

OUTLINE OF WORKERS OBLIGATION

(PASSED AS POLICY FOR LOCAL 134 ON 9/13/93, REVISED January 11th, 2010)

The International Alliance of Theatrical Stage Employees Local 134 operates a hiring hall for the purpose of dispatching workers to job sites within its jurisdiction. It is the responsibility of the Local to offer work as available to eligible workers according to their position on the Work Referral List as determined by the number of shifts worked in the previous counting period. (Specific details are available in the complete Work Referral Document.)

This Local has acted in your best interest to secure work at fair wages and working conditions. There are certain responsibilities you have to this Local.

To remain eligible for dispatch, a worker must meet certain obligations to the Union. Failure to meet these obligations may result in fines, suspension or removal from the Work Referral List. *The following list of obligations is not all-inclusive.* It is meant to be a statement of general principles and guidelines and should not be construed as the only responsibilities one might have to the union. Your union representative can advise you of any additional obligations, responsibilities, or liabilities you may have.

1. A WORKER MUST MAKE PAYMENT OF A WORKING ASSESSMENT FOR REFERRED WORK

- A. Each worker must pay a percentage of his or her Gross Wages (including any vacation and voluntary 401K benefits paid to the worker).
- B. Payment is due no later than 30 days from when the worker receives his check.
- C. Any worker 60 days in arrears may be removed from the Work Referral List (if proper notification has occurred).
- D. As a courtesy, the Local may send workers a statement of their account. This statement shows what credits and debits the Local has recorded in your name. If you find an error or omission, you must contact the Treasurer at once.
- E. Any questions should be directed to your Job Steward first, Treasurer second.

2. A WORKER AT THE JOB SITE SHALL HAVE THE REQUIRED TOOLS.

- A. Basic Hand Tools required:
 - 1. Hammer, 8" Adjustable Wrench, Slotted & Phillips Screwdriver, Pliers, Wire Cutters, Knife, and Gloves, Pen or Pencil and Flashlight.

- B. Other specific tools may be required for other specifically assigned work (i.e., riggers, A/V techs, etc.). If this is the case, the appropriate steward will notify you.
- C. Steel toe safety shoes and safety glasses (if you normally wear glasses) are strongly recommended, and are the responsibility of the worker.
- D. Recommended Tools include:
 - 1. Tool Belt or Pouch, Battery Powered Screwdriver/Drill, Measuring Tape, Socket, Open End, Box End and/or Ratchet Wrenches.
- E. Failure to have the required tools may result in your replacement on the call.

3. A WORKER MUST ABSTAIN FROM CONTROLLED SUBSTANCES AND ALCOHOL IN THE WORK PLACE.

- A. A worker under the influence of Drugs and/or Alcohol on the job site will be replaced on the call.
- B. A worker is expected to respect the rules set down by the Employer or the Facility regarding the usage of alcohol and tobacco, while on the job site.

4. A WORKER MUST ARRIVE AT THE PROPER JOB SITE EARLY AND BE READY FOR WORK.

- A. It is your responsibility to arrive before the starting time, check in with the Job Steward, take care of any personal matters, and be standing by with the appropriate tools, waiting for the job to start at the assigned time. In other words, if you are not standing by, with the appropriate tools, ready to begin work at the call time, you are late.
- B. Arriving on the job site, and then walking off will not be tolerated. If you are sick or have some other serious problem preventing you from working, contact the job steward ASAP. You cannot leave without the acknowledgement of the job steward.
- C. Tardiness may be considered as a no-show. If you have not called in, you may be replaced on that call, and lose that work. If you have called in, it may be still necessary to replace you on the call.
- D. Workers who find themselves in a position such that they will be late (or unable to make it), for an assigned call shall make every possible attempt to contact the Job Steward, Call Steward, or Business Agent as soon as possible.
- E. The worker is expected to dress appropriately for each work call. If you are not sure of the appropriate dress, and cannot contact the Steward for clarification, err on the conservative side. Conservative dress: Black Polo Shirt (no logo), Black Pants (not faded), Black Socks, and Black Shoes, NEAT and CLEAN.
- F. Making cell phone calls, texting, or answering cell phones/pagers, is inappropriate while on

the clock. All calls should be made during breaks or at mealtime, unless it is an obvious emergency. You should then notify your department head or job steward that you will be off the job for a minute or so.

5. A WORKER MUST ENGAGE IN APPROPRIATE BEHAVIOR ON THE JOB.

- A. Workers will be held to reasonable job site standards. Workers must perform to acceptable performance standards, must obey work orders, must maintain good working relations with supervisors, co-workers, and customers, and must refrain from inappropriate behavior such as verbal or physical confrontations, and may not walk off a job site.

6. PENALTIES. ALL WORKERS SHALL BE HELD RESPONSIBLE FOR THEIR ACTIONS.

- A. Department Heads and/or Job Stewards shall notify the Union Hall in their Steward's Report of the names of workers who arrive late for, or arrive without the required tools appropriate for, that job assignment.
- B. Workers who engage in misconduct are subject to fines, suspension from the work referral list, and/or removal from the work referral list, as set forth below.
- C. Workers dispatched through this local, who arrive late or without proper tools shall be subject to the following penalties:

Fines:

First Offense – Verbal Warning and/or Warning Letter

Second Offense within two years – Warning Letter

Third Offense within two years - \$50.00 fine

Fourth Offense within two years - \$100.00 fine

Fifth and each subsequent offense thereafter within two years - \$500.00

Suspension from work referral list:

Workers who have been penalized for arriving late or without proper tools three times within a three-month period will be subject to a two-week suspension. Each additional late arrival or arrival without proper tools will subject the worker to an additional two-week suspension. If the worker does not re-offend for a two-year period of time, the worker may start over with a clean slate.

- D. Workers dispatched through this local who fail to report to a call that they have accepted and who have not made a reasonable attempt to notify the Local's representative, or those who have walked off a job, shall be subject to the following penalties:

Fines:

First Offense - \$50.00 fine and/or Warning Letter.

Second Offense within two years - \$50.00 to \$100.00 fine.

Third Offense within two years - \$100.00 to \$200.00 fine.

Fourth and each subsequent offense thereafter within two years - \$500.00.

Suspension from work referral list:

A worker who fails to report to a call or who has walked off a job two times in a six-month period will be subject to a three-week suspension. Each additional failure to report, or walk-off, will subject the worker to an additional three-week suspension. If the worker does not re-offend for a two-year period of time, the worker may start over with a clean slate.

- E. Workers who have abused substances or are under the influence of drugs or alcohol on the jobsite, shall be subject to the following penalties:

Fines:

First Offense - A letter of reprimand and a fine of \$100.00.

Second Offense - \$200.00 fine, and/or a three-week suspension from the work referral list. Fine may be waived upon successful completion of a recognized treatment program.

Third Offense - \$300.00 fine, and/or a six-week suspension from the work referral list, and completion of a mandatory treatment program.

Fourth and Subsequent Offense - Six month suspension from the work referral list.

- F. Workers who fail to comply with reasonable job site standards, as set forth in Section 5 shall be subject to fines, suspensions from the work referral list, and removal from the work referral list, depending upon the severity and frequency of the offense(s).
- G. Workers who commit three infractions or sets of infractions of this policy, including the Harassment Policy, during any six-month period, which would result in a total of three suspensions, shall be subject to a three-month suspension. Workers who commit additional infractions after the three-month suspension shall be subject to suspensions of up to six months. Workers who commit additional infractions after a six-month suspension may be deemed not worthy of further referral by the Executive Board, depending upon the severity of the offense(s), and may be permanently removed from the work referral list.
- H. Workers shall be notified of any infraction and any penalties attached to the infraction, and shall have the right to appear in person to have the infraction reviewed by the Executive Board prior to imposition of the penalty. If, upon notification, the worker chooses not to appear or fails to appear before the Executive Board, the Executive Board's decision shall be final.

POLICY ON HARASSMENT

It is the policy of Local 134 that all workers are prohibited from harassing any other person in the course of or in conjunction with their Employment.

Harassment includes any unsolicited and unwelcome verbal or non-verbal conduct which disturbs, threatens, annoys, teases, or insults another person where such conduct has the purpose or effect of creating an offensive, intimidating or hostile environment, or adversely affects a person's work performance.

Prohibited harassment includes Comments, Slurs, Jokes, Innuendos, Cartoons, Pranks or Physical Harassment which are Derogatory on the basis of an employee's;

RACE, CREED, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, RELIGION, SEXUAL ORIENTATION, POLITICAL IDEOLOGY, OR THE PRESENCE OF A PHYSICAL, SENSORY, OR MENTAL DISABILITY.

Also prohibited is Sexual Harassment which includes unwelcome Sexual Advances, requests for Sexual Favors and other Verbal or Physical conduct of a Sexual Nature.

HARASSMENT IS PROHIBITED BY CITY, STATE, AND FEDERAL ANTI-DISCRIMINATION LAWS WHERE;

- Submission to such conduct is made either explicitly or implicitly as a term of employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

HARASSMENT DISCIPLINARY ACTION POLICY

This procedure shall be used by the disciplinary body of Local 134 to discipline Journeymen, Junior Members, Permit Workers, and other Workers that are working under the jurisdiction of Local 134, having been found guilty of engaging in harassment as defined in the EEOC guidelines based on Title VII of the Civil Rights Act of 1964.

Workers who engage in harassment shall be subject to disciplinary penalties, including warnings, reprimands, fines, suspensions from the work referral list, and permanent removal from the work referral list, depending upon the severity of the offense(s). Workers shall have the right to be notified of the conduct of which they are accused and of the penalties attached thereto, and shall have the right to appear before the Executive Board. If the worker chooses not to appear or fails to appear, the Executive Board's decision shall be final.

THE POINT IS, IF YOU FEEL AS IF YOU ARE BEING HARASSED, THEN IT IS HARASSMENT. THE INTENT IS NOT A DEFENSE.

Except in the case of severe manpower shortages, or in a case where specific skills are required; No person shall be offered, nor shall they accept more than one work call in any given work day. The Business Agent and/or his designee shall authorize all exceptions as noted above. In the case that a person is offered a second call in one day, they shall notify the person giving the call to insure that it is duly authorized.

If any matter is unclear to you or you do not understand what is expected of you, or your perception of a policy differs from what you witness, you should pursue these questions through the appropriate chain of authority as follows:

1. Your Head of Department
2. The Job or House Steward
3. Craft Representative
4. Business Agent
5. Other Members of the Executive Board