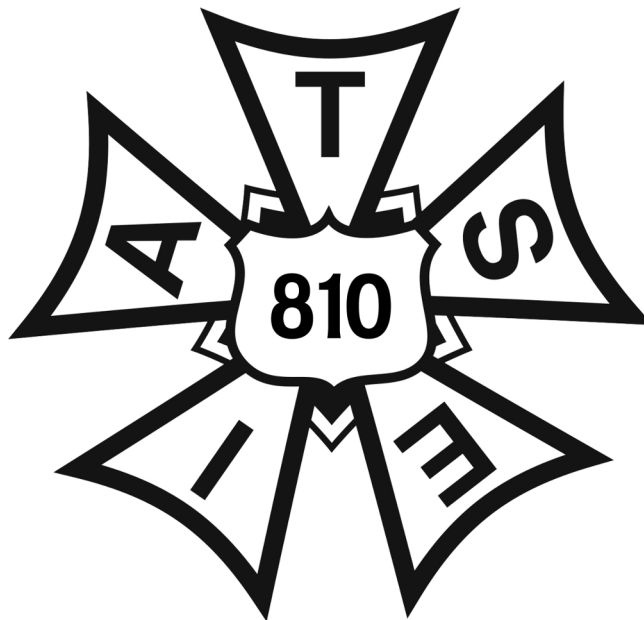


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## JOB REFERRAL PROCEDURES

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INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES, MOVING PICTURE  
TECHNICIANS. ARTISTS AND ALLIED CRAFTS  
OF THE UNITED STATES, ITS TERRITORIES AND CANADA  
A.F.L. - C.I.O.  
TWU LOCAL 810  
Kansas City, Missouri

## **PREAMBLE**

These are the dispatch procedures of IATSE TWU Local 810 (hereinafter referred to as "Local 810") as adopted on December 5, 2023.

It is the mission of Local 810 to use these procedures to dispatch available work to its registered and eligible workers in a fair and equitable manner based upon a number of objective criteria. It is the intent of this document that the most qualified personnel are provided to the employers and that eligible workers receive fair opportunities to work.

These procedures will not discriminate by race, color, national origin, creed, religion, age, gender, sexual orientation, gender identity and gender expression, union affiliation or as otherwise prohibited by applicable state or federal legislation.

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## Eligibility

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

- A worker must have a current signed Policies and Regulations Agreement on file with Local 810 indicating their intention to abide by the policies and regulations set forth in the agreement.
- A worker must be at least eighteen (18) years of age
- A worker must be a resident within the Local 810 geographical jurisdiction.
- A worker must be current with any payment of financial obligations owed to Local 810.
- The worker must not be barred from dispatch to the employer in question. Such barring may only take place following the language outlined in the collective bargaining agreement with said employer or by other legal procedure.
- The worker must not be suspended from dispatch.

All workers are employed by the entity originally requesting labor referral from Local 810. Local 810 is not an employer of any worker. Maintaining a position on a Dispatch List in accordance with these rules does not guarantee labor referral for any worker. Any worker wishing to be removed from a Dispatch Lists must do so in writing to Local 810.

Any question a worker may have about their eligibility status must be directed in writing to Local 810 Business Agent.

All workers referred for employment are required to pay 1% of their gross. This referral fee is due on the last day of the event and payable to TWU Local 810.

## Calling Procedures

The Business Agent of Local 810 will evaluate all employer labor request at their discretion and fill them in accordance with the Job Referral Procedures. The Business Agent shall contact each eligible worker using the procedures set forth here.

The Business Agent will make dispatch calls, via telephone, text or email. 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.

The Business Agent must make direct contact with the worker or leave an electronic message. No third party messages will be left unless it is the only option. An electronic message may consist of a voice mail, answering machine message, text message or electronic page. The Business Agent may not accept a third party response to accept or decline any offered work.

If at any time the Business Agent is unable to reach a worker by their contact information on file, the Business Agent will not be obligated to attempt contact while dispatching work until the worker provides current contact information. It is the responsibility of workers to inform Local 810, in writing or e-mail, of any change in their telephone number or mailing address within ten (10) calendar days of any such change.

It is the responsibility of the Business Agent to keep complete records of all dispatch calls made. Any worker with a question about a specific dispatch call may review these records by appointment with the Business Agent or their appointed representative.

Workers shall have a response grace period to accept or decline the call by phone, email or text to the Business Agent. The response grace period shall be 12 hours from the time of call. If no message can be left, this shall be accepted as the dispatch call attempt. Workers responding within the response grace period will be placed on

the labor request. Workers responding after the response grace period may be placed on the labor request, if a position remains.

## **Availability Call**

To expedite the filling of labor requests the Business Agent may contact workers to determine their availability, but not offer any work. The Business Agent will inform the worker this is only an availability call, and no work is being offered.

## **Emergency Calls**

Thirty Six (36) hours or fewer prior to the commencement of a labor request shall constitute an emergency dispatch call. The response grace period for such calls shall be 30 minutes. In such an emergency the Business Agent shall move directly through the Dispatch List calling each worker at the phone number they are most likely to be reached. Either by direct contact or electronic message the worker will be informed the dispatch call is of emergency status. The labor request will be filled in rotation order until eighteen (18) hours prior to or 6:00 pm the night before its commencement. Eighteen (18) hours or fewer prior to, or 6:00 pm the night before, the commencement of a labor request. Workers accepting previously made dispatch calls will be placed on the labor request in the order of their response. The Business Agent may call any eligible worker regardless of dispatch list order so the labor request may be filled in a timely manner. If direct contact is not made, the Business Agent will leave an electronic message with the details of the labor request and of its emergency status, but is not obligated to wait for a response before filling the labor request.

The Business Agent is not obligated to call workers who are already dispatched on a labor request where the hours will conflict with the new labor request. Declining or not responding to an emergency call will not be considered a dispatch call turn down.

## **Additions and Replacements to Labor Requests**

In the event additional or replacement workers are added before the start of an existing labor request it shall be the responsibility of the Business Agent to fill said positions. In the event additional or replacement workers are added after the start of a labor request it shall be the responsibility of the Business Agent or Job Steward to fill said positions. If the additional or replacement times and dates differ from the original labor request the Business Agent or Job Steward shall first contact workers who are already on the labor request, in dispatch list order within Specialty Personnel areas or departments. If no worker previously on the labor request, within the Specialty Personnel area or department is able to accept the additional duties the Business Agent or Job Steward shall contact workers who are already on the labor request in dispatch list order. If no worker previously on the labor request is able to accept the additional duties the Business Agent shall call for additional workers in proper rotation list order. If the new labor request is of a temporary nature the Business Agent shall inform workers of this while making the call.

## **Temporary Dispatch Call Steward**

If the Business Agent's schedule causes them to be unable to contact workers in a timely fashion, they may appoint a temporary Dispatch Call Steward to make the calls. The temporary Dispatch Call Steward shall be held to the same calling procedures as the Business Agent.

## **Work Referral Categories**

The Business Agent shall refer workers to employers by means of the following categories.

### **Job Steward**

The Business Agent shall appoint Job Stewards based on uniform criteria for Job Steward's required skills. Job Stewards shall be subject to Local 810 Executive Board disciplinary action based on established uniform criteria for Job Steward performance, including suspension from such duties.

### **Specialty Personnel**

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, not by name.

Specialty personnel may be requested by gender only if a bona fide occupational qualification (BFOQ) is clearly demonstrated by the employer or making the request. Specialty Personnel requested by skill must only be used in the capacity requested.

Specialty Personnel skills may include, but are not limited to: stitchers, beader's, laundry personnel, hair personnel, make-up personnel and heads of departments.

The Business Agent shall follow the Specialty Personnel Dispatch List rotation order when making dispatch calls for Specialty Personnel labor requests.

### **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. The Employer or their designated representative may request workers by name. This request will be considered when filling the labor request. All requests for personnel by name must be made in writing, or email to the Business Agent seven (7) days prior to the commencement of a labor request.

### **Specialty Personnel Dispatch List**

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 Local 810 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. The Business Agent shall follow the Dispatch List Rotation order when making dispatch calls for Specialty Personnel labor requests.

Specialty Personnel skills shall be defined as follows:

- Wardrobe
  - Stitcher:
    - Thread and use a variety of sewing machines.
    - Place a variety of zippers.
    - Place a gusset.
    - Machine and hand sew a hem.
    - Take direction from the supervisor to carry out the repair how they prefer.
  - Laundry:
    - Must be able to operate a variety of machines.
    - Must be able to iron.
    - Must be able to work with minimal supervision.
    - Must have good time management skills.
    - Must be able to read detailed laundry bibles and follow to the letter.

- Hair & Makeup
  - Hair:
    - Block and maintain front lace wigs.
    - Set and style wigs and falls.
    - Do a wig prep and pin on front lace wigs.
    - Pin in falls.
    - Pin on hats.
  - Makeup:
    - Apply basic male and female stage makeup.
    - Apply female glamour makeup.
    - Apply facial hair.
    - Know how to clean facial hair.
    - Know how to clean brushes and other tools.
    - Apply age make up.
    - Have your own makeup kit available to take to calls.

## **General Personnel Dispatch List**

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

Skill levels shall include the objective criteria described below.

Personnel must be able to assist performers in and out of costume. They should have basic repair skills like sewing on hooks and buttons. They must be able to carry baskets of clothing up and down stairs. They must be able to get down on their knees and back up quickly. They must be able to read dresser notes written in English.

# Dispatch Groups

## Group A:

The qualifications for achieving and remaining in Group A shall be at least five (5) years of service and the acceptance of at least four hundred (400) hours of work per year for two consecutive years. However, should a worker in Group A fail to meet these hour requirements or turn down three consecutive calls in a given year when offered by the Business Agent, unless having indicated to the Business Agent their unavailability for that time period or cancels more than three calls in a given year after accepting them from the Business Agent, that worker will be placed in Group B.

## Group B:

The qualifications for achieving and remaining in Group B shall be at least five (5) years of service and the acceptance of at least two hundred (200) hours of work per year for two consecutive years. However, should a worker in Group B fail to meet these hour requirements or turn down three consecutive calls in a given year when offered by the Business Agent, unless having indicated to the Business Agent their unavailability for that time period or cancels more than three calls in a given year after accepting them from the Business Agent, that worker will be placed in Group C.

## Group C:

The qualifications for achieving and remaining in Group C shall be at least one (1) year of service and the acceptance of at least forty (40) hours of work in the previous year. However, should a worker in Group C fail to meet these hour requirements or turn down three consecutive calls in a given year when offered by the Business Agent, unless having indicated to the Business Agent their unavailability for that time period or cancels more than three calls in a given year after accepting them from the Business Agent, that worker will be placed in Group D.

## Group D:

This group shall consist of all other qualifying workers and prospective workers.

## Dispatch List Placement/Rotation

There will be dispatch list for Missouri and Kansas. Workers qualify for both list unless they indicate they prefer to work in only one or the other state.

List A and B are by rotation. The Business Agent will always start in the rotation of Group A. If the call can not be filled by Group A, the Business Agent will move to the rotation of Group B. If the call can not be filled by Group B, the Business Agent will move to Group C. Group C will not be called by rotation. The Business Agent will start at the top of the list each time. If the call can not be filled by Group C, the Business Agent will move to Group D. Group D will not be called by rotation. The Business Agent will start at the top of the list each time.

Placement on a list is established by the first documented work date of a worker.

Prospective workers who have submitted an Information Sheet within the current or previous year will be called in the event the call can not be filled with a qualified worker from list A-C. They will be called in order of the date their Information Sheet was received.

The dispatch lists are reviewed at the beginning of each calendar year. Any worker removed from a dispatch list will be considered a prospective worker and their first work date retained.



## **Lack of Available Work**

For any year that the work available to the workers is not enough to allow them to maintain their position on the list, Local 810 Executive Board may revise the required minimum hours to reflect the work available. They will do so during the First Quarter of the following year. Any worker feeling that the number of calls made available to them has adversely affected their position on a dispatch list may request such a review of the Executive Board. Any revisions of these minimums must be approved by Local 810 membership.

Workers who receive Social Security, limiting their ability to accept calls, may be exempted from the minimum number of hours required to remain in their group at the discretion of the Executive Board. It is the responsibility of such workers to inform Local 810 of their situation. Some documentation may be required.

Workers, who are injured or receive Workers' Compensation from work accepted through Local 810, limiting their ability to accept calls, may be exempted from the minimum number of hours required to remain in their group at the discretion of the Executive Board. It is the responsibility of such workers to inform Local 810 of their situation. Some documentation may be required.

Workers, who experience a serious illness or family emergency, limiting their ability to accept calls, may be exempted from the minimum number of hours required to remain in their group at the discretion of the Executive Board. It is the responsibility of such workers to inform Local 810 of their situation. Some documentation may be required.

## **Work Hour Accumulation**

Documented labor referral hours may be accumulated from hours of work accepted through the Local 810 referral system or a qualifying employer directly related to the entertainment production industry. Workers wishing hours worked for qualifying employers must submit a request in writing to Local 810.

Workers whose hours are approved shall be granted eight (8) hours for each full week, and/or four (4) hours for each partial week worked with a maximum of two hundred (200) hours credited per year. Documentation of the number of hours actually worked must be provided and will be accepted at the discretion of the Executive Board.

## **Years Of Service and Minimum Hours Exceptions**

Years Of Service are the total number of years worked under either a Local 810 or International CBA.

Any worker with over 25 years of service is only required to maintain a minimum of forty (40) hours for the previous year once they have met the original requirements for a dispatch list.

Any worker with over 50 years of service is only required to maintain a minimum of eight (8) hours for the previous year once they have met the original requirements for a dispatch list.

# Disciplinary Actions

## Failure To Be On Time Annually

**First Offense:** Any worker who fails to be on time, will be given a verbal warning and will not be timed in until the next half hour or hour increment. They may be dismissed from the show at the steward's, business agent's, and or employer's discretion.

**Second Offense:** Any worker who fails to be on time for a second time: see first offense, will also be fined \$15.00 that will need to be paid before working another call.

**Third Offense:** Any worker who fails to be on time for a third time: See first offense, will also be fined \$25.00 that will need to be paid before working another call. They will also be removed from the dispatch list for one call.

## No Show Within Five Year Period

**First Offense:** If a worker fails to appear for a call without notice, there will be a written warning given and dismissal from the show at the steward's, business agent's, and or employer's discretion. There will also be a fine of \$50.00 that will need to be paid before working another call, and loss of job referral for one call.

**Second Offense:** If a worker fails to appear for a call without notice for a second time: See first offense, but the fine will be \$60.00 that will need to be paid before working another call, and loss of job referral for two calls.

**Third Offense:** If the worker fails to appear for a call without notice for a third time, the matter will be discussed and dealt with by the executive board at a special meeting.

## Alcohol Or Drug Use

This is a zero tolerance offense. If removed from the show the following apply.

**First Offense:** Written warning, removal from show and \$25.00 fine that will need to be paid before working another call.

**Second Offense:** Written warning, removal from show, loss of job referral for 6 months and \$50.00 fine that will need to be paid before working another call.

**Third Offense:** Removal from show, permanent removal from dispatch list and \$100.00 fine.

## Other Minor Violations Annually

**First Offense:** The first violation will result in a verbal warning.

**Second Offense:** The second violation of the same offense will result in a written warning and a fine of \$10.00 that will need to be paid before working another call.

**Third Offense:** The third violation of the same offense will result in a written warning and a fine of \$20.00 that will need to be paid before working another call.

**Fourth Offense:** The fourth violation of the same offense will be discussed and dealt with by the Executive Board.

Minor violations are defined as violations of working procedures.

## Other Major Violations

Major violations are reviewed by the Executive Board and defined as actions that adversely effect other workers.

## Failure To Pay

Failure to pay any financial obligation shall result in a fine of \$25 after 30 days delinquent and will need to be paid before working another call.

## **Changes, Modifications, or Amendments**

Should any changes, modifications, or amendments to this document or the Polices and Regulations Agreement be required, they will follow the procedure listed below.

1. At a regular monthly meeting: read and discuss the change, modification or amendment. Within seven (7) days inform all members of the intent to change and what is going to be changed, modified or amended.
2. At the next regular monthly meeting a motion should be made and seconded to accept the change, modification or amendment and then voted on. A majority vote is required for the motion to pass.