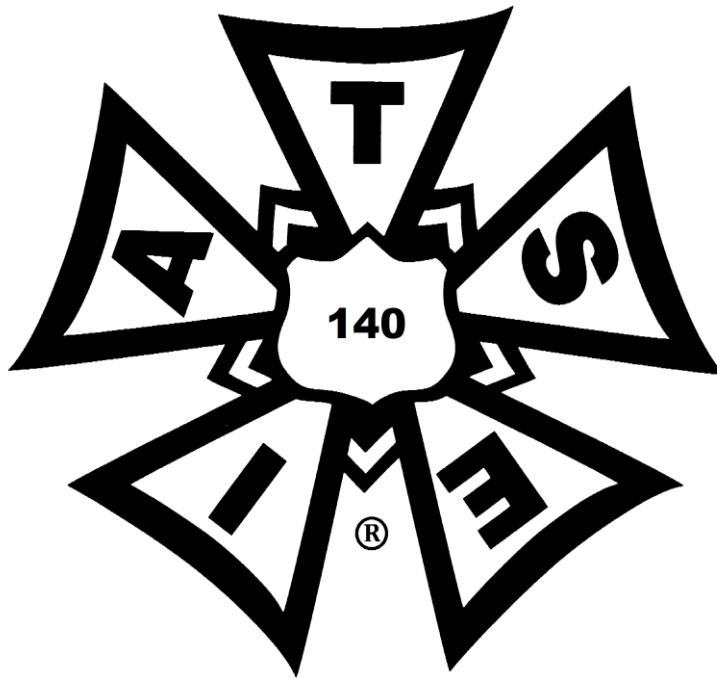


International Alliance of Theatrical Stage Employees, Motion Picture Technicians,  
Artists and Affiliated Crafts of the United States and Canada  
AFL-CIO

Local 140, Chattanooga, Tennessee



REFERRAL PROCEDURE

UNIFORM RULES AND REGULATIONS FOR THE HIRING HALL  
AND REFERRAL LISTS  
OF I.A.T.S.E. UNION LOCAL 140

## **Local 140 Hiring Hall Rules and Regulations**

### **I. GENERAL PROVISIONS**

1. Local 140 has established a Hiring Hall, whose purpose is placing available workers on jobs within Local 140's jurisdiction. In establishing these rules and regulations, the Local formalized the manner in which workers have been referred to jobs since the Local's inception. The establishment thereof memorialized the relationship between the Local and members and non-members working under the Local's contracts and/or within its jurisdiction. Workers who wish to work pursuant to these rules and regulations must apply to and become members of the Hiring Hall and agree to be bound by the terms and conditions of the Hiring Hall Rules and Regulations.

2. The Local 140 Hiring Hall provides referrals to a variety of employers including, but not limited to, theatrical productions, musical performances, trade shows and conventions in eastern Tennessee and the Chattanooga area. The day-to-day operations of the Hiring Hall are run by the Business Agent, under the general supervision of the Local 140 Executive Board.

3. The Hiring Hall will maintain a referral list of those you have applied for and been accepted to work under these rules and regulations. Each member of the referral list will be classified pursuant to his or her stagehand experience, special skills or training and time working within Local 140's jurisdiction and pursuant to these rules and regulations.

4. The referral list will contain all individuals who have applied for and been accepted to work under these rules and regulations.

5. Individual employer referral lists may be established as part of contract negotiations or other agreements between IATSE Local 140 and employers.

6. The Local 140 Hiring Hall makes referrals on a non-discriminatory basis and is subject to applicable laws. Referrals are made without regard to membership or non-membership in the Union, race, creed, religion, color, sex, marital status, sexual orientation, disability, age or national origin.

7. Leads and Department Heads may make decisions and handle issues as they arise, consistent with these rules and regulations if the Business Agent is unavailable until such time as the Business Agent is available.

### **II. POLICIES AND PROCEDURES**

The following policies and procedures will apply to all individuals who desire work through the Hiring Hall.

1. To be eligible for work through the Hiring Hall, you must pay an annual \$25 registration.

2. The \$25 fee, along with the signed acknowledgment of receipt of these rules and regulations, must be mailed to Local 140, PO Box 132, Chattanooga, TN 37401.
3. To remain eligible to be referred for available work you must pay your registration fee prior to March 1<sup>st</sup> of each calendar year.
4. An assessment of 4% of gross wages will be assessed and due and payable on each referral under these rules and regulations for administrative and operational costs of maintaining and administering the Local 140 Hiring Hall and these rules and regulations. Assessments are due and owing when the referral has worked. This assessment is subject to change by the Local Executive Board.
5. Failure or refusal to pay the assessment when due and owing will result in your suspension from the referral list until such time as your assessments are made current.
6. Your position on the Hiring Hall referral list will be determined by the procedures and rules set forth in the section III of these rules and regulations.
7. In order to maintain your position on the list and to be referred, you must pay your annual registration fee whether you work or not.
8. The call steward (or a representative appointed by the call steward) is the only person authorized to make work calls. You cannot accept a direct call from a contracted employer. All calls must go through the Hiring Hall.
9. When an employer requests referrals with special skills, registrants who have not indicated they possess such skills shall be passed over during rotation without losing their position on the list.
10. Registrants must be available for an entire call, including Load-In, Load-Out, and Show unless otherwise informed by the Business Agent.
11. If a request for a referral is submitted on short notice (defined as a request of less than 48 hours), the Business Agent shall fill the call as expeditiously as possible. This shall also apply to replacement calls made less than 48 hours prior to the call time.
12. Employers may request, in writing, specific employees who are members of the hiring hall by name regardless of their position on any list. This includes a request for apprentices when appropriate as determined by the Business Agent. The Business Agent shall discourage abuse of this provision by Employers. The Local reserves the right to suspend operation of this provision if it believes that it is being abused.
13. Employers have the right to reject any referral that is referred by the Hiring Hall, if the employer immediately provides its reasons in writing. If a registrant is rejected after appearing for a call, the registrant's name will be immediately placed at the top of the call list.

14. If the Local deems that a referral was rejected for reasons not appropriate, without cause or for arbitrary reasons, to the extent the Local can challenge such a rejection, it has the sole discretion to do so.

### **III. REFERRAL AND MAINTENANCE OF REFERRAL LIST**

The Hiring Hall shall use the following criteria for accepting and maintaining individuals on the referral list.

1. Individual's Availability
  - a. Time of day, day of week and special availability
2. Individual's Reliability
  - a. Accepts referrals when called.
  - b. Does not cancel for another referral
  - c. Arrives on time and ready to complete the assigned work
  - d. Does not engage in no-call, no-show after being referred
3. Individual's Capability
  - a. Status in the industry: Journeyman, Utility, Apprentice, none;
  - b. Time worked within Local's jurisdiction;
  - c. Special Skills (such as rigger, audio, fly rail, etc.)
  - d. Demonstrated job skills;
  - e. Requested by a client;
  - f. Recommendation from a client
4. Individual's Experience
  - a. Experience in the industry
  - b. Recent experience in the specific job
5. Individual's Attitude
  - a. Ability to be a team player;
  - b. Ability to work effectively with other crew members;
  - c. Ability to work effectively with client representatives;
  - d. Demonstrates a good attitude;
  - e. Demonstrates the ability to listen and follow directions the 1<sup>st</sup> time an instruction or work order is given.
  - f. Demonstrates appropriate decorum in the workplace, around other crew members and client representatives.

### **IV. DISPATCHING**

1. Do not call the call steward.
2. You will be called in accordance with your qualifications and your place on the referral list.

3. Anyone dispatched through the Hiring Hall should arrive at the job site in time to complete check-in and be ready for work at the designated call time. Arriving late will subject the referral to the rules regarding discipline for misconduct.

## **V. PAYROLL INFORMATION**

Currently if you are dispatched through the Hiring Hall, you will be paid through Nashville Talent Payment. However, you are not an employee of Nashville Talent Payment or Local 140, but instead you are to be considered an employee of whichever theatrical production, musical performance, trade shows, or convention company has requested stagehand referrals from the Hiring Hall, or any promoter or other employer acting on behalf of such an entity.

Paychecks will be mailed. Individuals are responsible for keeping their address and other contact information current with the payroll company and the Hiring Hall. It is suggested that you keep a work calendar where you can log your hours worked. You are responsible for catching any errors in reporting your hours worked. You must know when, where, how long, and for whom you worked in each pay period.

## **VI. DISCIPLINE FOR MISCONDUCT**

1. Individuals may be removed from any particular job, for the duration of the entire job, at any time if, in the opinion of the job steward or the Business Agent, they have engaged in misconduct listed in this section and/or their conduct or demeanor has created a serious risk that they will be unable to perform all of their assigned job duties in a safe and competent manner. Reasonable belief, based on objective manifestations, that a worker is under the influence of alcohol or drugs, is a legitimate basis for removal from a job referral. This is not an appealable decision and the member will not be compensated for any lost wages or benefits. Prior to making such a decision, the job steward will make reasonable efforts to consult with the Business Agent, but such consultation is not a necessary prerequisite to removing a worker from a job. The Business Agent may also, independently, remove a worker from a job under these circumstances.

2. Subsequent to the end of any job, whether or not a worker has been removed from the job prior to completing his/her assigned job duties, either the job steward may make a written complaint to the Business Agent that the worker should be subject to corrective or disciplinary action including but not limited to one or more of the following reasons:

- a. Not reliable
- b. Lack of adequate skills and / or experience
- c. Not acceptable to one or more clients
- d. Not working effectively with other crew members
- e. Not working effectively with client representatives
- f. Bad attitude
- g. Inappropriate behavior
- h. Arriving late for a job
- i. No-showing, throwing back, or removing him/herself from a job after accepting a call

- j. Leaving a job before completion
- k. Threats of violence, sexual or other harassment of coworkers or others at the workplace
- l. Actions detrimental to the operation of the Local or the Hiring Hall.

3. The Business Agent also may initiate corrective or disciplinary action based on any of these reasons, or for any other legitimate reason, on his/her own initiative, or at the request or based on information provide by the employer or any third party.

4. The Business Agent may, where appropriate, may impose discipline of up to 180 days suspension from the referral list and of up to a \$120 fine for violation of these rules and regulations. Imposition of such discipline is appealable by right to the Hiring Hall Appeals Committee. The Hiring Hall Appeals Committee (“HHAC”) will consist of 3 members, one of whom is a member of the Local Union Executive Board, appointed by the Local 140 President, subject to the approval of the Local Union Executive Board. The Local 140 Executive Board member appointed to the HHAC shall be the chairperson of the committee. Rules governing the operation of the Hiring Hall Appeals Committee are established below at section IX of these rules and regulations.

5. The Business Agent is also authorized to enter into any other voluntary written agreement with the member, in lieu of imposition of any or some portion of the proposed discipline, whereby imposition of any or some disciplinary sanction is suspended pending completion by the member of appropriate corrective or remedial steps. Such an agreement is binding on both the Hiring Hall and the member and need not be ratified by the Executive Board, although upon request by the Business Agent, such an agreement may be ratified by the Executive Board. Violation of such an agreement by a member may constitute grounds not only of imposition of whatever disciplinary sanction may have been suspended, but also for additional discipline or corrective action.

6. Where the Business Agent concludes that discipline of greater than 180 days suspension and / or more than a \$120 fine is appropriate, the Business Agent will recommend such discipline to the Hiring Hall Appeals Committee. A written copy of any such recommendation will be provided to the referral.

7. Prior to imposing such discipline, the Hiring Hall Appeal Committee will permit the referral who is the subject of the proposed discipline to address the Hiring Hall Appeals Committee and present evidence on his / her own behalf. The referral may have an advocate present, who is not an attorney. The Business Agent shall also present the evidence which forms the basis of the proposed discipline. The Hiring Hall Appeals Committee may, in its discretion, refer the matter to the Local 140 Executive Board whose decision on the matter will be final.

8. The Business Agent is permitted to place the referral on an emergency suspension for a period of up to 180 days, which may be subject to appeal by the referral, pending action by the Hiring Hall Appeals Committee or the Local 140 Executive Board as the case may be, on the Business Agent’s recommendation of more serious discipline. Should circumstances warrant, the Executive Board may decide to extend the period of the emergency suspension beyond the

180 days, in order to properly complete the process of making a final decision regarding imposition of discipline on the referral.

9. The Hiring Hall Appeals Committee and/or the Local 140 Executive Board as the case may be, may, in its discretion, impose the discipline requested by the Business Agent, impose different discipline from that requested (including greater discipline), impose no discipline at all or fashion an appropriate level of discipline or resolution of the issue. The decision of the Executive Board is final. Unless the Executive Board concludes otherwise, no compensation will be paid to any member for any period of time during which an emergency suspension was in effect, unless the Executive Board concludes that imposition of the emergency suspension was arbitrary, capricious or discriminatory.

## **VII. LABOR STANDARDS**

1. Since each event and each employer has different expectations, we have established the following standards of dress and professional behavior. The Job Steward will advise you if there are any specific requirements for a particular show or event.

2. Individuals will:

- a. Show up for work clean.
- b. Hair will be clean and long hair will be restrained for the safety of the individual.
- c. Maintain an attitude of professionalism, by showing restraint and decorum in speech as well as respect and politeness to employers and co-workers. Violations of this part of the standards may result, by the decision of the acting lead, the job steward, and/or the Business Agent, in your immediate removal from the call; and
- d. Individuals may not smoke anywhere, except in legally designated smoking areas and only during designated breaks.

3. Dress Code

All individuals must be dressed appropriately for the work environment, including weather conditions.

- a. Sleeve lengths will be a 3” minimum.
- b. Shirts must be able to be tucked in and free from holes, tears and rips
- c. Tank tops are not allowed.
- d. Clothing allowing inappropriate exposure will be deemed a distraction to a safe work environment and will not be tolerated.
- e. Show calls may require ‘dress blacks’.
- f. Each lead or job steward will advise you if there are any specific requirements.
- g. Footwear should be appropriate to the job assignment- closed toe shoes with tread on sole
- h. Clothing should allow for free movement of all types

## **VIII. REQUIRED TOOLS**

You must have the appropriate tools for work. They can be, but are not necessarily limited to:

- Sharp knife
- Flashlight
- Adjustable wrench (8")
- Gloves
- Hard Hat (construction style- for rigging shows or fly rail shows)
- Leatherman or Gerber multi-tool
- Show Blacks" if called for performance

## **IX. APPEALS PROCESS**

In accordance with the Local 140 Rules and Regulations, Section VI, the following will be the procedure as utilized for the appeal process.

1. The purpose and function of the Hiring Hall Appeals Committee ("HHAC") will be to make a determination regarding discipline imposed under these rules and regulations or to make a decision regarding the application or interpretation of these rules.
2. Referrals hall registrants will have 10 calendar days from the receipt of notice of penalty to file any written appeal request. An appeal request not received later than within 10 calendar days and appeal requests with insufficient or vague information will not be recognized and will be dismissed.
3. All appeal requests must state the reason one should not be penalized and must clearly state any and all facts including dates, times, witnesses, and attach any supporting documents that the appellant contends supports his or her position.
4. The HHAC will respond as to acknowledge receipt of the appeal within 10 calendar days of its receipt of a request of an appeal.
5. A hearing date will be scheduled as soon as possible with consideration of the work schedule of all parties involved. The referral filing an appeal will be allowed one postponement of the hearing so long as the request for a postponement is made in writing and received by the HHAC at least one day prior to the scheduled hearing. After one postponement, failure to appear will result in the dismissal of the appeal.
6. It will be the responsibility of the referral seeking an appeal to secure witness attendance at the hearing if witnesses are so desired. Any witness not listed in the appeal request shall not attend the hearing. Signed affidavits from listed witnesses listed in the initial appeal will be taken under consideration. The appellant may have in attendance for the hearing one co-worker for support.



7. Two members of HHAC shall constitute a quorum for appeal hearings. A record of the HHAC hearing minutes shall be kept as a permanent record and be reported in a general way at the next scheduled Local Union regular meeting.
8. The agreement of not less than two HHAC members shall be necessary to uphold or overturn a decision of the Business Agent. The HHAC will, in its discretion, also have the authority to make adjustments to the penalties under appeal.
9. The appellant and the Executive Board shall receive written notice of the HHAC decision within 10 calendar days of the conclusion of a hearing. Unless the decision of the HHAC is appealed in accordance with the procedures set forth herein, the decision of the HHAC will be final and binding on all parties.
10. In complex cases, any member of the HHAC may request that a second session of a hearing be held. The Chairperson will make the final determination whether any additional hearing dates should be scheduled.
11. Penalties affirmed or imposed by the HHAC will be appealable to the Local 140 Executive Board.
12. Any appeal to the Local Union Executive Board shall be made within 10 days of the HHAC decision and must be in writing. The decision of the HHAC will not be stayed by an appeal to the Local 140 Executive Board or during the pendency of the Appeal unless granted by the Local 140 Executive Board.
13. Any decision of the Local 140 Executive Board on an appeal to it from a decision of the HHAC shall be final and binding upon all parties.

**ACKNOWLEDGMENT OF RECEIPT OF LOCAL 140 HIRING HALL RULES AND REGULATIONS AND APPLICATION FOR INCLUSION ON THE REFERRAL LIST**

I hereby acknowledge receipt of and understanding of the Hiring Hall Rules and Regulations of IATSE Local 140 and agree to abide by the rules and regulations contained therein. I understand failure to comply with these rules will result in demotion or removal from the list. I hereby apply to be listed on the “referral list” and I understand this is not an application for membership in IATSE Local 140.

I am enclosing my annual fee of \$25.00 to be listed on the Local 140 Referral list.

NAME (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

My Skills and Abilities include:

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Mail this page to:

IATSE Local 140  
PO Box 132  
Chattanooga, TN 37401

Or email [treasurerlocal140@gmail.com](mailto:treasurerlocal140@gmail.com)

**Office Use Only:**

Annual Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_