

UNIFORM RULES

IATSE LOCAL 412

REFERRAL LIST

Updated 2013

Preamble

Whereas, certain agreements and practices relating to the hiring of employees are in effect between Local 412 and certain employers who operate within the jurisdiction of Local 412; and

Whereas, Local 412 wishes to establish and maintain written rules and regulations regarding the practices of its Hiring Hall in referring both members and non-members for temporary and permanent employment; and do so in a fair and non-discriminatory manner:

Local 412 does hereby approve and adopt this preamble and the following "Rules and Regulations for the Hiring Hall and Referral Lists" and declares its intention to establish and maintain a system on this basis.

Equal Employment Opportunity:

Local 412 recognizes it is required by law not to discriminate, with regard to employment, against any person on the basis of union membership, race, religion, age, color, sex, national origin, or ancestry; and hereby declares its acceptance and support of such laws. This shall apply to hiring, placement for employment, training during employment, and rates of pay or other forms of compensation.

NOTICE:

The Hiring Hall is not an employer. No guarantee, assumption, promise, contract or warranty is now, will or should ever be made that participation in the Hiring Hall and Referral Lists will provide any person with a job.



REFERRAL LIST UNIFORM RULES

1. APPLICATION

1.1 Eligibility

1.1.1 Any person may make application to the Referral Hall to be listed for both temporary and permanent employment referrals. Union membership or affiliation is not required.

1.1.2 Initial application may be made at any time.

1.1.3 An applicant must be at least eighteen (18) years of age.

1.1.4 An applicant must be physically able to work in the position(s) for which he or she applies.

1.1.5 Applicants may be required to take an appropriate skills and/or knowledge test.

1.1.6 The Referral Committee may ask applicants for a personal interview.

1.1.7 An Applicant shall not be considered until any past-due Hiring Hall Referral fees have been paid in full.

1.2 Application Materials

1.2.1 All applicants shall fill out the following forms, and provide the following information:

1.2.1.1 An Application for Job Referral.

1.2.1.2 A verifiable resume or other materials adequately certifying the applicant's training and/or experience.

1.2.1.3 An Application covering temporary employment with an employment agency, with which Local 412 maintains a written agreement.

1.2.1.4 An Agreement to pay the Referral Fee, acknowledging that a fee of 4% of gross wages is charged for referral and that failure to pay the fee will result in suspension from referral and ultimately in removal from the Referral List.

1.2.1.5 Completed W-4 and I-9 forms

1.2.1.6 Proper identification as specified on the I-9 form.

1.2.1.7 Other forms as may be necessary to administer and maintain the Referral List and its operation, or by agreement with an employer or employment agency, or as may be required by law.

1.2.2 Applicants are encouraged to complete the following forms, which will authorize additional worthwhile services:

1.2.2.1 A form authorizing the employer or paymaster to automatically deduct the required referral fee from wages and submit it to Local 412. This is a convenient way to pay the required fee on time.

1.2.2.2 A form authorizing Local 412 to act as bargaining agent. This allows Local 412 to represent the users of the Referral Hall and to bargain on their behalf.

1.2.3 All applicants shall submit an annual twenty-dollar (\$20.00) non-refundable registration fee. The Registration Fee is valid until the next season's lottery. Pro-rata Registration Fees shall not be accepted.

1.2.4 All applications shall be submitted by mail or in person by appointment with the Business Agent.

1.2.5 A drawing shall be held on October 15 of each year, or as soon thereafter as reasonably possible, to determine random initial placement of registrants on the appropriate A, B, or C Lists.

1.2.5.1 Applications received between September 1 and October 15 shall be accepted for the Lottery.

1.2.5.2 Applications not received complete during the Lottery Registration Period shall be considered late, and shall not be included in the Lottery.

1.2.6 Registrants are placed on the Lists for one year.

1.3 Review of Applications

1.3.1 A Referral Committee appointed by the Executive Board of Local 412 shall review the materials submitted by each applicant and determine whether the applicant is qualified for referral by Local 412's Hiring Hall.

1.3.2 Application shall be made by completing the appropriate form(s), and will be marked with the date and time of receipt.

1.4 Placement of Qualified Registrants on Lists

1.4.1 All first time registrants shall serve a probationary period of twelve (12) months. During this period, the Referral Committee can remove, from the Lists, a registrant whose work does not meet the standards outlined in the Hiring Hall rules.

1.4.2 Placement of registrants on Referral Lists is solely by approval of the Referral Committee.

1.4.3 All registrants will be placed on an 'A', 'B', or 'C' Rotating Referral List. If a registrant does not apply for inclusion on a specific list the Referral Committee shall decide. The Referral Committee shall make the final decision as to list placement.

1.4.4 Special Placement. Late applicants and registrants not meeting the specified requirements may, upon receipt of an application, be recommended by the Referral Committee at any time to the Business Agent for special placement on the bottom of any list.

1.4.5.1 'A' List: A registrant with a minimum of three years experience who has worked, or been available for work, full-time within Local 412's trades and jurisdiction at least 2 years' total and who has unlimited availability for referred work.

1.4.5.1.1 'A' List Registrants who fail to maintain unlimited availability, per section 1.4.6.1, shall be reassigned to the 'B' or 'C' list.

1.4.5.3 'B' List: A registrant with a minimum of three years experience who has worked, or been available for work, part-time within Local 412's trades and jurisdiction at least one year and who is usually available for referred work.

1.4.5.3.1 Registrants failing to remain usually available, per section 1.4.6.2, shall be reassigned to the 'C' list.

1.4.5.4 'C' List: A registrant with less than three years experience or not meeting the requirements of the 'A' or 'B' Lists.

1.4.6 Availability

In order to provide employers with qualified workers at all times, the nature of the Hiring Hall is to give preference for referral to registrants with the greatest availability.

1.4.6.1 "Unlimited Availability" is defined as willing and available to accept referrals from the Hiring Hall at all times, day or night, except when doing work referred through the Hiring Hall, during mandatory turnarounds, sick, or with prior approval from the Referral Committee.

1.4.6.2 "Usually Available" is defined as not meeting the requirements of Unlimited Availability but willing and available to accept referrals at least 2/3 of the time, except when doing work referred through the Hiring Hall, during mandatory turnarounds, sick, or with prior approval from the Referral Committee. Some impairment may exist due to prior commitments, holding a part-time job or personal choice. In general, a person holding a full-time job would not qualify as being usually available.

1.4.7 Apprentices

These rules and regulations shall not apply to the employment of apprentices. Local 412 may establish and maintain a non-discriminatory apprentice-training program with corresponding rules and regulations making apprentices eligible for the 'B' List.

1.4.8 Job Categories

Registrants wishing to be considered for particular categories of work within an A, B, or C List must indicate the category(s) on their original application, or submit a revised form for consideration to the Referral Committee. Requests by employers will be filled using categories indicated on the registrant's most recent registration form. Categories include, but are not limited to, lighting, sound, carpentry, wardrobe, properties, projection, and other crafts within Local 412's trade jurisdiction.

1.4.9 Special Skills

Registrants possessing special professional skills are strongly encouraged to note such skills on the registration forms.

1.4.10 Telephone

All registrants must maintain a working telephone to facilitate referral to work calls. An answering machine and/or voicemail is also recommended.

1.4.11 Temporary Unavailability

Registrants who are temporarily unavailable for work due to illness, injury or other valid reason, and who can provide written notice in advance, shall maintain their position on the List. They will not receive referrals until they report availability to the Business Agent.

1.4.12 Status Change

It is the registrant's responsibility to notify the Business Agent and Referral List Committee of any change in employment status that may affect placement on the Lists.

1.4.13 Prior History

When placing applicants on the Lists, the Referral Committee shall consider prior history. A prior Applicant who, during the preceding List season, which for the purpose of this subparagraph shall be defined from November 1st - April 30th, and without prior Committee approval, left the jurisdiction or otherwise became voluntarily unavailable shall not meet the requirements for placement on the 'A' List.

2. Administration

2.1 Referral Costs

All costs of administering the Referral lists and running the Hiring Hall shall be borne by the registrants.

2.1.1 All registrants shall pay a fee, equal to 4% of gross wages received as a result of referral, to Local 412 as administrator of the Hiring Hall.

2.1.2 Timely payment of all referral fees is required to remain eligible for referral.

2.1.3 For convenience, a registrant may elect to have the referral fee deducted from wages automatically by the employer or paymaster.

2.1.4 If the registrant does not choose automatic deduction, or in the event that the employer or paymaster does not deduct the referral fee, Local 412 must receive the entire referral fee within thirty (30) days of registrant's receipt of wages.

2.2 Non-payment of Fees

Hiring Hall Referral Fees are payable to Local 412 immediately upon receipt of wages from an employer to whom the registrant was referred. All other Fees are due immediately.

2.2.1 Written notice of arrears shall be sent by regular mail or presented in person after twenty-one (21) days.

2.2.2 Failure to pay referral fees within thirty (30) days shall result in suspension from referral until the fees are paid in full.

2.2.3 Failure to pay within forty-five (45) days shall result in complete removal from the list.

2.2.4 Appeals for extension of time to pay must be made in writing to the Referral Committee within the first thirty (30) days.

2.3. Referral Committee

2.3.1 The Executive Board of Local 412 shall appoint a Committee for the purposes of administering the Hiring Hall's rules and regulations and for determining applicants' qualifications.

2.3.2 The Committee shall be comprised of a total of five (5) persons. Local 412's Business Agent, by virtue of his office, shall serve on the committee. Up to two (2) other members of 412's Executive Board may also serve. At least two (2) members of the committee shall be appointed only from Local 412's at-large membership. All members shall serve a term of one (1) year.

2.3.3 The President of Local 412, as per the Local's Constitution, shall appoint the Chairman of the Committee. The Business Agent is ineligible to serve as Chairman.

2.3.4 The Executive Board of Local 412 reserves the right to remove any Committee member by an appropriate method outlined in the Local's Constitution.

2.3.5 Committee members must be notified at least forty-eight (48) hours in advance of any meeting or vote. Three (3) members shall constitute a quorum. All decisions shall be made by majority vote.

2.4. Business Agent

2.4.1 Local 412's Business Agent shall be responsible for the daily operation of the Hiring Hall.

2.4.2 The Business Agent may appoint a "Job Steward", and delegate to that person responsibilities appropriate to the position.

2.4.2.1 The Job Steward will follow the Duties and Guidelines as established by the Referral Committee. These duties are as follows:

2.4.2.1a The Job Steward will assist in keeping members up to date with the latest news from the union.

2.4.2.1b The Job Steward shall be responsible for maintaining order and verify that all workers are following their work duties as outlined in the Uniform Rules. The Job Steward also is to act as a direct interface between the list members and workplace management.

2.4.2.1c The Job Steward will report any violations of the Contract immediately to the Business Agent and by written notification to the referral committee within 7 days.

2.4.2.1d The Job Steward shall assist new members with orientation in the workplace, and communicate official Union policies to all workers.

2.4.2.1e The Job Steward shall report any Incident, Disruption or violation of the Uniform Rules by written form to the Business Agent & The Referral Committee within 24 hours of the date of occurrence.

2.4.3 The Business Agent shall be responsible for disciplinary actions not reserved as solely the province of the Referral Committee. All actions taken by the Business Agent shall be reported verbally and in writing to the Referral Committee within three (3) regular business days.

2.4.4 The Business Agent shall maintain the Rotation Referral Lists and include in the records:

2.4.4.1 The date and time an employer submits a request for workers.

2.4.4.2 Any special qualifications requested by the employer.

2.4.4.3 The date and time each registrant from an applicable list was contacted, or when contact was attempted, and the registrant's positive or negative response.

2.4.5 The Business Agent shall provide signed copies of all Rotation Referral List call records and memoranda to the Local 412 Secretary and Referral Committee Chair upon request and at the end of each month.

2.4.5.1 Rotation List records and memoranda shall be kept on file for a minimum of five years.

2.4.6 The Business Agent shall make available to all registrants, upon reasonable request, copies of requests by employers for workers.

2.4.7 The Referral List Chair shall make available for inspection, copies of Rotation Referral List call records for previous calls.

2.4.8 Upon written request the Business Agent shall allow any registrant to examine, at the earliest reasonable opportunity, any Referral List record(s).

3. OPERATION

3.1 Rotating Referral Lists

3.1.1 Initial placement in rotation, on each of the Lists for the forthcoming year, will be determined by lottery. The lottery shall be held as soon as possible following the close of the registration period on October 15. Late additions, if allowed, shall enter at the bottom of the rotation.

3.1.2 The Lists shall be posted at the next regular meeting following the Lottery and thereafter be provided, upon written request, to any registrant.

3.1.3 List Year. The List Year begins on the date the Lottery is drawn and ends when the next year's Lottery is drawn. Registration is valid for the current List Year only. No registration shall carry over to the following List Year.

3.2 Filling Job Requests

3.2.1 Referrals for A List positions will be made first, starting with the "highest" registrant on the list and proceeding in consecutive order. The Business Agent or Call Steward shall start at the top of the referral list until a worker is located to fill an employer's request. If a registrant is not available or does not respond in a reasonable period of time, the next registrant on the list shall be called.

3.2.2 On each subsequent request, the Business Agent or Call Steward shall begin with the top name not contacted on the previous requests (including those registrants who could not be contacted) and shall pass over those who accepted referral on the previous requests.

3.2.3 If the 'A' List is exhausted, the procedure will continue in the same manner using the 'B' List.

3.2.5 If the 'B' List is exhausted, the procedure will continue in the same manner using the 'C' List.

3.2.6 Following referral, a registrant's name will be rotated to the bottom of the appropriate List. When several registrants are referred to the same call, they will be placed at the bottom of the List in the same order they appeared previously.

3.2.7 Those persons who refuse referral, except for good cause, shall be placed at the bottom of the list, in the same order that they appeared prior to being contacted, after the job call has been completed.

3.2.8 This procedure shall be followed until each person on the list has had an opportunity to refuse or accept a referral and then shall be repeated

3.3 Continued Refusal

3.3.1 Registrants on the 'A' List who refuse referrals three (3) times in a thirty (30) day period (other than for short turnaround, illness or by prior arrangement) will be placed on the 'B' list for a period of not less than ninety (90) days. At the end of that period the Business Agent will accept a written request for reinstatement.

3.3.2 Registrants on the 'B' List who refuse a referral three (3) times in a thirty (30) day period (other than for short turnaround, illness, prior scheduled personal time or by prior arrangement) will be placed on the 'C' list for a period of not less than ninety (90) days. At the end of that period the Business Agent will accept a written request for reinstatement.

3.4 Inability To Contact

3.4 If, because of the inability to contact a registrant, the rotation process of the referral list is threatened with disruption, the Business Agent or Call Steward shall bypass such registrant and thereafter notify him/her that some difficulty exists in contacting him/her. The Business Agent shall, when a satisfactory method of communication is re-established with the registrant, place the registrant's name at the bottom of the list.

3.4.1 If the Business Agent cannot contact a registrant on three separate occasions, the registrant may be removed from the List. Written notice will be sent to the registrant by certified mail.

3.5 Special Skills

3.5 When an Employer requests workers 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.

3.6 Entire Call

Registrants must be available for an entire call, including Load-In, Load-Out, and Show unless otherwise informed by the Business Agent.

3.7 Short Notice

If a request for workers is submitted on short notice (of less than 24 hrs.), the Business Agent shall fill the call as expeditiously as possible. Repeated phone calls will not be made.

3.8 Special Requests

Employers shall be permitted to request, in writing, specific employees by name regardless of their position on any list. This includes a request for apprentices when appropriate. The Business Agent shall discourage abuse of this clause by Employers.

3.9 Rejection

Employers have the right to reject any registrant referred by the Hiring Hall, if they immediately provide their 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.

3.10 Additional Staffing

If temporary positions requiring special skills and at least three (3) years experience cannot be filled from registrants currently available on the 'A' or 'B' Lists, the Business Agent shall be permitted to call upon registrants who would not normally be available because of other work in the trade and jurisdiction. These registrants shall be allowed to work under such conditions as are permissible by their current employer.

3.10.1 In the event a call for workers cannot be filled from the Lists, the Business Agent shall be permitted to secure competent workers from other reliable sources.

3.11 Extras Called

In the event that more workers than were requested by the employer are called and appear for a call, the Steward or Business Agent shall first determine whether the employer is willing to hire or compensate the extra worker(s). Should the employer not hire or compensate the extra worker(s), the Steward or Business Agent shall request volunteers willing to be released from the call. If there are no volunteers, the last extra worker called shall be the first to be sent home. Extras sent home from a call without compensation will have their names placed at the top of the rotation list in the order they were released from the call.

4. DISCIPLINARY CODE

4.1 Held Accountable

All registrants who accept work through referral by Local 412's Hiring Hall will be held accountable for their actions under its Disciplinary Code.

4.2 Authority

The Business Agent and Job Steward shall have the authority to immediately remove from the job site and replace any registrant for commission of any of the offenses listed in the Disciplinary Code. A written report must be completed by the Job Steward and reviewed by the Business Agent on ALL offenses and disruption of the work call. This report shall state all of the facts as well as any specific details, date, time, circumstances and any witnesses. The Business Agent and Job Steward must submit this report to the Referral Committee within 7 days after the date of occurrence.

4.3 Violations

Violations under the Code shall be penalized by suspension from the Referral Lists as follows:

4.3.1 Extreme Offenses, 2 years

4.3.2 Major Offenses, 1st for 30 days, 2nd for 60 days plus assignment to the next-lower list for 365 days, 3rd for 90 days plus assignment to the 'C' list for the remainder of the List Year plus 365 days.

4.3.3 Minor Offenses, 1st for 7 days, 2nd for 30 days, 3rd for 60 days plus assignment to the next-lower list for 365 days.

4.3.3.1 The term "Minor Offense" denotes an offense carrying a lesser penalty than a "Major Offense" and shall not be construed as meaning trivial or unimportant.

4.4 Extreme Offenses

Extreme Offenses are as follows:

4.4.1 Conviction of a felony committed while on a sanctioned job site or work call received by referral of the Hiring Hall.

4.5 Major Offenses

Major Offenses are as follows:

4.5.1 Presenting false information or qualifications on applications or during application interviews

4.5.2 Consumption of a controlled substance at work (Also see section 4.9.)

4.5.2.1 The Job Steward is required to send an intoxicated worker home without pay.

4.5.3 Theft at work

4.5.4 Fighting at work

4.6 Minor Offenses

Minor Offenses are as follows:

4.6.1 Withdrawal from an accepted referral without good cause less than forty-eight (48) hours prior to the job.

4.6.2 Failure to appear for an accepted job without good cause (No Show). (Also see section 4.8 and section 4.9)

4.6.3 Leaving the Job Site prior to release by the Job Steward. (Also see section 4.9.)

4.6.4 Appearing at the Job Site while intoxicated. (Also see section 4.9.)

4.6.4.1 The Job Steward is required to send an intoxicated worker home without pay.

4.6.5 Abusive or insulting language or conduct at work.

4.6.6 Habitual lateness. Appearing late for a job call three times without good cause.

4.6.7 Knowingly contributing to an unsafe work condition.

4.6.8 Working double shifts in a single day without the consent of the Business Agent.

4.6.9 Failure to appear before Referral Committee when requested.

4.6.10 Soliciting work as a stagehand or projectionist within the jurisdiction of the Local without the express permission of the Local.

4.7 Suspensions

4.7.1 A registrant may be immediately suspended from the Referral List for any Offense listed in the Disciplinary Code. Notice will be provided by certified mail within two (2) business days.

4.7.2 The Business Agent may impose the maximum penalty provided in the Disciplinary Code upon receipt of a written complaint from a department head, steward, or employer; unless the registrant files a timely appeal to the Referral Committee.

4.7.3 If a timely appeal is filed with the Referral Committee, no penalty shall be imposed until the appeal process is completed, except where immediate suspensions are provided for under the Disciplinary Code.

4.8 No-Show

In the event that a registrant fails to appear for a call that he or she has accepted, the following steps shall be followed in order:

4.8.1 The Job Steward shall attempt to contact the missing person.

4.8.2 If attempts fail, the Job Steward shall contact the Business Agent, who shall replace the missing person.

4.8.3 The Business Agent shall then contact the person who missed the call and assess the reason for the absence. The Business Agent shall document the discussion including date, time and excuse given. The Business Agent shall then inform the registrant whether a penalty is or is not being applied, the form of such penalty, and the process for appeal.

4.8.4 The Business Agent shall submit a report containing the above documentation to the Referral Committee and to the Executive Board of Local 412 within 7 days.

4.9 Fees For Violations

Fees for 4.6.2, No Show, 4.6.3, Leaving the Job Site prior to release by the Job Steward, 4.6.4, Appearing at the Job Site while intoxicated, and 4.5.2, Consumption of a controlled substance at work:

4.9.1 All reasonable costs to replace a registrant, borne by the Local as a result of the offenses listed in this section, shall be charged to that registrant as a fee.

4.9.2 Any fee charged under this section shall be due immediately, subject to section 2.2.

4.10 Letters Of Offenses

Letters of Extreme Offenses and Major Offenses shall be kept on file for three (3) years. Letters of Minor Offenses shall be kept on file for one (1) year. Registrants found not guilty of an offense will have such letter removed from the files.

4.11 Letters of commendation shall be kept on file indefinitely.

5. APPEALS AND COMPLAINTS

5.1 Appeals to Referral Committee.

5.1.1 A registrant may appeal any penalty imposed, or may appeal the qualifications for a referral as determined by the Business Agent.

5.1.2 A registrant may file a complaint with the Referral Committee regarding any violation of the rules, regulations, or operation of the Hiring Hall.

5.1.3 Appeals must be filed within fourteen (14) calendar days of the date of the violation notice. Complaints must be filed within fourteen (14) days of the alleged violation.

5.1.3.1 The Referral Committee shall hold a hearing within thirty (30) days of receipt of the appeal or complaint. When circumstances prevent a prompt hearing, it must still be held within ninety (90) days, and all parties must be notified. If no ruling is made within ninety (90) days from receipt of the appeal, any penalty or fine being appealed shall be overturned.

5.1.4 Registrants shall be allowed representation at the hearing by another registrant of the Hiring Hall. To promote a free exchange of facts, no party shall have the right to professional legal counsel at the hearing.

5.1.5 The Referral Committee shall provide the Secretary of Local 412 with a written record of the proceedings of all appeals. The Executive Board of Local 412 shall have at its discretion the release of these files; as similarly outlined for appeals under Local 412's constitution.

5.1.6 The Referral Committee may affirm, overturn, or reduce the penalty; but may not increase the penalty. The decision of the Referral Committee may be appealed to the Membership-at-Large, whose decision shall be final and binding upon on all parties.

5.1.7 Appeals for extension of time to pay a fee must be made in writing to the Referral Committee within the first thirty (30) days following notification.

5.2 Questions and Complaints

5.2.1 Questions about work rules or payroll should be asked of the Job Steward or Business Agent.

5.2.2 Questions or complaints should be directed through the proper chain of command in order to deal with problems fairly, quickly and efficiently. The proper chain of command is, first:

- 5.2.2.1.** Head of Department, followed by
- 5.2.2.2.** Steward
- 5.2.2.3.** Business Agent
- 5.2.2.4.** Referral Committee
- 5.2.2.5.** Local 412 Membership-at-Large

6. GENERAL WORK RULES

6.1 Attire

6.1.1 All workers are required to be neat and well groomed. Dark clothing is required for all performances. Workers must arrive for work utilizing good personal hygiene habits. T-shirts and Jeans are acceptable, but must be in non-mutilated condition; and shirts must have sleeves and not carry offensive phrases or graphics.

6.1.2 Large jewelry is not recommended and long hair should be tied back.

6.1.3 Appropriate covered footwear is required; no open-faced shoes or heels may be worn. Designated Loaders shall wear work shoes or boots, and should wear back supports.

6.1.4 Safety glasses should be worn while working with striking or power tools.

6.2 Reporting for Work

6.2.1 Transportation to and from work is the responsibility of the worker.

6.2.2 Workers should report to the job site prior to the call time. Workers that arrive past the call time (without prior notification to the Job Steward and/or Business Agent) are deemed late.

6.2.3 Workers shall report to the Steward upon arrival at the job site to sign in.

6.2.4 A worker who will arrive late must contact the Steward or Business Agent first, not the employer.

6.3 Work Habits

6.3.1 Workers are not permitted to leave the job site without permission from the department head or Steward, once half hour to performance is called.

6.3.2 Work Calls are assigned for the full run of a show. Workers wishing to be released from a call must have the approval of a department head AND the Business Agent, except per section 3.11.

6.3.3 Workers shall comply with all reasonable work requests within a department, and made by its head.

6.3.4 Workers shall comply with all reasonable requests by management, relating to the venue.

6.3.5 Workers should be as diplomatic and congenial as possible at all times while at work or on a job site.

6.3.6 Cell phones and/or personal electronic devices must be silenced at all times on the work site. Workers must not make or receive phone calls or use personal electronic devices during work hours except on breaks or in case of emergencies.

6.4 Safety

6.4.1 Department heads should keep a list of hazardous materials used within their departments.

6.4.2 Workers must use proper safety procedures when working with hazardous or toxic materials.

6.4.3 Maintenance and safety checks must be performed on a regular basis by department heads.

6.4.4 Workers are prohibited from working under the influence of alcohol, drugs, or controlled substance while at work or on a job site.

6.5 Tools

Workers are required to bring small hand or power tools appropriate to the job position they are assigned. A general list of these tools includes but is not limited to the following:

6.5.1 a 16 oz. hammer or heavier.

6.5.2 an adjustable wrench, 6 inches or larger

6.5.3 straight blade screwdrivers with tips of 1/8, 1/4, and 3/16 inch

6.5.4 Phillip's head screwdrivers with #1 and #2 tips

6.5.5 work gloves

6.5.6 a pocket or razor knife

6.5.7 flashlight

6.5.8 tape measure, 25' or longer

6.5.9 a tool belt and/or nail apron

6.5.10 rigging or safety harness

6.5.11 drop line at least 75' long

6.5.12 four carabineers

6.5.13 one 2-foot, and one 4-foot sling

6.5.14 slip-joint, linesman, and/or channel lock pliers

6.5.15 diagonal wire cutters

6.5.16 test equipment (continuity, DMM, etc.)

6.5.17 scissors

6.5.18 sewing needles, black and white thread

6.5.19 safety pins

6.5.20 cordless drill with drill and screw bits

6.5.21 Allen (hex) wrench set

6.5.22 ratchet and socket set

6.5.23 pencil



6.6 Inadequate tools

Workers are expected to bring their own tools for specific professions. Should failure to bring adequate tools cause disruption of the job, the registrant may be dismissed from the job without compensation.

7. AMENDMENTS

7.1 Requirements

Persons involved in the referral process of this Hiring Hall should feel free to suggest changes that will improve its ability to efficiently provide quality workers.

7.1.1 Submittal

Proposed alterations or amendments to these rules shall be submitted in writing to the Referral Committee and notice shall be made to all members of Local 412 at least fifteen (15) days prior to any vote.

7.1.2 Discussion And Vote

Alterations or amendments to these rules shall be read before at least two consecutive regular or special meetings of Local 412 and shall receive a favorable vote by at least two-thirds of the members present at the second meeting.

