

**Hiring Hall Rules**  
**International Alliance of Theatrical Stage Employees Local 675**

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**INTRODUCTION**

IATSE Local 675 administers a Hiring Hall for the purpose of referring workers to jobs requested by Employers. The Hiring Hall administers as an exclusive hiring hall under certain collective bargaining agreements; the only way the Employer can obtain stagehand employees is by referral from the IATSE Local 675 Hiring Hall. Neither IATSE Local 675 nor its Hiring Hall are the Employer of workers referred through the Hiring Hall.

The purpose of the following rules is to provide for an orderly procedure for referral of applicants under all agreements, exclusive or nonexclusive. The following rules are to be applied equally and universally to all workers on the dispatch list. Evidence or occurrence of deviation, exception or favoritism that violates these rules can be brought to the Local 675 Executive Board as provided herein.

Neither the Union in the referral process nor the Employer in the hiring process shall discriminate against any worker for any reason contrary to the law, the contracts or these rules. An Employer may reject any worker referred by the Hiring Hall. Such rejection may only take place in accordance with any relevant language outlined in the applicable collective bargaining agreement.

The Hiring Hall is an employment referral agency under the ADA/ADAAA (Americans with Disabilities Act) and does not make fitness for duty determinations.

It is not possible to write rules to cover every possible situation. When an issue arises that is not directly covered by these rules, two general concepts shall apply:

A. The Business Agent is responsible for administering the Hiring Hall in accordance with these rules and the respective collective bargaining agreements; and

B. The Union owes a duty of fair representation to all referents of the Hiring Hall.

## **ELIGIBILITY REQUIREMENTS**

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

1. The worker must have a signed Worker's Agreement form (see Appendix A) on file with the Hiring Hall indicating his or her intention to abide by the Hiring Hall Rules and conduct policy.
2. The worker must be at least 18 years of age.
3. The worker must be current with any required payment of work referral fees owed to IATSE Local 675.
4. The worker must not be rejected from dispatch by the Employer requesting workers. Such agreement or by other legal procedure.
5. The worker must not be suspended or permanently removed from dispatch by the Hiring Hall.
6. The worker must keep current his/her primary email address, telephone number, and mailing address with the Hiring Hall.

## **GENERAL RULES**

All persons who are available for referral to jobs within the jurisdiction of IATSE Local 675, Eugene, Oregon, shall be placed on the A, B, C, or D work referral list of Local 675 (hereinafter the Union) for which they qualify. Referral to available jobs will be made in accordance with the provisions of this job referral procedure.

As provided below, one's placement on Lists A, B, C, and D will be on the basis of hours worked. Within each list (A, B, C, D), the order of placement shall be determined by one's earliest hire date, i.e. the first day a person works a job dispatched through or under contract with the Union. Referrals will be made beginning with the referent with the earliest hire date who is available and qualified for the position. All referents who are regularly available for work within the jurisdiction of this Local Union shall meet the following qualifications and will be called in the following order:

Maintaining a position on the Dispatch List in accordance to these rules ***does not guarantee labor referral for any worker.***

Referral to available jobs will be made in accordance with the provisions of these job referral procedures. Some categories require skills and knowledge testing. The list will be reviewed and updated at the end of each quarter of each year.

Skill levels shall include the objective criteria described as follows;

- (1) A short initial “Utility” exam will be given by the Hiring Committee and/or Business Agent on or near the time of initial hire to assess a worker’s general understanding of stage craft.
- (2) One can advance their skill level status by successful completion of either IATSE Local 675 practical exam or the achievement of IATSE Local 675 Apprentice status, or
- (3) The successful completion of either IATSE Local 675 written exam for non-union members or the achievement of IATSE Local 675 Journeyman status for union members

Workers in good standing may attempt the written exam either in **January or in June on the date of the regularly scheduled meeting of IATSE Local 675**. One must request to do so, in writing, to the education committee chair at least two (2) calendar weeks prior to such meeting. Workers shall be subject to a nonrefundable exam administration fee in the amount of \$70 prior to each exam attempt.

Workers who have limited availability due to injury or because they receive Social Security Disability or Workers Compensation may appeal, in writing, to the Hiring Hall Governance Board for special attention concerning this area. Documentation shall be required for exemption from minimum hour requirements. Hiring Hall Certification Date (HHCD) shall be based on the date a worker in good standing successfully completes the examination procedures as described

## **Dispatch Groups**

### **Group A:**

The qualifications for achieving and remaining in Group A shall be to have met all eligibility requirements as outlined under “Eligibility”, have passed the written portion of the general skills test and have accepted of at least **three hundred (300) hours of work** in one (1) of the previous two (2) years. However, should a worker in Group A fail to meet the annual hour requirements or *turn down three consecutive work calls in a given year when offered by the Business Agent, after having indicated to the Business Agent their availability for that time period or cancel more than three work calls in a given year after accepting them from the Business Agent*, that worker will be placed at the top of Group B when the dispatch list is reviewed. Those workers in Group A who have met the qualifications for remaining in the group shall be moved up in numerical order based on HHCD fill the spots left empty. *After 10 years of activity on this list the worker will not lose his/her placement on this list for failure to have met the minimum hours requirement.*

### **Group B:**

The qualifications for achieving and remaining in Group B shall be to have met all eligibility requirements as outlined under Eligibility and the acceptance of at least **one hundred and fifty (150) hours of work** in one (1) of the previous two (2) years. However, should a worker in Group B fail to meet the annual hour requirements or turn down three consecutive work calls in a given year when offered by the Business Agent, after having indicated to the Business Agent their availability for that time period or cancel more than three work calls in a given year after accepting them from the Business Agent, that worker will be placed at the top of Group C when the dispatch list is reviewed. Those workers in Group B who have met the qualifications for remaining in the group shall be moved up in numerical order based on HHCD to fill vacancies. *After 10 years of activity on this list the worker will not lose his/her placement on this list for failure to have met the minimum hours requirement.*

### **Group C:**

The qualifications for achieving and remaining in Group C shall be the acceptance of up to **149 hours of work** in one (1) of the previous two (2) years. However, should a worker in Group C fail to meet the annual hour requirements, that worker will be placed at the bottom of Group C when the dispatch list is reviewed. Those workers in Group C who have met the qualifications for remaining in the group shall be moved up in numerical order based on HHCD to fill the spots left empty. Any person who passes the utility examination or extensive technical theatre training is placed on this on this list.

### **Group D:**

The Extras List: The fourth group shall consist of all Hiring Hall applicants who have submitted their Dispatch Information to IATSE Local 675 for consideration. Anyone who sends a worker inquiry to the office of IATSE Local 675 shall be sent a packet of information including a Dispatch Information Sheet and the Worker Agreement. The Hiring Hall applicant will be considered for dispatch upon the return of the requested information. A reasonable effort shall be made to keep the Hiring Hall applicants in an order determined by the date their Dispatch Information Sheet is received. However, an applicant who is determined to be better qualified on the basis of their resume and Dispatch Information Sheet *may* be dispatched for employment ahead of other applicants. If an applicant has not accepted a call within the one (1) year of the receipt of their information they may reassert their interest in remaining in the group either in writing or by phone message to the Business Agent.

RESIDENCY - Residency in the Union's geographical jurisdiction is not required.

## Specialty Personnel Dispatch List-

*In the absence of collective bargaining agreement language, governing the requesting of Specialty Personnel for skill, gender or experience, the guidelines in this document shall apply. There is no limit to the number of Specialty Personnel within any labor request. **Specialty Personnel are workers requested by skill, experience or gender (gender requests are specific to the wardrobe department, i.e. same gender dressers), not by name.** The employer will provide Specialty Personnel skill level requirements needed for a particular labor request. The Business Agent shall make every effort to fulfill these requirements when filling a labor request. Specialty Personnel skill levels shall be calculated by the E- Board as objectively as possible using, but not limited to the following criteria: documented, demonstrated or other objectively recognized skills, documented hours worked within particular Specialty Skills areas and workers Hiring Hall Certification Date.*

Specialty Personnel skills shall be within the following departments:

**Carpentry:** Shop carpenters, fly rail operators, theatrical and non-theatrical riggers, forklift and aerial lift operators and truck loaders.

**Electrics:** Qualified hookup electrician, system operators and technicians, spot operators.

**AV:** Projectionists, video system operators and technicians.

**Sound:** System operators and technicians.

**Wardrobe:** Dressers, sewers, beaders, laundry personnel.

**Hair:** Hair and make-up personnel.

**Props:** Properties personnel.

## Personnel Requested by Name

*In the absence of collective bargaining agreement language, governing the requesting of personnel by name, the guidelines in this document shall apply. **There may be times a user will request personnel by name. A request by name must be made at least 48 hours in advance and the Business Agent shall make every effort to fulfill these requirements when filling a labor request.***

## General Personnel

All other requests for personnel shall be considered requests for General Personnel. The Business Agent shall follow the General Personnel Dispatch List order when making dispatch calls for General Personnel labor requests.

## **General Dispatch Calling Rules**

It is the responsibility of the Business Agent of IATSE Local 675 to fill employer labor requests to the best of their ability in accordance with the rules of the Hiring Hall. The Business Agent shall contact each eligible worker in Dispatch List order using the procedure set forth here. The Business Agent will make dispatch calls, by telephone/text, between the hours of 9:00 am and 8:00 pm except in case of an emergency or by prior arrangement with a worker. The Business Agent is not obligated to call workers who have already begun working on a labor request when their current hours conflict with the new labor request. For each labor request the Business Agent will be required to make only one dispatch call to each worker.

### **Calling**

The Business Agent shall attempt to make direct contact with the worker by calling the worker's primary telephone number. If no direct contact is made, an electronic message (voicemail/text) will be left and the worker will have a response grace period to accept or decline by phone, or email, to the Business Agent's office. The response grace period shall be **2 hours from the time of the call**. If no message can be left, because the worker has no voicemail or answering machine, this shall be accepted as the dispatch call attempt. Workers responding within the response grace period will be placed on the labor request in Dispatch List order. Workers responding after the response grace period may be placed on the labor request, if a position remains, in the order of their response, regardless of Dispatch List order.

If an individual does not receive a call to work within one hundred and eighty (180) days of their placement on the list they must register again with the Union within ten (10) days after said one hundred eighty (180) days in order to retain their place on the list. This applies for each subsequent one hundred and eighty (180) day period until the individual receives a work call. Those failing to reregister will be dropped. They may subsequently reregister and be placed at the bottom of the waiting list at any time. Referents who perform no work as a stage employee within the jurisdiction of the Union for one (1) year (except as a result of disability or service in the armed forces of the United States shall be dropped from the referral list on which their name appears and shall lose all accrued non-tenured seniority for job referral purposes. Such persons may again be placed on the appropriate referral list but shall be considered as new applicants those referents who load in a show will have the first option to work the load out. Referents may not quit one job in order to take another unless approved by the Business Representative. When the Union receives short notice for a call, within forty-eight (48) hours of the start of the work, the call will be filled on an emergency basis by whoever first accepts the call regardless of list placement.

Referents working multiple-day events may be temporarily replaced if they have a valid excuse, which must be expressed at the time they take the call. However, referents having a valid excuse will not be placed on key jobs where the employer requires continuity. A valid excuse would be

personal or immediate family illness, a doctor's appointment, a wedding or funeral of an immediate family member and so forth.

In cases of on the job injury or personal health issues that require emergency medical attention, surgery, hospitalization and/or occupational therapy, the referent will be temporarily removed from the referral list with no effect on seniority.

Return to the list will only be allowed when the Union is in receipt of a written work release from the referents attending physician.

All persons referred to work must pay a four point five percent (4.5%) Work Fee of gross wages earned from each referral to IATSE Local 675 for the purpose of reimbursing the Union for expenses incurred in making job referrals. The Union shall make available automatic payroll deduction forms, when contractually appropriate, to facilitate payment of the work referral fee.

**OTHERWISE**, such payment shall be due and payable within forty-five (45) days of the work call.

The referral list will be reviewed and updated at the end of each quarter of each year.

### **HIRING HALL CONDUCT POLICIES**

All workers dispatched by the Hiring Hall are representatives of IATSE Local 675 in their place of employment and are expected to abide by and uphold IATSE Local 675 Hiring Hall Rules conduct policies. Failure to do so shall result in disciplinary action.

### **PREPAREDNESS & PROFESSIONALISM**

A worker must arrive at the job site and be prepared to work at the time the work call starts. Professional conduct is required in relation to contractors, managers, clients, and coworkers. The following guidelines shall be followed:

1. Upon request from an employer the worker should have proper identification to fulfill I-9 and W-4 paperwork.
2. Workers shall have at the job site the tools required to do the job:
  - a) Stagehands: tools include 6" or 8" adjustable wrench, hammer, straight and Phillips head screwdrivers, pliers, wire cutters, ratchet, socket set, flashlight, knife, tape measure, gloves, and tool belt or apron.
  - b) Wardrobe: tools include, scissors, safety pins, hands free flashlight, multi-tool, needle and thread.

3. Workers must report to the job wearing clean and neat clothing with no holes, **tears, obscene, inflammatory messages and/or graphics**, and that pose no safety problems. Some employers may require that specific apparel be included or excluded on their jobs. Shoes must cover the foot and must be appropriate for working for long periods.
4. Workers should show up clean and presentable for work.

Violations of this section will be addressed by an oral warning for the first offense, and a written warning for a second offense within 12 months, and further offenses will move a person down the dispatch list.

### **SAFETY**

Workers must work in a safe manner, following industry standards for safe practices. While safety rules are generally in the province of employers, to whom workers are dispatched, the Hiring Hall reserves the right to suspend from dispatch any worker who has demonstrated a clear disregard for safety such as to present a safety risk to other workers dispatched by the Hiring Hall.

### **PARLIAMENTARY PLACEMENT**

Hiring Hall Rules shall fall after IATSE Local 675's 'Special Rules of Order', but before Local 675's 'Standing Orders', with respect to parliamentary procedures.

### **AMENDING/SUSPENDING HIRING HALL RULES**

'Previous Notice' shall be given at the meeting prior to the introduction of an amendment to the Hiring Hall Rules. And a 2/3 vote in favor of amending the rules is required to approve an amendment. Hiring Hall Rules may be suspended with a 2/3 vote in favor of suspending a rule.

Revised March 19<sup>th</sup> 2018

**Appendix A Workers Agreement**

In accordance with the IATSE Local 675 Hiring Hall Rules I, the undersigned, acknowledge that I have read and intend to abide by the approved IATSE Local 675 Hiring Hall Rules and that I will pay all required IATSE Local 675 Hiring Hall work referral fees. I understand that it is my obligation to notify the Local 675 Hiring Hall of any changes to the information provided below. I further acknowledge that any violation by me of this established procedure may result in me being suspended or removed from the hiring hall dispatch list.

Print Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Primary Phone \_\_\_\_\_ 2nd Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_