



International Alliance of Theatrical Stage Employees, Local 99  
526 West 800 South  
Salt Lake City, Utah 84101  
(801) 359-0513

*May 5, 2021*

Welcome to IATSE Local 99!

We hope you are excited to become part of an organization that has been representing workers, like you, for well over a century. Working through the IATSE Local 99 Hiring Hall will increase your career opportunities and help you to secure your future as a professional in the entertainment industry.

Since 1903, Local 99 has represented entertainment industry workers in Salt Lake City and beyond. Our members originally installed screens, operated projectors in movie houses, and worked on traveling shows on the Vaudeville circuit. As the entertainment industry flourished, our work and expertise evolved and expanded beyond our humble beginnings.

Today, Local 99 members and referrals work in convention centers, theatres, arenas, shops, motion pictures, and performing art centers throughout Utah and southern Idaho. Local 99 is proud to be a part of an International union that is over 150,000 members strong, with Locals spanning coast-to-coast in the U.S., its Territories, and Canada.

Local 99 referrals receive an extraordinary amount of benefits. We partner with the IATSE Local 99 Health Trust and the IATSE National Benefits Fund (NBF) to provide Medical Insurance plans and Annuity plans. These plans are employer-contributed, self-directed, and may be individually maintained between union jobs.

Referrals obligate themselves to a maximum 5% assessment known as “work dues,” which can be deducted from your paycheck if you so choose. Sign and return page 5 of this packet to complete this process. If you choose not to have it deducted, you will still be responsible for the amount owed to Local 99. These work dues are in addition to quarterly dues, which are \$77 per quarter for the year of 2021, should you apply to become a member.

We are currently running a membership drive: anyone who has worked under any Local 99 administrated Collective Bargaining Agreement(s) for a cumulative thirty days in the past twelve months is eligible to apply for membership and have their initiation fees waived by the Local. The International will also waive the application fee. Applicants must provide a list of the thirty days worked, and in as many cases as possible, paystubs. A membership application can be requested via email to [front.office@ialocal99.org](mailto:front.office@ialocal99.org).

As a Local 99 referral, you are part of a community that fosters a culture of continuous learning. Referrals have access to safety and craft training classes and many physical and virtual resources to assist you in both your personal and professional lives. See pages 6-9 of this packet for more information.

Being a union worker goes far beyond paying dues and wearing union swag: in the labor movement, the sense of community that is created amongst workers is called "solidarity." Solidarity is important to understand and practice in our daily lives because it means standing with and supporting all other workers, simply because they are workers, like you. IATSE workers are there to support each other, because when we speak up together, we are always more powerful than when we act on our own.

Welcome! Please return pages 3-5 to [front.office@ialocal99.org](mailto:front.office@ialocal99.org). If you have any questions, please don't hesitate to call. In Solidarity,  
Local 99 Trustees, Business Agents, and Financial Secretary

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# IATSE Local 99 Hiring Hall Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Cell Phone: \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Date of Birth \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  GED?: YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Certifications

*Please list any professional certifications or special training you have had.*

Certification Title: \_\_\_\_\_ Issued by: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification Title: \_\_\_\_\_ Issued by: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**References Continued**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Previous Employment**

*You may also attach a resume to this application.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ May we contact your previous supervisor for a reference? YES  NO

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ May we contact your previous supervisor for a reference? YES  NO

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ May we contact your previous supervisor for a reference? YES  NO

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Disclaimer and Signature I certify that my answers are true and complete to the best of my knowledge and that I have read and agree to comply with the Local 99 Job Referral Procedure and Rules.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorization for Employer to Deduct Assessments**

Effectively immediately, the undersigned assigns Local 99 of the International Alliance of Theatrical Stage Employees the sum of 5% of all wages earned, and authorizes and directs their employer(s) from the list below to deduct such sum from their wages and to remit the same to said union as a work assessment. This assignment shall be irrevocable for a period of at least one year, and shall be automatically renewed, with the same irrevocability, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to expiration of such period.

Print Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

- |                                       |  |  |
|---------------------------------------|--|--|
| AEG Presents, LLC                     | Freeman Audio Video                                | Production Support Services, Inc           |
| American Tradeshow Services West, LLC | Freeman Expositions, LLC                           | PSAV Presentation Services                 |
| Anchor Stage Management, LLC          | Furlined LLC                                       | Renaissance Management, Inc                |
| Arata Expositions, Inc                | GAM Foundation, LLC                                | Repertory Dance Theatre of Utah            |
| ASH Productions                       | GES Global Experience Specialists (Salt Lake City) | Ririe-Woodbury Dance Company               |
| Atmosphere Studios, LLC               | Highpoint Staging, LLC                             | RMI, Inc                                   |
| August Jackson, LLC                   | Hunt Electric, Inc                                 | Salt Lake County                           |
| AVSC                                  | Iacono Productions                                 | Shepard Expositions Services, Inc          |
| Ballet West                           | JP Display   | Show Services, LLC                         |
| BAV Services, Inc                     | LA Stagecall                                       | SMG Event Services                         |
| Black Diamond Performance, Inc        | Lancaster Management Services, Inc                 | Smuggler, Inc                              |
| Bluegentech, LLC                      | Laser Exhibitor Service of Utah, Inc               | Spotlight Business Affairs, Inc            |
| Brede-Arizona, Inc                    | Live Nation Worldwide, Inc                         | Success Resources USA, LLC                 |
| Broadway Across America               | MagicSpace Entertainment                           | Theater Outsource, Inc                     |
| Cache Valley Center for the Arts      | Midtown Talent, LLC                                | Three Rivers Entertainment & Production    |
| Centennial Management Group, Inc      | Miss Utah Scholarship Organization, Inc            | Unlimited Productions, Inc                 |
| Children's Dance Theatre/Tanner Dance | Modern Display Service, Inc                        | UPA Production Services                    |
| Clear Lamp, LLC                       | Mountain View Staging                              | Upstage Crew Services, Inc                 |
| Coast to Coast I&D, LLC               | National Convention Services, LLC                  | Utah Presents at Kingsbury Hall            |
| Convention Services of the Southwest  | Northstar Travel Media, LLC                        | Utah Soccer Stadium Owner, LLC (Rio Tinto) |
| Convention Technical Services, Inc    | Nth Degree, Inc                                    | Utah Symphony, Utah Opera                  |
| Cornerstone Audio Visual, Inc         | NYC Dance Alliance                                 | Open Jar Productions, LLC                  |
| CR Productions                        | Oasis Stage Werks, Inc                             | UTP Group, Inc                             |
| Czarnowski Exhibit Services           | Octane Group, Inc                                  | Varsity Spirit, LLC                        |
| Donald E McNabb & Co                  | Odyssey Dance Theatre                              | Vista Productions                          |
| EDGE Productions                      | On Event Services, LLC                             | Vivint Smart Home Arena                    |
| Employco USA II, Inc                  | Paramount Convention Services, Inc.                | Wasatch Projection, LLC                    |
| Event Productions, Inc                | Performance Audio, LLC                             | Webb Audio-Visual                          |
| EWI Worldwide, Inc                    | Pinnacle Bank Arena                                | Xperience Communications, LLC              |
| Extreme Reach Talent, Inc             | Premier Athletics                                  |  |
| Fire and Ice Productions, Inc         | PRG (Washington DC), Inc                           |  |
|                                       | Production Labor, Inc                              |  |

# IATSE TRAINING TRUST FUND **SAFETY FIRST!** **ONLINE COURSES**

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Biological Hazards  
Hazard Communication: Workplace Chemicals  
Chemical Protection  
Electrical Safety  
Fall Prevention and Protection  
Elevated Work Platforms and Aerial Lifts  
Scaffold Safety  
Ergonomics  
Noise Exposure  
Confined Space/Small Space Awareness  
Firearms Safety  
Hand and Portable Power Tools  
Compressed Gases  
Rigging Safety  
Welding and Cutting

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[www.iatsetrainingtrust.org/lil](http://www.iatsetrainingtrust.org/lil)



# IATSE TTF SAFETY FIRST! ONLINE COURSES APPLICATION

You must be an IATSE TTF Beneficiary to be eligible for this program. A TTF Beneficiary is any individual who is an active IATSE member or is working under an IATSE agreement. You will receive a confirmation email with your credentials once we've confirmed your eligibility for TTF benefits.

Email your application to [onlinecourses@iatsetrainingtrust.org](mailto:onlinecourses@iatsetrainingtrust.org).

GENERAL INFORMATION			
LAST NAME	FIRST NAME	DATE OF BIRTH	
<small>STREET ADDRESS</small>		<small>CITY</small>	<small>STATE ZIP CODE COUNTRY</small>
MAILING ADDRESS			
EMAIL		PHONE	
JOB INFORMATION			
IATSE UNION MEMBER	<input type="checkbox"/> YES <input type="checkbox"/> NO	NON-MEMBER WORKING UNDER IATSE AGREEMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
IATSE LOCAL #	PRIMARY JOB CLASSIFICATION <b>Select Primary Job Classification</b>		
LINKEDIN LEARNING SUBSCRIPTION		NEWSLETTER SUBSCRIPTION	
<input type="checkbox"/> CHECK HERE FOR A FREE LINKEDIN LEARNING SUBSCRIPTION		<input type="checkbox"/> CHECK HERE TO SUBSCRIBE TO THE IATSE TTF NEWSLETTER	
CERTIFICATION			
<p><i>I certify that the information on this form is true and complete to the best of my knowledge. If asked, I agree to provide substantiation of the information I have given on this form. I agree and understand that the IATSE Training Trust Fund will share my name and contact information with my local union and employer to verify my eligibility, enrollment status, and course completion. I also understand that the IATSE TTF will share my name, email address, and other personally identifiable information on this application with the LMS manager, so they can email me my credentials.</i></p>			
APPLICANT SIGNATURE		TODAY'S DATE	

*These policies are subject to change at any time by the trustees. The application and/or interpretation of these policies shall at all times be subject to the discretion of the trustees, to the fullest extent permitted by law.*

IATSE TTF USE ONLY  ELIGIBLE  INELIGIBLE  CONFIRMED ACCESS DATE



## USING CALLSTEWARD.COM

We use the online platform CallSteward.com to post labor requests from Employers and to send you to work. You will need to first complete a Local 99 Hiring Hall Application and be approved for dispatch, as per the Local 99 Job Referral Rules.

Once you are approved, you will receive an email from “CallSteward.com” with your initial account login information to the email address you provided on your application. That email will contain a “reset password” link. Follow it and create a new password.

Once you’ve set up your new password, go to [LOGIN.CALLSTEWARD.COM](http://LOGIN.CALLSTEWARD.COM) and use your email address as your username, along with the password you just created.

**It is your responsibility to keep your contact information updated.** If you get a new cell phone number, email address, or mailing address update your profile on CallSteward **AND** notify the office via email at [front.office@ialocal99.org](mailto:front.office@ialocal99.org).

### Types of work:

“Tradeshow” or “Expo” means convention work, mostly at the Salt Palace and South Towne.

“SMG” are maintenance calls at the Salt Palace with a regular schedule. To sign up, go to the front entrance of the Salt Palace, take a right and go up one flight of stairs to Personnel, ask for Ms. Jimmi.

“Stage” means legit theatre calls, concerts, and live shows.

## IMPORTANT CONTACT INFORMATION

### **IATSE Local 99**

Union Hall Address: 526 W 800 S, Salt Lake City, Utah 84101

Phone Number: (801) 359-0513

For general questions:

Email: [front.office@ialocal99.org](mailto:front.office@ialocal99.org)

### **Local 99 Trustees**

John T. Gorey

C. Faye Harper

Peter Marley

Allison Smartt

### **Local 99 Business Agent**

Constance Mallula Phone: (801)

554-4334

Email: [stagecraft@ialocal99.org](mailto:stagecraft@ialocal99.org)

### **IATSE National Benefits Funds, Health, Annuity, and/or Retirement Plans**

Office Address: 417 5th Ave, 3rd Floor, New York, NY 10016

Phone Number(s): Main Number, (212) 580-9092; Toll Free Number, 800-456-FUND (3863)

Fax: (212) 787-3607

Email: [psc@iatsenbf.org](mailto:psc@iatsenbf.org)

Website: <http://www.iatsenbf.org/>

### **IATSE Local 99 Health Trust**

Office Address: 2598 S Park Street, Salt Lake City UT, 84106

Phone Number: (801) 363-0815

Email: [iatselocal99healthtrust@gmail.com](mailto:iatselocal99healthtrust@gmail.com)

## FAQs FOR YOUR FIRST CALL

### **I've got my first call, now what?**

Write down the date, time, and location of where you're supposed to be!

Show up EARLY. If your call is at 8am, that means you need to be ready to start working at 8am.

Give yourself plenty of time to walk from the parking area carrying tools, check in with security, find your steward and/or department head and fill out paperwork.

45 minutes to an hour should provide a sufficient bumper but remember: traffic is not an excuse to be late. 'Call time' is not time to arrive, it is the time to start working.

### **What do I bring to my first call?**

- Government issued photo ID to properly fill out an I-9 or any other form required by the company
- Closed toed shoes (hard work boots preferable)
- Flashlight
- Hammer
- Pliers
- Diagonal cutters (dikes)
- Screwdriver (slotted and phillips)
- Gloves
- 6" Crescent wrench
- Pocket knife or multitool
- Pen and pencil

It is also recommended that you keep all-weather gear, such as hats, rain-proof jackets, etc. in your car. You never know when you will be working outside in the rain. Sunblock and hats with visors are useful for working outside.

### **They told me to wear Show Blacks, what does that mean?**

Show blacks should include: a black, long-sleeved shirt, long black pants and black shoes and socks. Shirts should be logo-free, although a small Local 99 emblem is acceptable. It's recommended that you keep a clean set in your car.

### **What is a Steward?**

A Steward is your representative on the worksite. Check in with them when you arrive.

### **Other hot tips?**

You will be in a hectic environment filled with a mixture of other new people and people who have been doing this for years. The best thing to do is keep a cool head, be polite and courteous to everyone, and do as you are instructed by the person or people you are assigned to. Your clothing should be clean and in good repair. The phrase veterans of the industry and employers love to hear is, "What can I do next?"

# **IATSE Local 99**

## **Job Referral Procedure and Rules**

The purposes of these procedures and rules are to protect the jurisdiction of IATSE Local 99, to provide professional qualified skilled technicians for all crafts on a non-discriminatory basis, to establish harmonious relations between members of the bargaining unit and employers, to increase the stability of the industry, to promote safe working conditions and job security, and to improve wages.

These Job Referral Procedures and Rules govern all persons who are eligible for referral by Local 99. Referrals shall be based on the Work Referral Lists and application of these rules. Work shall be dispatched equitably and uniformly in accordance with these rules and an individual's placement on those lists regardless of Union membership and non-membership. The Local may, at its sole discretion, create additional referral lists if the need arises.

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### **SECTION 1. Registration for Referral**

Applications are accepted the first and third Monday of each month at Local 99's office, and at other times and places as the Local may deem necessary. The applicant must be at least 18 years of age and apply in person. When an applicant submits their application, they will receive an assignment to attend a mandatory New Referral Orientation Class ("Bootcamp"). In addition to completing this Orientation Class, a new applicant must (1) be referred to work, (2) accept work, and (3) work an entire work call within ninety (90) days of submitting their application. If a new applicant for referral has not worked within this timeframe, their application will lapse, and they must submit another application to be considered for referral.

All persons seeking work must keep the Referral Hall informed of all telephone numbers, email addresses, and

mailing addresses by notifying the Referral Hall's office during normal business hours at 801-359-0513 or via email at [front.office@ialocal99.org](mailto:front.office@ialocal99.org) and updating their Call Steward accounts.

Any new applicant for referral who, within ninety (90) days of their date of hire or submitting their application, whichever is most recent, fails to report to any work call that they have accepted, and who does not replace themselves in accordance with the procedures set forth in *Section 10B, Replacement Prior to the Start of the Call...* shall be removed from the referral lists.

## **SECTION 2. Work Assessment Fee**

All persons eligible to be referred by the Referral Hall for employment must sign a Referral Agreement with Local 99. The Referral Agreement provides for payment of a reasonable work assessment fee, established by Local 99 to cover the Local's cost of administering the referral system. Local 99 has the right to set and change the amount of the work assessment fee. All such changes will be posted at Local 99's office. No individual shall become delinquent in their payment of this work assessment fee to IATSE Local 99. Cash is not an accepted payment method for work assessment fees.

## **SECTION 3. Failure to Pay Work Assessment Fee**

No individual shall become delinquent in their payment of the prescribed work assessment fee to Local 99. Any individual who fails to pay the work assessment fee shall be notified of their delinquency by the Financial Secretary-Treasurer and given sixty (60) calendar days to cure their delinquency. The written notice shall specify the amount of the delinquency, how it was incurred, and state the date by which it must be paid in order for the worker to avoid removal from the Work Referral list.

Any individual who is delinquent on their work assessment fee payments for more than sixty (60) calendar days shall be denied referral by the Dispatchers and removed from the Referral Work List until delinquent work assessment fees are paid in full. Once payment is complete, the individual must submit written request to the Union to be reinstated to the Referral hall list to be eligible for further referral.

## **SECTION 4. Referral Lists**

**A.** The Union shall maintain referral lists of experienced individuals based on seniority.

Individuals shall be dispatched based upon:

- Availability
- Ability to perform the services requested
- Seniority

Local 99 reserves the right to dispatch certain individuals, out of seniority order, based upon:

- The necessity to refer more highly qualified referrals based on technical competence and/or safety considerations.
- The need to rapidly and efficiently fill "short notice," "emergency work requests," or "replacements," which prevent the referral hall from dispatching a call in normal seniority order.
- Any person holding a regular house position may be dispatched out of seniority order to exercise their

right to that position.

- Specific requests from employers, when appropriate.

**B. SENIORITY.** The position an individual is placed on a Referral List is referred to as ‘*seniority*.’”

Beginning October 1, 2019, individuals who have the same first day of hire and the same call time, shall have their relative positions on the list determined by a one-time lottery.

All challenges to an individual's placement on a referral list must be made in writing to Local 99.

**C. REFERRAL LISTS.** There shall be two Referral Lists; The Stage List and the Tradeshow List.

**Stage Referral List.** The Stage Referral List shall be comprised of the following:

**A-List** – This list shall be comprised of individuals who have:

- 1) Completed 500 hours of work in the stagecraft industry under Local 99 administered contracts and
- 2) Completed the required Local 99 Education Program and
- 3) Completed all necessary requirements to be eligible for referral, or
- 4) Have been previously certified by the JATC or have been on the A List at the time of implementation of this document.

All individuals placed on this list after the implementation of this document shall have their A-List seniority date recorded as the date they were placed on the A-List by the Seniority Committee. In the event of a tie, the tie shall be broken by the date an individual is referred for work from the C-List and completes a job.

**C-List** – Individuals who have not qualified for the A-List but have completed all necessary requirements to be eligible for referral.

C-List Seniority shall be determined by the first day an individual is referred for work and completes a job.

**Tradeshow Referral List.** The Trade Referral List shall be comprised of the following:

**A-List** - Certified by the Joint Certification and Training Committee (JCTC) as a Journeyman and have completed all necessary requirements to be eligible for referral.

**Helper** – Have at least 250 hours of work in the tradeshow industry under Local 99 administered contracts and complete all necessary requirements to be eligible for referral.

**Trainee** - Have less 250 hours of work in the tradeshow industry under Local 99 administered contracts and complete all necessary requirements to be eligible for referral.

**D. PERIODIC REVIEW.** The referral lists will be periodically reviewed by the Seniority Committee for accuracy and will include the removal of individuals who have permanently retired or who have failed to meet the obligations to maintain referral eligibility. The Local will also review the preceding year’s referral list

annually between January 1-31 to ensuring it accurately reflects individuals who have satisfied the shift requirements listed in *Section 6, Maintaining Dispatch Eligibility*.

**E. PAY CLASSIFICATIONS.** The information below discusses which pay rate workers are eligible for based on their qualifications, Local 99 referral hall rules, and requirements in Local 99 collective bargaining agreements.

Individuals who are eligible for the Tradeshow “Journeyman” Rate have met all the requirements to be on the Trade “A List.”

Individuals who are eligible for the Stagecraft “Journeyman” Rate have met all the requirements to be on the Stage “A List.”

**F. SKILL SETS**

**i. Wardrobe, Hair and Make Up Skill Sets**

Wardrobe, hair and make-up skills are designated by a star system and overseen by the Wardrobe Board of Examiners (WBE). Any individual who submits the proper documentation and meets the necessary requirements for an additional star shall not be unreasonably be denied. The stars correlate to specific skills and requirements:

STARS	SKILLS	REQUIREMENTS
ONE STAR	<ul style="list-style-type: none"> <li>Relevant work history and training.</li> </ul>	<ul style="list-style-type: none"> <li>Submit Wardrobe Application (in addition to Referral hall Application if necessary) along with any relevant resumes, portfolios, or references.</li> <li>Stay up to date on financial obligations to the referral hall.</li> </ul>
TWO STARS	<ul style="list-style-type: none"> <li>Attend Wardrobe 101 Class. (Given no more than once per quarter.)</li> </ul>	<ul style="list-style-type: none"> <li>Work no less than 20 combined calls in any of the following: wardrobe, dressing, and hair/make-up OR approximately four 40-hour weeks in a costume or hair/make-up production shop.</li> <li>Submit documentation of required work calls/production shop work and written request to the WBE to be promoted to a two-star level.</li> <li>Stay up to date on financial obligations to the referral hall.</li> </ul>
THREE STARS	<p>Must be able to demonstrate how to:</p> <ul style="list-style-type: none"> <li>Block a wig</li> <li>Wash a wig both on and off a wig block</li> <li>Comb out a wet wig</li> <li>Set a wig and follow a continuity setting pattern</li> <li>Use a wig dryer and set controls</li> <li>Identify what will ruin a synthetic wig</li> <li>Clean wig lace</li> <li>Pin curl and prepare a performer's hair for wig cap and wig placement</li> <li>Properly place and secure a wig on a performer's head</li> <li>Use spirit gum to secure wig lace on a performer and then remove spirit gum</li> <li>Use spirit gum to secure facial hair on a performer and then remove spirit gum</li> <li>Handle, clean and style facial hair</li> <li>Perform a basic comb out and know styling techniques to maintain wig style</li> <li>Secure hair accessories/hats to styled wigs</li> <li>What to do in a wig quick change</li> <li>What to carry on you in a quick-change hair kit for various circumstances</li> </ul>	<ul style="list-style-type: none"> <li>Submit a written request to the WBE to be promoted to the three-star level.</li> <li>Demonstrate the required skills to the WBE or one of its representatives.</li> <li>Stay up to date on financial obligations to the referral hall.</li> </ul>

	<ul style="list-style-type: none"> <li>• What items to carry on you continuously during a performance</li> <li>• What are basic sanitation procedures used for a hair/makeup station</li> <li>• Follow basic cues, stage instructions, and read running notes</li> </ul>	
FOUR STARS		<ul style="list-style-type: none"> <li>• Work an additional, no less than 20 combined calls in any of the following: wardrobe, dressing, and hair/make-up OR approximately four 40-hour weeks in a costume or hair/make-up production shop.</li> <li>• Submit documentation of required work calls/production shop work and written request to the WBE to be promoted to a four-star level.</li> <li>• Stay up to date on financial obligations to the referral hall.</li> </ul>

**ii. SMG/ASM Skill Sets**

- a. To be eligible to receive the “SMG Operations Grip” skill, you must be an individual with 250 or more employer specific hours and have demonstrated competency in the following:
- Stage building
  - Chair riser building
  - Floor layout and marking

Competency is determined by demonstrating 30 hours each in the above categories and passing the SMG Standard Skills Test, if available.

- b. To be eligible to receive the “SMG Helper” skill, you must be an individual with 126-250 employer specific hours.
- c. All individuals with less than 125 employer specific hours and have expressed an interest in working for SMG in writing to the Local are eligible to receive the “SMG Trainee” skill.
- d. To be eligible to receive the “SMG Operations Grip” skill, “SMG Trainee” skill and/or “SMG Helper” skill, you must meet the hours worked and/or testing requirements in the Collective Bargaining Agreement. To request a copy of this agreement, contact the Front Office at [front.office@ialocal99.org](mailto:front.office@ialocal99.org) or via phone during normal business hours at 801-359-0513.

**SECTION 5. Referral Procedure**

A. Calls will be sent out by the Dispatchers via text message, Short Message Service (SMS), or telephone. Once an individual is notified of a potential call, they will have two (2) hours to accept or reject the call on Call Steward. If no response is received within two (2) hours, it will be considered a rejection of the call. The individual listed is the only person that may accept a call.

If an individual has accepted a call, they will be considered “booked” for the duration of the call they accepted and will not be notified of other calls that conflict with the accepted call.

Any individual, after accepting a call, that wishes to replace themselves, may do so by following the procedure found in *Section 10B, Replacement Prior to the Start of the Call*.

In the event a call is not filled by noon on the day before the call is scheduled to begin, the call will be deemed to be a “short notice” call and the Referral Hall will have complete discretion to fill the call based on availability and ability.

### **SECTION 6. Quick Call List**

Individuals may add their name to the next day’s “Quick Call” list by using the “Voice Mail Labor Line.” Call in time for the Quick Call list is daily from 9:00AM – 3:00PM. The “Voice Mail Labor Line” is 801-359-0513, extension 4.

The principal of seniority will be observed to the extent practicable for individuals on the “Quick Call List” in accordance with the needs of the call.

### **SECTION 7. Maintaining Dispatch Eligibility**

**A. Shifts Per Calendar Year:** To maintain an individual's ability to be dispatched, the individual must have worked a minimum of one (1) shift (“call”) each quarter of the calendar year. A review of all individual’s shifts shall be performed by the Seniority Committee each quarter. Failure to maintain the minimum number of shifts per quarter shall result in removal from the Referral Lists. Individuals who are on an approved leave of absence are not subject to this minimum call requirement while on leave. See *Section 7, Leaves of Absence*.

All work referred through the Referral Hall shall be counted toward this shift requirement. Additionally, work performed for signatory employers that have no Referral Hall provision in their collective bargaining agreements shall count as qualifying shifts.

Further, work performed by any individual traveling under a Pink Contract and who timely pays their work assessment shall count towards this shift requirement.

For individuals reporting traveling under pink contracts, work assessments must be received by the Financial Secretary no more than sixty (60) days from the earliest shift, and within year for which shifts are being reported.

Additionally, individuals who work through the Local 99 Referral Hall and perform work on a motion picture or television production, including commercials, covered by a Local 99 administered IATSE agreement, will not have their Referral Hall seniority negatively affected during the time they are performing such work, provided they timely notify the Local 99 Office of such work and pay the appropriate work assessment, such work shall count towards this shift requirement.

Any Union officer or official employed by the Local that has served the Local for six (6) months or more during a calendar year shall not be dropped from their position on the List that they held at the time that they took office.

Any individual who does not maintain their ability to be dispatched per this Section, shall be notified and removed from the active dispatch list(s).

### **B. Consecutive Declines of Work**

Any individual who declines three consecutive offers of work for any reason other than covering the



jurisdiction of the Local or on approved Leave of Absence, shall be removed from the eligible dispatch list(s) immediately and notified of same.

### **C. Reinstatement of Worker/Seniority Adjustment**

Any individual who has lost eligibility and wishes to return to work, must notify the Local in writing. Upon return, they will have their seniority adjusted based on the length of the break in service.

After the initial quarter of break in service, every consecutive quarter break in service shall result in the individual moving down their respective list(s) one position.

An individual who has had their seniority adjusted will never move off their respective list as a result. For example, if a person on the A-List is inactive for so long that they are moved to the last position on the A-List, they will not drop off that list.

## **SECTION 8. Leaves of Absence**

A Leave of Absence shall be granted for good cause upon written request and will not be unreasonably withheld. Leaves of absence shall not be granted for work outside of Local 99s contractual jurisdiction and/or for circumventing the procedures of the referral system.

A Leave of Absence (for vacation, educational purposes, spousal relocation, etc.) shall be granted. All requests for Leave of Absence must be made in writing within thirty (30) days of the effective date of the leave. Leaves of Absence shall be granted for a minimum of ninety (90) days. Leaves of Absence shall not be longer than 3 years, or 4 years if the individual is attending school.

A Leave of Absence for military service shall be granted in accordance with applicable law.

Requirements in **Section 3, Referral Lists**, **Section 4, Referral Procedures** and **Section 8, Failure to Pay Work Assessment Fee** are waived during Leaves of Absence. If any type of Leave of Absence continues to a new Counting Year, you are required to request a new leave of absence from the Executive Board, by August 1st of the new Counting Year.

### **i. Medical Leave of Absence**

All requests for a Medical Leave of Absence must be made in writing within fourteen (14) days of injury or illness or as soon as reasonable.

A "Medical Leave of Absence" shall be defined as any period three (3) days or longer for which a person has been unable to work due to a medically verifiable injury, illness, or hospitalization. An application for a Medical Leave of Absence must be accompanied by a Doctor's note.

When an individual returns to work from a Medical Leave of Absence, that individual will need a Doctor's note permitting their return to work without restrictions.

## **SECTION 9. Job Stewards**

Local 99 will, train, and certify Job Stewards at its sole discretion. Local 99 will appoint Job Stewards pursuant

to the applicable collective bargaining agreement. Certified Job Stewards must make every effort to be available for assignments at all times. Job Stewards must communicate unavailability for work to the Business Agent.

## **SECTION 10. Infractions Policy**

**A. Failure to Report:** No individual shall fail to report for work. Any individual who violates this rule shall be notified by the Local and charged \$25.00 for the first offense in a twelve month period, \$50.00 for the second offense in a twelve month period, and \$150.00 for the third offense in a twelve month period.

Individuals violating this rule more than three (3) times in a twelve month period will be suspended from the referral list for thirty (30) days, for the fourth offense in a twelve month period, sixty (60) for the fifth offense in a twelve month period, and one year for sixth offense in a twelve month period.

**B. Replacement Prior to the Start of the Call:** Any individual, wishing to replace themselves prior to the start of a call, may do so, with no penalty, by notifying the “Voice Mail Labor Line” at least four hours prior to the start of the call. Contact the “Voice Mail Labor Line” by calling the main office line, (801) 359-0513 and pressing 4.

Any individual who violates this rule shall be notified by the Local and warned for the first offense. They shall be charged \$50.00 for the second offense, and \$150.00 for the third offense.

Individuals violating this rule more than three (3) times in a twelve month period, will be suspended from the referral list for thirty (30) days for the fourth offense in a twelve month period, sixty (60) days for the fifth offense in a twelve month period, and one year for the sixth offense in a twelve month period.

Any individual who fails to pay any incurred fines within fifteen (15) days of receiving notification shall be denied further referral until such payment is received in full.

**C. Lateness:** Once an individual has accepted a call, they are required to report for work at the scheduled report time or they will be considered late and may be denied employment by the employer on that call.

**D. Chronic Offenders:** Any individual who has been denied referral due to violation of the Infraction Policy three (3) times in a twelve (12) month period shall be denied further referral for a period of twelve (12) months beginning the date they were last denied referral.

**E. Gross Work-Related Misconduct:** Any individual who is found to have engaged in gross work-related misconduct and has been the subject of a written ‘do not dispatch’ request by an employer because of said misconduct, will not be eligible for dispatch.

**F. Interference with the Administration of the Local or the Referral Hall:** Any individual who creates a disturbance or engages in disorderly, abusive or threatening conduct, or who intentionally interferes with or disrupts the administration of Local 99 or the Referral Hall will be subject, at the discretion of the Business Representative, to a suspension from the referral list. If an individual is suspended from the referral list, they may appeal their suspension per *Section 12, Referral Appeal*.

**G. Conviction of Serious Violent Crimes:**

Any individual who has been convicted of any serious violent crime while registered for referral will be immediately removed from the Union’s referral list.

**H. Conduct that Damages the Integrity of the Referral Office Or Interferes With The Operation Or Administration Of The Referral Hall Or Referral Procedure:** Any individual that is found to have engaged in work related conduct that may reflect in a detrimental way on the referral office or interferes with operation and/or administration of the referral hall or these referral procedures that is not specifically mentioned in these Rules and Procedures, will be punished appropriately by fine, suspension, or expulsion from the referral system.

**I. Non-Referral:** Any individual receiving three (3) letters of non-referral from employers within the contractual jurisdiction of Local 99 for just cause, shall be deemed a chronic offender and non-referable through the Local 99 Dispatch Office and shall not be eligible for standby.

### **SECTION 11. Failure to Pay Fines**

Any individual who fails to pay a fine incurred pursuant to this document, within fifteen (15) days of receiving notification of same, shall be denied further referral until such payment is received in full.

### **SECTION 12. Appeals**

Any individual who has been given written notice of a fine, suspension or removal from the referral lists as provided for in these Rules may appeal to the Union in writing within ten (10) working days of the date of such notice. The appeal must state all the reasons why they believe they should not be suspended or removed from the referral list and must list all witnesses and attach all supporting documents, if any.

### **SECTION 13. Investigation Of Violations Of Working Rules.**

**A. Investigation of Violations by Business Representative:** The Business Representative shall investigate the alleged violation and determine whether or not it occurred, not why it occurred. The Business Representative's determination shall be final and binding.

**B. Dispatcher's Record:** The Dispatchers records shall be conclusive unless amended by the Business Representative investigating an alleged violation of a Working Rule.

### **SECTION 14. Changes To Procedures And Working Rules**

No changes in these rules and procedures may be made unless such proposed changes have been submitted in writing to the IATSE Local 99 Executive Board. Any changes will be mailed to the members in the General Membership Meeting notice, and then approved by the membership by a two thirds majority of those present and voting at that General Membership Meeting. Any changes so made shall be mailed to all persons currently registered as a referral. Such changes shall become effective thirty (30) days after they were approved by the membership.

## SECTION 15. Definitions

**D. Break in service** – When an individual has not worked a minimum of one (1) shift (“call”) each quarter of the calendar year. See *Section 6 Maintaining Dispatch Eligibility* for more details.

**Seniority Committee** - Will be responsible for the periodic audit of shifts. The Executive Board will be responsible for overseeing all challenges to the list.

**JCTC** – An abbreviation for Joint Certification and Training Committee

**Journeyman** – a pay rate in certain collective bargaining agreements defined by time worked in the industry and/or passing of certain classes/tests. See individual collective bargaining agreements for specifics.

**Member** – Any individual who has completed all the following:

- met the membership requirements as defined in IATSE Local 99’s Constitution and By Laws
- submitted a completed membership application and paid all applicable fees
- had their membership application approved
- met their financial obligation
- been sworn into membership of IATSE Local 99
- is in good standing

**Short Notice Call:** Defined as a labor request from an employer received by the referral hall with less than 36 hours to report or if a call is not filled by noon on the day before the call is scheduled to begin. The referral hall has complete discretion to select individuals for Short Notices but will to the extent practicable and in accordance with the needs of the call, follow seniority order.

**Replacements:** Defined as a person referred to replace an existing individual on a call. The Referral Hall has complete discretion to select individuals to be used as replacements but will make best efforts to follow seniority order.

**Seniority** – The position an individual is placed on a Referral List is referred to as ‘*seniority*.’”

**Stage Craft:** Work involved for the presentation of live performances or events.

**Tradeshow / Exhibition** – Work involved with the installation and dismantling of local, national, and international Conventions and Tradeshow.

**WBE** - Wardrobe Board of Examiners. Its members are appointed by the Trustees.