needs.
6. I.A.T.S.E. Local 115 is not the employer. Individual employers have different pay schedules. If there are any questions as to the expected day of pay, these should be referred to the Job Steward. If any person desires to have his/her paycheck mailed, they must supply the Local's office with self-addressed stamped envelopes.
7. Local 115 will keep a copy of your I-9 and W4 on file in case the employer misplaces your forms

between the job and payroll. We fax these forms to the employer to get you paid quicker. It's important to keep your tax information current.

8. If you move you should inform the Referral Hall. Any correspondence will be sent to the address we have on file, that will constitute official notice.
9. Not all employers take out the 5% Referral Hall fee. You need to remit the Referral Hall fee (if it hasn't been deducted by the employer) in thirty days from receipt of check, otherwise a \$5.00 late fee will be charged.
10. No smoking or chewing of tobacco products are allowed on the work site. A designated area will be noted for break times only.
11. Except for Stewards, cell phones and beepers should not disrupt the normal work day. Permission should be obtained from the Steward before returning a call.
12. Cleaning and restoring equipment: You are responsible for leaving the equipment in the same, or better, condition in which you found it. All work areas must be kept clean. A fine of five dollars (\$5.00) will be imposed for each infraction.
13. You are not being paid to learn a job. To become qualified in more areas (rigging, follow spot, dimmer board, sound, etc.), attendance at classes (when offered) and voluntary, supervised training during show conditions is mandatory.

#### **5. FAILURE TO APPEAR FOR A WORK CALL YOU HAVE ACCEPTED**

In the event that someone fails to appear for a call for which they are scheduled, the following steps shall be followed:

1. The Job Steward shall attempt to contact the missing person.
2. If attempts fail, the Job Steward shall contact the Business Agent who shall replace the missing person.
3. The Business Agent shall then contact the person who missed the call and assess the reason for the absence. If the Business Agent finds that the absence was not excused, he/she should document the discussion including date, time, and excuse given. He/She should then inform the employee that a fine is being assessed, the amount of the fine, the time and process for appeal, and the consequences of not paying the fine.
4. The Business Agent shall submit a report containing the above documentation to the Secretary Treasurer.

## **6. FINE FOR FAILURE TO APPEAR FOR A WORK CALL**

1. A fine amounting to a four hours of the prevailing rate will be assessed for an unexcused absence from a work call.
2. The person being fined will be given 30 days from the date of notification to appeal the decision to the Grievance Committee of Local 115.
3. If the fine is not appealed, the person shall have 90 days from the date of notification in which to pay the fine.
4. If the fine is appealed and the Grievance Committee supports the decision of the Business Agent, the person shall have 120 days from the date of notification in which to pay the fine.
5. If the Grievance Committee overturns the fine, they shall notify the Secretary Treasurer by writing to strike the fine from the records.

## **7. PENALTY FOR FAILURE TO MEET FINANCIAL OBLIGATION**

1. The Secretary Treasurer will report to the Monthly Meeting if a person is delinquent in their financial obligation to the Local.
2. By majority vote, the body may instruct the Business Agent to remove the person from the call rotation until all outstanding financial obligations are met.
3. The Secretary Treasurer shall notify by certified letter to the person delinquent that they have been removed from the rotation and will not be reinstated until their financial obligations are met.
4. The Secretary Treasurer shall monitor all payroll reports to insure that the person delinquent does not work until the debt is paid.
5. The Business Agent may seek permission from at least three members of the Executive Board in order to call people thus censured for a specific job. Under no other conditions should such people be allowed to work until they have met their financial obligation to the Local.

## **8. APPEAL PROCEDURES**

1. A written appeal must be submitted to the Local within 30 days of the date of notification of fine.
2. The Grievance Committee shall meet within 30 days of receipt of the written appeal for review of the appeal.
3. A majority vote of at least three Grievance Committee members shall rule on the appeal.
4. The written ruling of the Grievance Committee shall be forwarded to the Secretary Treasurer.
5. The ruling of the Grievance Committee shall be final.