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# REFERRAL HALL PROCEDURES AND WORK RULES

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Rev. 2



JANUARY 17, 2021  
IATSE LOCAL 24  
P.O. Box 1180, Sylvania, OH 43560

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## **I. OPERATION OF THE SYSTEM**

### **A. Referral Hall Committee**

1. There shall be a standing Referral Hall Committee made up of 7 members. Individuals serving on the Executive Board, except for the Business Agent, shall make up 4 of the members. The remaining 3 members shall be the individuals elected by the Union membership to serve as Trustees.

All members of the Referral Hall Committee shall serve a minimum term of 12 months from the date of the appointment. A committee member may be replaced if unable to attend at least 6 regular monthly meetings during the term, or 4 consecutive meetings, or by action of the Executive Board.

2. The Referral Hall Committee shall be responsible for overseeing the operation of this Referral Hall System and shall hear all appeals.
3. 4 members of the Referral Hall Committee shall constitute a quorum.
4. All decisions shall be made by majority vote with no less than all current trustees in favor.
5. The Recording Secretary for the Union will take minutes.

### **B. Business Agent**

The Business Agent shall be responsible for the daily operations of this Referral Hall System. The daily operation of the call system will be conducted by the Business Agent and the Job Steward(s). The Job Steward(s) should be under the direct supervision of the Business Agent. The Job Steward shall be responsible for recording and reporting rules infractions to the committee.

## **II. REFERRAL ELIGIBILITY**

### **A. Eligibility**

To be eligible for placement on the Referral Hall List, a person must:

1. Be at least 18 years of age;
2. Have current valid government issued identification;
3. Maintain a working phone number and U.S. Postal address and keep the Referral Hall informed of the latest information.
4. Be physically able to work with or without a reasonable accommodation.

## **B. Applications**

1. All persons desiring to be placed on the Referral Hall List shall register their availability for referral by submitting an application to Local 24. Applications may be delivered via mail or scanned / emailed to the Recording Secretary at [ialocal24recsec@gmail.com](mailto:ialocal24recsec@gmail.com).
2. All applications will be marked with the date and time of day received.
3. Pending applications more than 12 months old will lapse. Upon such lapse, the individual must complete and submit a new application in order to obtain referrals for employment.

## **C. Qualifications**

1. All persons must provide proof of their qualifications through training, certifications, and/or demonstrating experience.
2. The Referral Hall Committee will review all listed qualifications and shall determine whether a person's qualifications are enough using objective criteria. Thereafter, such persons may be requested to participate in a practical test as appropriate.
3. No person shall be registered on the Referral Hall List if they have not had their qualifications reviewed and approved by the Referral Hall Committee.
4. Persons may update their qualifications at any time by submitting a request for review in writing along with certificate/documentation of new skills.

# **III. REFERRALS**

## **A. New Referrals**

Once new Referrals are added to the Referral Hall List they must:

1. **Attend the Local 24 New Hire Orientation**
2. Fill out and sign their employment paperwork, including applicable checkoffs, including completed W-4 and I-9 Forms (with ID copies), which will be kept on file with Local 24.
3. Remain on probation for the first 12 months. During the 12-month probationary period, the Referral Hall Committee, may remove from the list any person(s) whose work and/or work site behavior does not meet the standards outlined in these Referral Hall Procedures and Work Rules.
4. Remit 4% of gross wages on any work obtained by that person through the Referral Hall to Local 24. Such percentage is deducted automatically or is payable upon receipt of invoice from Local 24. If the assessment remains unpaid after 60 days, then Local 24 will send another notice and the individual will be subject to a late fee of \$20.00. If the assessment is still not paid in full after 120 days, the individual will be automatically dropped from the Referral Hall List.

## **B. The Referral System**

The Referral Hall Call System will be run as a call out system. The Business Agent will operate the call out system. They will use the latest information recorded at the referral hall.

### 1. General Information

- a. It is the Referral's responsibility to make sure the Local has a working contact phone number and current postal mailing address.
- b. It is the responsibility of each person to reply promptly to the Business Agent for work after being contacted. Referrals will have 2 hours to reply to the Business Agent. In the event a Referral fails to respond after 2 hours, the Business Agent shall contact the next person on the list. If you are not available to work, please do the courtesy of relaying this to the Business Agent so that they can move on with filling the calls in a timely manner.
- c. Please note, Local 24 is not your employer. The Local's phone number is not to be given out as a work number or for any other personal contact purposes.
- d. Occasionally, employers request the referral of workers within 24 hours. In such cases, the Referral Hall will note the employer's request and will promptly attempt to locate workers for referral on short notice. In such situations, the Referral Hall will not make repeated attempts to contact the Referral who is next available on the Referral Hall List but will continue down the Referral Hall List until enough Referrals to meet the employer's request have been contacted.
- e. In the event of an emergency, such as a "no call/no show" or a call-off made within 12 hours of start-time, the Business Agent or Job Steward may do whatever necessary to fill the call even if that means not following the Call Lists.
- f. All original work calls shall come through the Job Steward(s) or Business Agent.
- g. Confirmation of work calls must happen directly to the Job Steward(s) or Business Agent.
- h. All questions and complaints regarding how work calls are filled from the Referral List shall be addressed to the Business Agent first.
- i. In the event a Referral is not available for work and has prior knowledge of this, he/she shall notify the Business Agent of their Inactive Status in advance in writing. To be reactivated, Referrals must notify the Business Agent again in writing. While inactive, a Referral will not be called except in the event of an employer request, nor will the Referral drop to the bottom of the Referral Hall List in the respective classification.
- j. Any Referral may file a participant report concerning any matter involving the operations of the Referral Hall System or any alleged violation of the Referral Hall Procedures and Work Rules. All reports will be reviewed by the Referral Hall Committee for appropriate response and action. A copy of the participant report will be provided to the Business Agent.

- k. IATSE Local 24 is not your employer. Individual job employers have different pay schedules. If there are any questions as to the expected rates and/or date of pay, these should be referred to the Job Steward.

## 2. Call Lists

The Referral Hall Committee shall maintain the following Call Lists: Class A, Class B, Class C, and Class D. Everyone's skills, qualification, and certifications shall be listed on the Call List.

### *a. Class A*

A worker shall be given Class A Status whenever the following qualifications are met:

- i. The worker has worked in the jurisdiction of Local 24 for a period of at least 2 years; and
- ii. The worker has either:
  - 1. Taken and passed the IATSE Journeyman Test and paid the \$1,000 test-taking fee (whether a member of IATSE)
  - Or
  - 2. Has the requisite skills and experience necessary in the industry as evidenced by a current Journeyman Card issued by IATSE;
- iii. The worker has worked at least 12 jobs in the last 12 months.

Workers shall be listed in order grouped by Local 24 Stage Employees first, followed by Local 24 Wardrobe then Local 24 Applicants and finally Journeyman from other Locals. Inside each group members shall be appended by the date they met the requirements set forth for the respective group within Class A with the worker with the earliest date appearing at the top of the list. If two workers have the same date, they shall be listed in order of the greatest time in the industry to the least. All Class A workers shall be called before any workers are called in any other class. If all Class A workers have been called and the job has not been fully filled, the Call Steward shall move to Class B.

### *b. Class B*

A worker shall be given Class B status whenever the following qualifications are met:

- i. The worker has worked in the jurisdiction of Local 24 for a period of at least 2 years; and
- ii. The worker has worked at least 12 jobs in the last 12 months.

Workers shall be listed in order by date first worked in the jurisdiction of Local 24, with the worker with the earliest date appearing at the top of the list. If two workers have the same "first date worked," they shall be ordered alphabetically.

All class B workers shall be called before any workers in Class C and Class D are called. If all Class B workers have been called and the job has not been fully filled, the Call Steward shall move to Class C.

*c. Class C*

A worker shall be given Class C status whenever the following qualifications are met:

- i. The worker has worked within the jurisdiction for more than 1 year but less than 2 years; and
- ii. The worker has worked at least 4 jobs in the last 12 months.

Workers shall be listed in order by date first worked in the jurisdiction of Local 24 with the worker with the earliest date appearing at the top of the list. If two workers have the same “first date worked,” they shall be ordered alphabetically. All Class C workers should be called before any workers in Class D are called. If all Class C workers have been called and the job has not been fully filled, the Call Steward shall move to Class D.

*d. Class D*

A worker shall be given Class D status whenever the following qualifications are met:

- iii. The worker has not met the requirements for Class C but has been approved by the Referral Hall Committee to be placed on the list.

Workers shall be listed in order by date first worked in the jurisdiction of Local 24 with the worker with the earliest date appearing at the top of the list. If two workers have the same “first date worked,” they shall be ordered alphabetically. All Class D workers shall be called before workers from other jurisdictions or workers not appearing on the list are called.

## **IV. WORK RULES**

- A. All persons are expected to report to the Job Steward or the Timekeeper at the job site at least 10mins. before the designated call time. The Job Steward shall attempt to contact the Business Agent to identify replacements for anyone who is a no call/no show or is more than 15 minutes late, unless the employer has more stringent requirements. If the Business Agent is unavailable, the Job Steward may find a replacement worker. When a replacement worker is dispatched, the late person is released from the call without compensation.

NOTE: Getting to and from the job sites is the responsibility of everyone. The Referral Hall assumes no responsibility for arranging transportation, nor schedules for any individual’s specific need.

- B. 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 without approval from the Job Steward prior to release shall be reported to the Referral Hall Committee and shall be penalized as per the Disciplinary Code of these Procedures and Work Rules.
- C. Any problems or questions that arise on any work call should be addressed to the Department Head or the Job Steward. If the Department Head or Job Steward can't resolve the issue on any site, they must contact the Business Agent for assistance. All issues shall be reported to the Referral Hall Committee.
- D. All persons are required to be neat, clean, and well-groomed on the job. T-shirts must have sleeves, must be in non-mutilated condition, and must not carry offensive phrases or graphics. Jeans and shorts are acceptable if they are not torn or ripped and are in good condition. Some contracts and/or employers may require specific apparel be excluded or included. Lacking the proper apparel at report time will subject the person to removal from the call with compensation only for hours worked.
- E. For the safety of all persons, earbuds, headphones, telephones, and other personal electronic devices are NOT permitted to be used while on the job except during breaks and meals or special circumstances permitted by production.

## **V. SPECIAL REQUESTS**

- A. In cases where an employer requires employees professing special skills and abilities, the Referral Hall shall refer the first person on the current Referral Hall list whose experience and/or certifications demonstrate possession of such special skills.
- B. Occasionally employers request the referral of specific individuals. Such requests must be made in writing with an explanation as to why they are being specifically referred (unless the applicable collective bargaining agreement provides otherwise). In the case of a request for specific individuals, the Referral Hall will attempt to place requested individuals on the call regardless of their position on the Referral Hall list.

## **VI. REMOVAL FROM THE LIST**

- A. Persons may be removed from the Referral Hall List of Local 24 if the Business Agent or Call Steward is unable to contact the person on 5 consecutive occasions. An exception will be made in the event of a bona fide illness or military service, so long as written notice of same is given to the Business Agent. Written notice shall be given to a referral, by certified mail, advising the person that their name was removed from the Referral Hall List due to the Business Agent's inability to contact the person. The individual will then have the opportunity to contest their removal by complaint to the Referral Committee. Regardless of a person's availability to accept a work call, they must respond to the Business Agent's or Call Steward's call within 24 hours or it will be counted as a non-returned call and subject to this clause.
- B. Persons shall be removed from the Referral Hall List of Local 24 for failing to remit the required percentage of gross wages of work gained through the jurisdiction and/or membership dues. If the assessment remains unpaid after 60 days, then Local 24 will send another notice and the individual will be subject to a late fee of \$20.00. If the assessment is



still not paid in full after 120 days, the individual will be automatically dropped from the Referral List.

- C. Persons removed from the Referral Hall list, who later wish to return, shall be required to submit a new application. Consideration of an application will be contingent upon settling all indebtedness with the Referral Hall or Local 24. An individual may request documentation of their indebtedness. All applications will be reviewed and voted upon by the Referral Hall Committee.

## **VII. SUSPENSION FROM THE LIST**

- A. A person shall be suspended from the Referral Hall list as specified under the Disciplinary Code of these Procedures and Work Rules.
- B. NOTICE: A person will be notified by certified mail of any violation of the Disciplinary Code and the date they will be suspended from the Referral Hall lists.
- C. The maximum penalty provided in the Disciplinary Code may be imposed automatically by the Referral Hall Committee upon receipt of a written complaint from a job steward or any employer, unless the person files a timely appeal.
- D. If a timely appeal is filed, no penalty shall be imposed until the appeal procedure has been completed, except for immediate suspensions for Major Offenses as provided in these Rules and Regulations.

## **VIII. DISCIPLINARY CODE**

All registrants shall be held accountable for their conduct under this Referral Hall System.

### **A. List of Offenses**

#### **1. Major Offenses**

- a. Conviction of a felony that occurs at the workplace.
- b. Falsifying information/qualifications on Application.
- c. Fighting with the intent to cause bodily harm, except for self-defense.

#### **2. Serious Offenses**

- a. Theft at the workplace.
- b. Verified sexual harassment (as defined by Federal law) at the workplace
- c. A verbal threat to any client, official, referral, or employee of the Local, or appointed Steward while at work, or in the process of coming to or leaving work.
- d. Making threatening or harassing communications, such as voice message, text, email, social media, or letter to any client, official, referral or employee of the Local, or appointed steward.

- e. Conduct or behavior damaging to the Referral Hall System’s relations with employers or conduct or behavior that obstructs the ability of the Referral Hall System to carry out its duties and obligations.
- f. Consumption of or being under the influence of alcohol or a controlled substance at work.
- g. Leaving a job, except for good cause, without being released by the Job Steward.
- h. Chronic violations of the Local 24 Referral Hall Work Rules.

3. Minor Offenses

- a. No Call No Show – After accepting a referral, failure to sign in 10 mins. before call time without notifying Job Steward or Call Steward, except for good cause.
- b. Failure to appear before the Referral Hall Committee upon request
- c. Being removed from the call by a client or venue representative
- d. Chronic tardiness – Failure to sign in by call time 3 times in a rolling 12-month period.
- e. Violation of OSHA safety rules, or of an employer’s safety standards, after warning.
- f. Calling off less than 8 hours in advance of the start time 3 times in a rolling 12-month period.

**B. In addition to penalties expressly provided under the various sections of these Referral Hall Procedures, any participant in the Referral Hall System who shall breach their duty as a participant by violation of the express provisions of these Referral Hall Procedures and Work Rules, or such conduct as is detrimental to the advancement of purposes which this Referral Hall pursues, or as would reflect discreditably upon the Referral Hall shall be subject to discipline in the manner set forth by the Referral Hall Committee.**

**C. Penalties**

	<b>Major Offense</b>	<b>Serious Offense</b>	<b>Minor Offense</b>
<b>1<sup>st</sup> Offense</b>	Permanent Removal from call list	10 call suspension	2 call suspension
<b>2<sup>nd</sup> Offense</b>	N/A	20 call suspension	4 call suspension
<b>3<sup>rd</sup> Offense</b>	N/A	Becomes a Major Offense	Becomes a Serious Offense

In the case of a Major Offense, the individual may only be reinstated with the approval of the Executive Board and the Referral Hall Committee.

3 Minor Offenses of any kind within 1 rolling year equal a Serious Offense.

3 Serious Offenses of any kind within 1 rolling year equal a Major Offense.

## **IX. APPEALS**

- A. Referrals may appeal any penalty imposed, or any alleged violation of the Procedures and Work Rules, to the Referral Hall Committee.
- B. Such appeal must be filed within 7 business days of referral's notice of penalty. All appeals shall be submitted to the Local 24 Vice President at [iatselocal24vicepresident@gmail.com](mailto:iatselocal24vicepresident@gmail.com) and will be brought to the attention of the Referral Hall Committee.
- C. The written appeal must clearly and specifically describe the subject matter of the appeal, and the relief requested.
- D. The Referral Hall Committee shall hold a hearing on the appeal within 30 days of receipt of the appeal, except for extenuating circumstances, in which case a hearing shall be held within 60 calendar days of receipt of the appeal. In order to promote the free exchange of facts and informality, no party shall have the right to legal counsel at the hearing. The person appealing must attend the hearing.
- E. The Referral Hall Committee may affirm the penalty, overturn the penalty, or reduce the penalty, but may not increase any penalty. The decision of the Referral Hall Committee shall be final and binding on all parties.
- F. A referral may also appeal the assessment of their qualifications as determined by the Referral Hall Committee.

## **X. AMMENDMENTS**

- A. These procedures are intended to meet the Union's obligations to staff the employers' jobs as efficiently and effectively as possible.
- B. These procedures may be changed from time to time, and persons using the referral processes of the Union should feel free to make any constructive suggestions for changes which they feel are necessary or desirable. Proposals shall be reviewed by the Referral Hall Committee and the Executive Board and the local's legal counsel.
- C. In the event of a change to these Rules, all users of the Referral Hall will be informed of the changes in writing