

## GENERAL INFORMATION

If you have a question about anything – **ASK IT**

The only way to learn the answer is to come right out and ask the question. If you don't get an answer that satisfies your curiosity, ask the Job Steward, Business Agent, or Executive Board members.

## MEALS/PARKING

You should be prepared to provide your own meals at any facility and on any call.

If you have a special requirement, please tell your steward as soon as possible. One example would be an individual needing to take medication before eating. The steward can then coordinate the meal breaks.

You should be prepared to pay for parking at any call.

## TOOLS

All employees are required to bring their tools with them to work. This would include, but is not limited to:

1. Adjustable (crescent) wrench
2. Medium flat and Philips screwdrivers
3. Flashlight
4. Pliers
5. Work gloves
6. Wire snips
7. Any work specific tools, (rigging line, hardhat, knee pads, safety belt, electric meter, etc.)

## APPROPRIATE ATTIRE

The various employers that utilize the Local #48 Hiring Hall require a wide range of "work" clothing. You may be required to wear certain items or types of clothing in the course of your workday. A few of these special situations may include:

1. An orchestra event may require a suit, tuxedo, or semi-formal evening wear.
2. You may be required to wear black clothing in order to render you less visible during a scene change. It is suggested you bring black clothing with you in the event you are added to a show call.
3. If your show position requires you to work a position out in the audience, you are expected to dress appropriately.
4. Leather work shoes and steel toed shoes are strongly recommended when working in trucks or any other position that requires moving heavy items.
5. Some of our places of employment have site-related environmental considerations. All employees should be aware of these factors and dress properly. Examples include:
  - A. The carry (load) in at the Performing Arts Hall (EJ THOMAS HALL) and the Akron Civic Theatre involve unloading trucks while exposed to some severe winter weather.

Employers may have individual dress codes (no shorts, collared shirts) which **MUST** be followed without exception since we are working in their facilities.

If you are not sure what to wear, ask the Business Agent when you receive your call, or the Job Steward when you get your show assignment.

## I.A.T.S.E. LOCAL #48 PAYROLL PROCEDURES

Event Payroll Service Inc. processes payroll for most venues using Local #48 Hiring Hall employees.

Venues such as Blossom Music Center and the Canton Civic Center have their own payrolls.

Pay days for Event Payroll are every other Monday.

All checks will be mailed.

Some venues do not take out percentage dues automatically. You are required to pay the Local your percentage on any work done through the Local which is not automatically deducted from your pay.

Bureau of Worker's Compensation has deemed none of our work to be light duty so, a return to work from a doctor must be for full duty.

### EMPLOYEE CONDUCT

All persons employed through the Local #48 Hiring Hall are expected to behave in a professional manner.

It is not possible to list in detail everything that employees should or should not do under all circumstances. The following are non-exclusive examples of misconduct which will subject the employee to disciplinary action, including dismissal.

1. Failing to report to work.
2. Failing to report to work prior to the call starting.
3. Excessive absences or tardiness.
4. Engaging in an activity that results in neglect of work or interference with the work of another employee.
5. Insubordination or failure to follow instruction.
6. Loafing, loitering, or sleeping on the job.
7. Fighting or committing assault.
8. Using abusive or threatening language.
9. Use of drugs or alcohol on the job. (Refer to drug and alcohol policy and statement enclosed.)
10. Improper conduct with employers or road personnel.
11. Stealing or commission of any criminal offense on the work site.
12. Violating safety regulations and procedures in place at a venue.
13. Creating or contributing to any unsanitary condition.
14. Defacing, damaging, or improperly using property or facilities.
15. Committing a felony.
16. Dishonesty
17. Filing or assisting in the filing of a false medical claim, worker's compensation claim or misrepresenting the extent of disability.
18. Deliberate sabotage.
19. Smoking in non-smoking areas. (Note the entire University of Akron is smoke free.)
20. Local #48 business should not be discussed on the job.

As an employee of the Hiring Hall, it is up to the individual to present a good image to the management, employers, and road crews they are working for and with.

Make it your business to make our business safe, pleasant and efficient.

Disciplinary procedures for lateness on the job, failure to show up for a call, and walking off a call are specifically stated. Other examples of misconduct will be dealt with through the Job Steward, Business Agent, and Executive Board of Local # 48.

### **DISCIPLINARY PROCEDURES/CORRECTIVE ACTION**

NOTE: ALL CATEGORIES ARE BASED ON A 365 DAY PERIOD FROM DATE OF FIRST INFRACTION  
ACCUMULATION OF 100 POINTS OR MORE POINTS IN A 365-DAY PERIOD WILL RESULT IN A 366-DAY  
SUSPENSION FROM THE HIRING HALL.

LATENESS ON THE JOB – late slips will count as five (5) points for the first, ten (10) points for the second and twenty (20) points for the third and any thereafter.

UN-EXCUSED FAILURE TO COVER IN AND OUT CALL ONCE ACCEPTED – Unexcused failure to cover in or out once accepted will count as eighteen (18) points for each infraction.

NO SHOWS- No shows will count as thirty (30) points for each infraction.

WALKING OFF IN, SHOW OR OUT ONCE ACCEPTED & PRESENT AT THE VENUE -Walking off an in, show, or an out will count as twenty-five (25) points for each infraction.

IATSE Local 48 Union Stewards fill out corrective action reports for issues rising at venues and work sites

IATSE Local 48 Business Agent and or Call Steward will fill out corrective action report for call referral related issues.

IATSE Local 48 Hiring Hall Employees are not permitted to fill out Corrective Action reports.

- a. Hiring Hall employees are to report on the job infractions and issues direct to the Union Steward.
- b. Hiring Hall employees are permitted to write letters for complaints, concerns, infractions or issues or can request to appear in person at IATSE Local 48 Executive Board meetings to verbally state complaints, concerns, infractions or issues.

A generic list of rules and regulations and a list of current Corrective reports (w/dates) and current point status will be attached to all Corrective Action reports handed out or mailed to Hiring Hall Employees.

Corrective Action reports are mailed to Hiring Hall Employees within a 15 day period after the infraction date.

New Corrective Action reports are read and presented to the Executive Board and to the membership at the following Executive Board and Membership meeting where Corrective Action report information is entered into the public IATSE Local record meeting minutes.

Hiring Hall Employees can appeal the corrective action report in person at a regularly scheduled Executive Board Meeting.

Hiring Hall Employees can write reason/explanation on the Corrective Action report or they can request to attend an Executive Board meeting to state reasons and explanations for the Corrective Action report. The Hiring Hall Employee verbal synopsis will be attached to the Corrective Action report by the IATSE Local 48 Secretary.

IATSE Local 48 Executive Board has 62 days to respond to a Hiring Hall Employees corrective action report appeal.

The Executive Board will not rule on individual corrective action report status unless an appeal is requested by the Hiring Hall Employee.

All monetary fines are eliminated from the corrective action process.

IATSE Local 48 Hiring Hall terminations are reviewed by the Executive Board. Terminations have to be reviewed before a termination is overturned or upheld.

IATSE Local 48 President has the ultimate authority to overturn or uphold a termination, but only with Executive Board input within a 32 day period after termination.

IATSE Local 48 Membership has the ultimate authority to overturn or uphold a termination, but only after the ruling is set forth by the President.

Corrective Action report forms will remain the same, with only updates required by the new system.

Corrective Action report point system is to remain as is including the accumulation of points for termination.

IATSE Local 48 Secretary is responsible for filing each corrective action report. The Secretary will clearly mark each corrective action reports progress with the active date, appeal date, appeal ruling date, inactive date and a termination date if need be.

Active, inactive and termination corrective action reports remain on file.

Corrective action reports remain active for 365 days from the infraction date and they become inactive at day 366.

Corrective action accumulated points are deducted 365 days after the date noted on the corrective action report.

Each Hiring Hall Employee will have three (3) personal (sick/medical/bereavement/military call up, discharge, misc.) days per calendar year (January 1<sup>st</sup>-December 31<sup>st</sup>).

IATSE Local 48 Corrective Action system will not hold Hiring Hall Employees in a double jeopardy situation status between an Employer penalty and Corrective Action penalty.

All previous corrective action reports received prior to the new corrective action system will remain on file under the new system. All previous corrective action points under the old system will be eliminated at the commencement of the new system (everyone starts with a clean slate).

It is always to the advantage of the employee to report to the Call Steward or Business Agent if you have a problem

Every offense will be documented in writing.

The Business Agent/Call Steward has the right to replace any late employee at their own discretion.

This policy will replace all previous policies.

Corrective Action is an important tool that can be used effectively to aid an employee by

- Identifying work performance or behavioral problems early
- Refocusing the employee to the goals of the job
- Providing a written account of necessary performance adjustments

This policy is to be enforced by the Stewards. Any Steward found not to be applying this policy properly will be disciplined accordingly by the Executive Board.

Employee Signature and Date:

The corrective action form must be signed by the employee after any session and is for the employee to acknowledge that the written subjects have been discussed. A refusal to sign a corrective action report is considered insubordination. An employee refusing to sign a corrective action report is to be told that this refusal is an act of insubordination and continued refusal will result in direct action by the Executive Board. Corrective action may include termination of employment.

All new and current employees will abide by the IATSE Local # 48 Employee Handbook and Hiring Hall rules.

All policies in this handbook are to be enforced by the Stewards, Business Agent, and Executive Board equally to all employees. There will be no exceptions.

Failure to agree to the rules and regulations included in the IATSE Local 48 handbook will result in the suspension of employment until such time as these rules are agreed to by the employee.

Any matter not contained herein, nor specified in the Employee Handbook shall be determined by the Executive Board of Local 48.

These rules may be amended from time to time and upon notice the employee shall comply with any and all amendments.

#### IATSE LOCAL #48 POLICY REGARDING DRUGS AND ALCOHOL IN THE WORK PLACE

Local 48 has a vital interest in maintaining safe, healthful and efficient working conditions for its employees and is required by law to do so. The presence of drugs and alcohol in the work place and the influence of these substances on employees during working hours pose serious safety and health risks to the user and to all those persons who work with the user and generally constitute unacceptable risks for safe, healthful and efficient operations. The term "drug" as used in this policy refers to any substance requiring a prescription or not legally obtainable in the United States.

Therefore IATSE Local 48 has established a drug-free and alcohol free awareness program, effective November 14, 1994, which seeks to inform employees about the dangers of drug and alcohol abuse in the work place. Below is IATSE Local 48's policy of maintaining a drug-free and alcohol-free work place and the penalties which may be imposed by IATSE Local 48 for drug and alcohol abuse violations.

##### 1. Prohibited Activity

The unlawful use, distribution, possession or manufacture of drugs by any employee is prohibited during working time of an IATSE Local 48 venue premises except for the moderate consumption of beer or other alcoholic beverages as a patron or when such entertaining is a part of the employee's regular job duties.

##### 2. Notification of Prohibited Activity

Each employee shall receive a statement notifying him/her of IATSE Local 48's stand against the unlawful use, distribution, dispensation, possession, or manufacture of drugs and the possession or consumption of alcohol during working time or on IATSE Local 48 venue premises and penalties imposed for such activity together with a copy of this policy.

##### 3. Reporting Criminal Drug and Alcohol Statute Convictions

As a condition of employment any employee of IATSE Local 48 must notify the Executive Board of any finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, for a violation of a federal, state or local criminal drug or alcohol statute, within five days of such finding when such violation occurred during working hours or on IATSE Local 48 venue premises. Under federal law, IATSE Local 48 is required to report such drug convictions to the Federal government. IATSE Local 48 shall take appropriate disciplinary action against any employee so convicted, up to and including termination and/or require such employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved by IATSE Local 48.

#### STATEMENT OF DRUG-FREE AND ALCOHOL-FREE WORK PLACE REQUIREMENT

IATSE Local 48 prohibits the unlawful use, distribution, dispensation, possession or manufacture of any drug by any employee during working time or on IATSE Local 48 venue premises. The term 'drug' as used in the statement and the policy attached refers to any substance requiring a prescription or not legally obtainable in the US.

IATSE Local 48 also prohibits the possession or consumption of alcohol by any employee during working time or on IATSE Local 48 venue premises, except for the moderate consumption of beer or other alcoholic beverages as a patron, or when such entertaining is a part of the employees regular job duties.

IATSE Local 48 requires, as a condition of employment (A) that the employee agree to abide by the terms of this statement and policy, and (B) the employee shall notify the Executive Board of Local 48 of any criminal drug or alcohol statute conviction which occurred during working time or on IATSE Local 48 venue premises, within five (5) days of the conviction.

Failure to abide by this statement or policy, or to comply with the conditions set forth herein may result in disciplinary action up to and including termination, and may result in a requirement that the employee satisfactorily participate in an approved drug or alcohol abuse assistance or rehabilitation program as a condition of continued employment.

Any employee violating this policy by trying to work while in a chemically altered state will upon the first offense be given a warning, on the second offense a six month suspension from Local 48 and all outside jurisdictional calls and on the third offense the employee will be suspended for 366 days. Any employee so suspended must show proof of rehabilitation before being allowed to reapply to the Hiring Hall.

All calls will be filled on a daily basis starting with rotation of the "A" list. When the "A" list has been exhausted and the call has not been filled, the Business Agent/Call Steward will progress through the "B", "C", "D", "E" & "F" lists respectively completing each list before moving to the next.

Any employee that works 400 + hours in a year is offered membership without a vote of the Body.