

I.A.T.S.E. LOCAL 16 Referral Procedures and Code of Conduct

Local 16 promotes a safe and professional working environment for the mutual benefit of Local 16 and our signatory employers. The ultimate goal is to promote work ethics, integrity, credibility and community among each technician.

Local 16 is a referral agent and not an employer.

Local 16's Technician Enrichment Program

We are committed to supporting professional and skilled contexts for technicians within Local 16. By way of activation with in the Local 16 Referral System, we expect each technician to participate in the Enrichment Program; which is comprised of classes, skill proficiencies, workshops, and similar activities. These enhancements will be offered periodically throughout the year; and are described in the 'Temporary ID Badge' and 'Enrichment Program' handouts.

Referral (work) Fees

All persons who work under the collective bargaining agreements of Local 16 must pay a work fee, which is a percentage on the gross wages paid including vacation earned on each job. These fees are generally deducted from the paycheck upon signing a check-off form.

In the event that the work fees are not deducted, the workers are still responsible for payment of these fees within 30 days of being paid.

Out of Work/Availability List

Local 16 maintains an out of work list of all workers who have registered as available for work. This list is sorted by first available date, with those who were available 7 days ago at the top of the list. After being on the list for 7 days and not being referred to a job, those names are removed from the list. Additionally, when referred to a job, a name is removed from the list on the day the job begins. Technicians may put their name on the list as soon as they reliably know their next available day.

Technicians may put their name on the list through the Webtool Tool available to all active technicians via the internet, or they may call the business office and speak to an administrative assistant. Technicians may also use the Webtool Tool to review and update their availability.

Referral Procedures

All calls will be referred utilizing the following guidelines:

1. The technician shall be on the availability list
2. The technician has the requested skill in their skill list.
3. Local 16 makes all efforts to refer the most qualified person to the job based on experience, employer specifications for appearance and dress and ability to perform the job requirements.
4. Technicians who accept jobs are responsible for their ability to perform the work, to wear the designated clothing, and to bring the required tools to that job.
5. In general, but specifically with regard to Department Heads, Lead persons, Specialists and persons being employer requested, must be available for all work accepted including the load in and load out and are expected to not leave the job without appropriate approved cause.

When a message is left or emailed regarding potential work referral, a response is expected within a reasonable amount of time. It is understood that since cell phone use is not permitted during working hours, the next break is considered within a reasonable time. In the event that a last minute or emergency work call is to be filled, the waiting time will be compressed to fill the call.

Once a job referral is accepted, a technician is discouraged from calling to remove themselves from that job unless it is an emergency or conflict. **Technicians may not substitute themselves on any job with another technician.**

Calls will be given out without regard to age, race, religion, gender, sexual orientation, disability, national origin, or union or non-union membership.

Technicians obtaining employment within the craft and geographical jurisdiction of Local 16 without being referred by the office and/or notifying the office before the beginning of the job, may be subject to educative action.

Contracting labor for a signatory employer, within our trade, without using the Business Office referral system may result in immediate removal of work referral privileges.

Any technician not accepting calls from the Union for a period of 18 months will be deactivated from the referral system. After a period of 24 months or greater, technicians will be archived; and subject to resubmitting to the resume intake process.

Exceptions to the Referral Procedures

Special Skills

Referents with specialized skills may be called to work even if they are not on the list. For example, but not limited to Audio Engineers, Video Engineers, Lighting Console Operators, Head Riggers, Head Electricians, Head Carpenters, Shop Mechanics.

Employer Hires

From time to time employers will contact technicians to work in specific positions before contacting the business office of Local 16. In such a case the employer is responsible for informing Local 16 that such arrangements have been made at the time the work order is placed with the business office. If an employer fails to notify Local 16 that such arrangements have been made before the work order is filled, then Local 16 is not responsible for assuring the reserved individual is sent to that job.

If a referent is contacted by an employer and told that they are being reserved for a specific job, the referent is responsible for informing the Business Office that such arrangements have been made. This '*must be*' should be confirmed with the employer. If the employer fails to confirm the arrangement, then Local 16 may fill the position with the next qualified technician.

House Jobs

A person who has worked as a member of a house crew or shop crew for the same employer for an extended time may be called back to that employer without being referred by the Business Office.

Code of Conduct Guidelines

Technicians are expected to conduct themselves in an exemplary professional manner during all work related activities. Technicians are answerable for their actions on the job site, in the Union/Referral office, and in any situation that may reflect upon Local 16 or the Referral Hall in general; by virtue of remaining active within the Local 16 referral system.

If a person in any position with Local 16 or the Referral Hall believes that any Local 16 technician, regardless of position, is not adhering to the guidelines, a concern can be submitted to the Union/Referral office. This must be done within fourteen (14) calendar days. Local 16 will review all concerns for potential action.

Any corrective action deemed necessary, will be determined by the severity of the offense, ranging from a warning, probation letter, suspension of work privileges, a combination of the same or permanent removal of work privileges.

Repeated offenses will warrant progressive action.

Conduct Codes:

- 1) Falsifying any documentation submitted to or required by Local 16.
- 2) Failure to show up for work.
- 3) Lateness in reporting to work.
- 4) Leaving a job without permission of the Job Steward, Department Head or the Call Steward.
- 5) Conduct or behavior damaging to the Union's contractual relations with employers, or conduct or behavior that disrupts or obstructs the referral system or the Union's ability to carry out its duties and obligations.
- 6) Giving your assigned job to another person.
- 7) Crossing a picket line set up by Local 16 or any IATSE affiliate.
- 8) Abusive, threatening, obscene, insulting or harassing activity on the job or to any Local16 office personnel.
- 9) Unapproved use of cell phones in any area where work is being performed.
- 10) Being intoxicated or under the influence of a controlled substance.
- 11) The consumption or possession of alcohol or a controlled substance on the job site.
(Including medically prescribed marijuana- see the Controlled Substances Policy)
- 12) Physically fighting on the job site or during Local 16 related activities.
- 13) Theft from the job site or the Union/Referral office.
- 14) The deliberate destruction of property.
- 15) Any attempt to sabotage an event or show.
- 16) Arriving on the job without the required tools.
- 17) Wearing improper clothing as was indicated on the Webtool.

Job Steward

The employer, through the Steward, has the influence prior to the start of the job to replace a technician for the following reasons:

- Arriving late for a call or call back
- Not having the proper tools
- Not being properly dressed

The Job Steward has the ability to reassign personnel as deemed appropriate for the work at hand. This will be done in conjunction with employer input relating to the needs of the job project.

Job stewards are expected to report to the Local 16 Business Office any misconduct.

General Working Rules

The following contains a summary of what is expected on the job.

Before the call begins:

- It is the responsibility of each technician to know the exact time and location for the call, directions to the call, available parking at the call, required tools for the call, appropriate attire for the venue, Steward's name, emergency phone #'s, etc.
- All workers shall report to the Job Steward at the job site no later than the announced call time. Prior to call time, worker's should have signed in on the daily sign-in sheet provided & completed any necessary paperwork (i.e. W-4, I-9). The call time is when our employer expects us to go to work, not have that last coffee, Danish, cell phone conversation and/or smoke. Running on the jobsite one minute before the call time will probably make you late.
- All workers must have their current Local 16 ID Badge and appropriate employment documents.
- Job Stewards shall have the right to post "House Rules", as dictated by management with the approval of the Union, concerning such things as cellular phones, smoking policies, breaks, etc.

During the call:

- All workers are required to remain on the jobsite until released by the Job Steward at the employer's direction.
- Any worker may be replaced by the Job Steward with the permission of the Business Representative or President for excessive misconduct with just cause.
- Questions about payroll and call times should be directed to the Job Steward or Call Steward, not the employer.
- Grievances about job conditions and/or complaints should be filed with the Job Steward or Union Representative; beyond the hearing of the employer/client.

At the end of the call:

- All workers must report to the Job Steward before leaving the jobsite.
- It is the responsibility of each worker to know call back times (if applicable) and any changes to required tools, dress code, etc.

Tools

The following tools are expected on each call

All Departments:

- Claw hammer minimum weight 16 ounces.
- Adjustable wrench minimum length 8”.
- Flat head screw drivers: 1/8” and 1/4”
- Phillips head screw drivers: #1 and #2 heads.
- Pliers: slip joint or 8 inch lineman.
- Diagonal cutter.
- Utility or folding knife.
- Tape measure minimum 25’
- Flash light.
- Work gloves.
- Tool belt or nail apron.
- Stapler JT-21 (mostly for pipe and drape jobs).
- Allen wrench set: including 1/8”, 1/4”, 3/16”, 5/32” and 9/64”
- Ratchet and socket set: including deep sockets 7/16”, 1/2” and 9/16”
- Cordless drill with assorted drill and screw driver bits.
- Channel locks.
- Safety glasses.

Electricians:

- *All the above tool plus:*
- volt meter, power tester and lamp adjusting tools

Riggers:

- Full body harness.
- Double safety lanyard
- Line, appropriate for venue
- Carabineers: minimum of 4.
- All tools must be secured when in the air.

(NOTE: All OSHA Approved Equipment compliant with the ANSI 359.1 - .13Standards)

Audio-Visual Calls:

- “Leatherman” or similar multi-tool
- “Greenie” or other small screw drivers
- Power tester or multi-meter.