



**WORKING RULES
OF LOCAL 168**

OF

**THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE
EMPLOYEES, MOVING PICTURE TECHNICIANS,
ARTISTS AND ALLIED CRAFTS OF THE
THE UNITED STATES, ITS TERRITORIES AND CANADA
AFL-CIO, CLC**

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Article 1 - AUTHORITY AND ENFORCEMENT

- 1.01 These Working Rules shall govern calls to work within the jurisdiction of LOCAL 168 OF THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES, MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES, ITS TERRITORIES AND CANADA, hereinafter referred to as the Local. Where there is conflict between these Rules and the Bylaws of the Local, the Bylaws shall govern. Where there is conflict between these Rules and a bona fide collective agreement with an employer, the collective agreement shall govern.
- 1.02 The terms "Worker" and "Member" whenever used herein shall be taken to mean and include any person dispatched or eligible to be dispatched under the Local's auspices, unless the text otherwise requires.
- 1.03 The Sergeant-at-Arms and the Business Agent of the Local shall be responsible for the enforcement of these rules.
- 1.04 The process for dealing with non-compliance of these Working Rules shall be addressed as prescribed in the IATSE Constitution, Article Sixteen (16), - Discipline of Members and the Local's Bylaws, Article Seventeen (17).
- 1.05 The range of penalties to be imposed for infraction of these rules includes but is not limited to, reprimand, fine, suspension and expulsion.
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Article 2 - CALLING PROCEDURE

- 2.01 To be eligible for work under the auspices of the local, a worker must:
- a) Be in good standing with the Local.
 - b) Inform Dispatch of changes of availability.
 - c) Establish and maintain a mutually accepted and reliable means of communication with the Local.
 - d) Respond promptly to all calls from the Dispatcher.

e) Inform the Dispatcher and Secretary of changes in address and telephone numbers.

f) Demonstrate an appropriate level of ability to perform the work involved, subject to verification by the Business Agent and the Executive Committee of the Local.

2.02 The Business Agent's appointed representatives shall be the sole agents for the dispatching of stage workers to work under the local's auspices.

2.03 Work on any call shall be offered on the basis of seniority to available, qualified members in good standing, subject to provisions within collective agreements, employer specific calling orders and regional calling orders as prescribed in the Constitution and By-Laws of the Local.

2.04 If a stage call cannot be filled from Stage Members of the local, the Business Agent shall make reasonable attempts to fill the call with eligible, qualified persons from groups in the following order:

a) Members in good standing of other locals in the Alliance

b) applicants to the Local (Permittees)

c) others who are Members of a union

d) others who are not Members of a union

2.05 The Dispatcher shall make a reasonable effort to contact each eligible Member when calling out work. As circumstances may limit the amount of time available for filling any call, it shall be understood that a prompt reply and a reliable system of communication as prescribed in 2.01 are of the essence in the dispatch procedure.

2.06 Acceptable responses to Dispatch are:

i "Yes" - only to be used when accepting the call.

ii "Pass" - to be used when not accepting a specific call from Dispatch.

iii "Not available" – to be used when the member or permittee is not available for any call covering the time period of the specific call from Dispatch.

Not responding with either a "yes" or "no" shall be considered an answer of "No."

2.07 A member or permittee may request a time extension for responding which may be granted at the discretion of the Dispatcher.

- 2.08 The same principle shall be used when utilizing an electronic dispatch system and/or email, except the choices may no longer be verbal. Not selecting or not electronically responding with either a “yes” or “no” shall be considered an answer of “No.”
- 2.09 Should a Stage Worker not replying to three (3) consecutive attempts to be dispatched, the Stage Worker shall be considered not available and will no longer be called for future work. Stage Workers in this situation will be notified by the Business Agent of their change in status on the third (3rd) attempt and will not be called until the Stage Worker notifies the Business Agent that they are again accepting dispatches. This working rule shall not be limited to the number of times it can be applied to individual Workers.
- 2.10 When offering work, the Dispatcher shall advise workers of the date, start time, venue, category of work, and all available schedule information. Any schedule information as given by the Dispatcher shall be considered subject to change.
- 2.11 When accepting a call, it is not always known how long departments will be working on a call. The Local makes no guarantee that a senior member will be working in a department with the most amount of hours.
- 2.12 Obligation for Setup, Run and Take-Out:
- a) Workers working the run shall work the setup and take-out; those workers who are added during the run shall work the take-out.
 - b) Workers working the set-up or a portion thereof shall work the take-out if the period of layoff is less the seventy-two (72) hours.
 - c) Workers working the set-up or portion thereof are not obligated to work the take-out if the period of layoff is seventy-two (72) hours or greater but shall have the right of first refusal for the take-out.
 - d) In the event that the run of a show is extended, workers working on the run are not obliged to work the extended run and/or take-out.
- 2.13 The acceptance of a call shall be considered a commitment to work as dispatched. A worker shall not withdraw from a call without valid reason. The Dispatcher shall be contacted as soon as possible if a worker becomes unable to work after being dispatched.
- a) Three (3) withdraws from confirmed calls, inside thirty-six (36) hours of the start of a call in a period of six (6) months shall lead to discipline by the Local.
 - b) Workers who leave a call without notifying a Crew Chief or supervisor may be discipline by the Local.
- 2.14 Workers shall not be removed from calls in order to make positions available to more senior members who were not originally dispatched.

- 2.15 If the call has not yet commenced, and positions have been reduced and/or increased those workers who had previously accepted the original call shall be reassigned in seniority order to the new positions available, regardless of department, as long as they are qualified. The principle of Article 2.03 shall still apply when reassigning.
- 2.16 If the call has commenced, and positions are then reduced and/or increased, those workers in each department affected shall be reassigned within the specific department in seniority order. Those workers who may lose a show call position shall not bump workers in other departments. Added positions or vacancies shall follow Article 7.02.
- 2.17 If eligible workers become available for work after declining a call, such workers shall be offered, in normal calling order, only those vacant positions which have yet to be filled by or offered to others.
- 2.18 The Local shall not be held liable for any loss of work resulting from circumstances beyond the Local's control, including but not limited to schedule changes, cancelled calls, and failure of communication systems. With respect to the calling procedure, the Local shall not be considered to have made any guarantee of work to any Member or Permittee.
- 2.19 Stage Workers Being Called to Work Directly by an Employer
- a) If a Stage Worker is approached to work directly by an Employer with whom the Local has a Collective Agreement the Worker must immediately contact the Business Agent.
 - b) If a Stage Worker is approached to work directly by an Employer who does not have a Collective Agreement with the Local, and the work falls within the scope of the work covered by the Local, the Stage Worker is strongly encouraged to contact the Business Agent. The Business Agent will then explore opportunities for work with the Employer for Members and Permittees of the Local.
 - c) A Member approached by an Employer as described in number 2.17b above should encourage the employer to contact the Business Agent to fill the call for them.
 - d) Members who do not follow these guidelines are undermining the precepts of the Union and the labour movement and may be subject to discipline by the Local.
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Article 3 - STEWARDS

- 3.01 The Shop Steward on any call must be a Member of the Local. Stewards work on behalf of and report to the Local's Business Agent.
- 3.02 The Dispatcher shall appoint one Member of each dispatched call to act as Shop Steward and shall identify the Steward to the employer and workers. The Shop steward will be the most senior, non-full time on the call. If no Member is appointed, the Shop Steward shall be the most senior, willing, non-full time Member.
- 3.03 For Front of House calls, the FOH supervisor shall assign the Shop Steward at the start of the call. The Steward shall be the most senior, willing, non-supervisory Member on the call.
- 3.04 For all other non-dispatched calls, the Shop Steward shall be elected by the workers.
- 3.05 If no senior Member is available, the workers should contact the Business Agent to address Union concerns.
- 3.06 During a call, the Shop Steward shall:
- a) Be the on-site representative of the Local
 - b) Have at hand the applicable collective agreement or employment standards, a list of Members' names and telephone numbers, the Worksafe BC Occupational First Aid Regulations and Industrial Health and Safety Regulations, and the Working Rules, Policies & Procedures, and Constitution and By-Laws of the Local.
 - c) Monitor the application of the appropriate collective agreement or Employment Standard.
 - d) Document and settle, if possible, disputes relating to the relevant Collective Agreement or employment standards.
 - e) Promptly report all unresolved issues to the Business Agent of the Local.
- 3.07 Concerns and complaints from a worker or employer arising during a call regarding the application of a collective agreement or employment standards, the dismissal or discipline of a worker, or any other relevant workplace issue shall be directed promptly to the Shop Steward.
- 3.08 Shop Stewards may, after consultation with the employer, leave their regular duties to investigate and settle, if possible, disputes within their jurisdiction. There shall be no other disruption of work resulting from such disputes.
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Article 4 - LATENESS

- 4.01 Dispatched workers not present and ready to work at the scheduled start time shall be considered late and subject to immediate replacement.
 - 4.02 Any worker who expects to arrive late shall contact the Dispatcher or Crew Chief as soon as safely possible. If the Crew Chief and Dispatcher cannot be contacted, the worker shall contact the Business Agent.
 - 4.03 If a dispatched worker is late, the Dispatcher may begin calling for a replacement. Once a replacement is dispatched, the first worker is relieved of the opportunity to work, and the second worker shall fill the position. If the first worker arrives before a replacement is dispatched, the first worker shall fill the position.
 - 4.04 The Steward shall report all instances of reported lateness to the Business Agent of the Local.
 - 4.05 A Worker who has arrived late three (3) times in a period of six (6) months shall be subject to discipline by the Local.
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Article 5 - STAGE WORKER CLOTHING AND TOOLS

- 5.01 Dispatched Stage Workers shall provide basic hand tools respective to assigned departments per the Minimum Grip Qualifications.
 - a) Carpentry: claw hammer, tape measure, multi-bit screwdriver or set of screwdrivers, crescent wrench with safety strap, work gloves, chalk, pen or pencil, notebook, flashlight.
 - b) Electricians: crescent wrench with safety strap, multi-bit screwdriver or set of screwdrivers, chalk, tape measure, pen or pencil, notebook, flashlight, work gloves.
 - c) Wardrobe: scissors, notebook, pen or pencil, flashlight.
 - d) Properties: tape measure, pen or pencil, notebook, flashlight, work gloves.
 - 5.02 Substantial Worksafe BC approved footwear, made of leather or other material appropriate to the protection required, shall be worn by all workers.
 - 5.03 The clothing of a worker shall be of a type and condition that will not expose the worker to any unnecessary and avoidable hazards.
 - 5.04 Worksafe BC approved hard hats, shall be required as per the Collective Agreement and Worksafe BC regulations on calls by all Stage Workers.
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Article 6 - GENERAL WORKING CONDITIONS

- 6.01 Dispatched stage workers shall report to the Crew Chief upon arrival at the venue. Each worker shall confirm applicable schedule information and call-back times with the Crew Chief.
- 6.02 Special Department workers shall report to the Supervisor upon arrival at the venue.
- 6.03 Workers shall work only within their assigned departments, unless otherwise directed by their department head.
- 6.04 The Crew Chief shall have the responsibility to ensure that coffee breaks, meals and shift ends are appropriately called. In the case of mutual agreement to defer a break, the Crew Chief shall have the responsibility to consult with both management and workers in order to obtain mutual agreement. The Crew Chief shall be the sole authority to call coffee breaks, meals and shift-ends, or to assign department heads the authority to do so.
- 6.05 A worker has the right to refuse any task when that worker has reasonable cause to believe that to do so would create an undue hazard to the health or safety of any person and shall promptly report the unsafe condition to the Crew Chief or Employer. Any injury shall be reported immediately to the Crew Chief or Supervisor.
- 6.06 Workers shall not knowingly accept calls involving work which they cannot perform for reasons including but not limited to ill health or inability.
- 6.07 In the event of reasonable belief of intoxication or unfitness for work the Crew Chief, Shop Steward, Business Agent, Sergeant at Arms or designate may immediately suspend and replace a worker for any portion of the call or production.
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Article 7 - CHANGES IN CREW

7.01 Reduction in the size of a crew after the call has begun resulting from a lack of work shall normally be made in reverse order of seniority within departments, subject to Article 2.03 and Article 2.04. A more senior worker may otherwise be released ahead of a less senior worker in the same department if so desired by the senior worker, provided that:

- a) the senior worker is not the Department Head.
- b) the Crew Chief is informed of the senior worker's desire to be released.
- c) such release does not adversely affect work underway or forthcoming, in the judgment of the Crew Chief.

7.02 Call vacancies arising after a call has begun shall be offered by seniority to qualified workers from the following groups in order, subject to Article 2.03 and Article 2.04:

- a) workers working in the affected departments on that call.
- b) workers working in all other departments on that call.
- c) workers not originally dispatched to that call.

7.03 In all cases, changes of position shall not be made if such changes will adversely affect work underway or forthcoming, as determined by the Crew Chief in consultation with the Steward. Reassigned workers shall remain in their new positions throughout the call, and the resulting vacancies in the original call shall be filled as per Article 7.02 and Article 2.16.

7.04 Vacancies arising before a call has begun shall be filled by the Dispatcher as per Article 2.

7.05 Subject to Articles 6.02, 7.02 and 7.03, workers shall not switch designated departments once dispatched.

Article 8 - STAGE PERMITTEES

8.01 Permittees are persons who are dispatched to work by the Local or work under a Collective Agreement of the Local but are not Members of the Local.

- 8.02 Upon receipt of an inquiry the Local will send the interested party an information package including a “Stage Permittee Application”, “Workers Qualification Form”, and Information Privacy Consent Form” which must be returned, with a current resume (if possible); the current processing fee; and a “Dues & Administration Fee Authorization Form”.
- 8.03 Any person eighteen (18) years of age or older wishing to be placed on the permittee list must complete the application form and submit a current resume and application fee before being approved by the Business Agent.
- 8.04 A person will remain on the “Permittee List” so long as they continue to accept calls to work on a regular basis when required. “Regular basis” to be determined by the Business Agent. Permittees must show up for all calls they are dispatched for and must also continue to show the attitude and competency needed to remain on the list.
- 8.05 Persons working from the “Permittee List” must maintain a “Record of Permittee Hours of Work” form. It is the sole responsibility of Permittees to maintain their own “Record of Hours of Work”. This record must be produced for inspection by the Crew Chief, Steward or Business Agent upon demand. Persons failing to do so may be moved to the bottom or removed altogether from the “Permittee List”.
- 8.06 Persons on the “Permittee List” who have worked for two hundred (200) straight time hours in the jurisdiction of the Local may be invited or may request to join the Local.
- 8.07 Persons who do not submit an application and the required administration fee (as per the “Policies & Procedures - Steps to becoming a Stage Member”) will not be placed on the “Permittee List” but rather held as a group of additional resource people by the Business Agent to dispatch at their discretion.
- 8.08 Resumes received by persons who fall under paragraph 8.07 above will be held on file for a period of three months after which time they may be disposed of if the person has not made the application as outlined above. Whether or not the person is called by the Business Agent is solely at the discretion of the Business Agent.
- 8.09 In keeping with the age requirement for Stage Members under the Constitution and Bylaws of the Local, Stage Permittees will be required to also be eighteen (18) years of age or older in order to apply and be accepted as a Permittee.

8.10 Permittees shall be removed from all lists under any of the following conditions:

- a. By the request of the Permittee
- b. Failure to show up for work more than once
- c. Being unreachable for more than one (1) year
- d. Criminal dishonesty
- e. Discussing Union business on a call
- f. Intoxication
- g. Bullying and/or harassment
- h. Continued prejudicial efforts to undermine the operations of the Local and vilification of the character or capabilities of a Member
- i. Knowingly accepting calls involving work which they cannot perform for reasons including but not limited to ill health or inability

8.11 If at any time during the “probationary period” the applicant proves to be unsuitable for employment as a stage technician or membership in the Union because of unsatisfactory reports from Employers, Crew Chiefs or Stewards they shall be dropped from the “Permittee List”. In this case the application fee will not be refunded.

Article 9 - STAGE MEMBERSHIP APPLICATIONS

9.01 Requests for Membership must be made in writing to the Local’s Secretary Treasurer to be reviewed by the Executive. A current resume and the Record of Permittee Hours of Work must accompany the request.

9.02 Guidelines for eligibility for Membership are as follows:

- a) Completion of the Actsafe Performing Arts Safety Awareness Course.

PLUS

- b) Completion of two hundred (200) hours of work experience and work on at least ten (10) different productions.

OR

- c) Accumulation of two hundred (200) hours of work and demonstrated specialized skill capacity.

9.03 After the applicant has accumulated two hundred (200) hours of straight time work experience and worked on at least ten (10) different productions, they will become eligible for membership upon application. The processing fee already paid for the Permittee application does not count towards their membership application fee.

a) Stage Members - A processing fee of one hundred and seventy-five dollars (\$175.00) shall be due and payable at the time of application for membership.

b) Transferring Members - Will be required to pay the processing fee currently in effect for the specific department before they may be admitted into the Local. Transfers are also subject to Local approval.

Article 10 - CONDUCT UNBECOMING

10.01 Conduct unbecoming of a member, or that which is contrary to trade unionism, or that which would bring discredit to the Local, the Alliance or any member, shall be an offense against the Local and upon being found guilty thereof after trial, the offending worker shall be liable to such penalty as the Local may see fit including fine, suspension, or expulsion from the Local. By way of example only, the following are deemed but not limited to be conduct unbecoming of a member: lateness, intoxication, bullying, harassment, vilification of the character or capabilities of a member.

Article 11 - INTERPRETATION AND AMENDMENT

11.01 The interpretation of these rules shall, in case of dispute, be decided by the Executive Committee, whose decision shall be final.

11.02 Addition, deletion, alteration or amendment shall only be made by a resolution passed by a majority vote at a general meeting for which seven days written notice has been given specifying the intention to propose such a resolution.
