

**IATSE LOCAL 720
WORK RULES AND PROCEDURES FOR REFERENTS**

I. Purposes And Policies.

1. The purposes of these procedures and rules are:
 - A. To protect and cover the jurisdiction of Local 720
 - B. To protect the credibility of dispatch referrals with the Employers who use Local 720's dispatch office to obtain qualified stagehands and stage technicians.
2. It is the policy of Local 720 to have these rules applied uniformly to all individuals using the dispatch office, regardless of membership in Local 720, on a non-discriminatory and non-discretionary basis.

II. Registration for Referral.

1. Stagehands, wardrobe personnel, stage technicians, and other job classifications covered by collective bargaining agreements between Local 720 and Employers are referred to Employers by Local 720's dispatching office when requested by said Employers to do so. Such referrals are based upon recognized factors: the ability to perform the services requested and availability for employment at the time of such request. These factors are applied without discrimination.
2. Every individual seeking referral through Local 720's dispatching office must file an application on a form prescribed by Local 720. The acceptance by Local 720 of an application for referral is not a guarantee of work. Applications for referral that are submitted at a regular open enrollment session shall lapse upon the date of the next regular open enrollment session if an individual has not received his first referral by Local 720's dispatch office during such period. Upon the lapse of an application, an individual must complete and file a new application form in order to obtain referral for employment by Local 720's dispatch office. The individual is completely and solely responsible for ensuring that a new application form is filed in a timely manner.
3. An individual shall be required to submit proof of possession of any claimed special skills, abilities, or experience. This may include, but is not limited to, taking classes, passing a skills-related examination, providing documentation, or other demonstrations established by the Nevada Resort Association – IATSE Local 720 Training Trust.
4. In addition, any individual submitting an application for referral, must at the same time, submit completed W4 and I-9 forms. Additionally, each applicant will be required to take and pass a pre-registration drug test. Failure to pass the required

drug test shall bar said individual from referral registration for a minimum period of one (1) year.

5. In addition to the above, individuals submitting an application for referral will be responsible for a non-refundable cash processing fee of \$45.00, payable in advance.

6. Local 720's dispatchers shall initiate the first telephone contact with an applicant seeking referral; an applicant for referral shall not initiate the first call for referral. Once the dispatchers have initiated the first referral, individuals shall request subsequent referral pursuant to these rules and procedures.

7. Individuals who would like to be added to the ASAP list should contact the dispatch office to fill out an application. You must be ready and have reliable transportation that allows you to report to an ASAP call within thirty (30) to forty-five (45) minutes of the dispatch. Any individual who declines more than three (3) ASAP calls in a six (6) month period shall be removed from the ASAP list and may not be reassigned to the ASAP list for a period of three (3) months from the time their name is removed.

8. Individuals who wish to sign up for I & D (Installation and Dismantling) work must come to the dispatch office to fill out an I & D application. I & D work is the installing and dismantling of booths, rolling carpet, fork lift operation and scissor lift operation. You must have a current license for fork lift and scissor lift calls, which may be obtained through the Local 720 Training Trust. Additionally, you must carry with you the contractually required tools (tool list provided at Local 720).

9. Individuals who are referred by IATSE Local 720 must possess a Local 720 ID badge. ID badges may be obtained at Local 720's offices during normal business hours. ID badges must be worn at all times when referred to and working on any job dispatch. There will be a five (\$5.00) charge when replacing a lost ID badge.

III. Sign-In Procedures.

1. Individuals who are ready and available for work should call the dispatch office's sign-in number at 702-876-3825. You shall need to provide the following information:

- i) Your name, first and last, spelling your last name
- ii) The last job classification you worked under
- iii) The last Employer you worked for

IV. Work Rules.

1. All individuals in the referral system shall be held accountable for their conduct at work under these referral rules. Referents shall also be responsible for regularly

verifying with Local 720 as to any future additions, amendments, or other changes to these Work Rules and Procedures. Such changes shall be clearly posted at Local 720's offices at least 14 days before implementation. Additionally, referents will be able to pick-up a current copy at the office by request; They shall be posted on Local 720's website (www.iatselocal720.com); and shall be made available at membership meetings.

2. It is the responsibility of the referent to obtain and keep a record of the following information from the dispatch office when accepting a call: position, date, time, location, payroller, reporting official, and specific dress code.
3. It is the responsibility of the referent to arrive with proper identification to complete necessary payroll forms. Proper forms of identification are listed on the reverse side of the I-9 payroll form, which may be obtained online or at Local 720's offices.
4. All referents are requested to report to the Job Steward at the job site 15 minutes prior to the announced starting time.
5. All referents are required to remain at the job site until released by the Job Steward. Any person who leaves a job site without approval from the Job Steward prior to release shall be reported to the Union and shall be treated as a no call no show. Any referent who wishes to replace him/herself after the start of the call shall remain on the call until relieved by their replacement.
6. Referents may not quit one job in order to take another job. Job jumping shall not be permitted. Job jumping is defined as accepting two or more overlapping referrals from Local 720's dispatch office with the intent of leaving one call before its end in order to work the other call without the express permission of the affected Employer(s).
7. All referents are required to arrive at work calls with sufficient tools to perform assigned jobs. Some collective bargaining agreements require additional tools and it is each referent's responsibility to bring the required tools. Failure to have the required tools at report time may subject the referent to removal from the call with no compensation and shall be considered a no call no show. The tools must be in working order. Sufficient tools are listed in Exhibit I of these Work Rules and Procedures.

These are the minimum required tools. Most workers bring a variety of extra tools that help them do their job more efficiently. Truck loaders and freight employees are not required to bring tools.

8. All referents must report to work wearing clean and appropriate clothing. Personal hygiene is essential; beards and mustaches must be neat and trimmed. Long hair must be tied back, large jewelry and facial piercing are not permitted.

Except where designated by the Employer, black pants and a black collared shirt are required on every call. Only the I.A.T.S.E logo or Employer approved corporate logos are allowed. Where the Employer permits shorts to be worn, they must be knee length. No workout pants, tights, leotards or sleeveless shirts are permitted in the work place.

Appropriate footwear must be worn at all times. A safety-toed shoe or work boot are strongly recommended. Shoes must cover the entire foot and have a work sole appropriate for climbing, walking and working for long periods. Open toed shoes and sandals are not permitted on the job site.

Employers may require specific apparel to be excluded or included on their jobs. Referents must verify specific dress code requirements with Dispatch at the time they accept the referral. Failure to have appropriate attire at report time may subject the person to removal from the call with no compensation and shall be considered a no call no show.

9. The Union is not an Employer. Individual Employers have different pay schedules. If there are any questions as to the expected date of pay, these should be referred to the Job Steward.

10. Referents must have a valid phone number(s) on file with the Local 720 Dispatch Office to be dispatched.

11. Referents who do not respond to three consecutive calls may be placed on inactive status until they notify the union office in writing that they are once again available to take calls.

V. Job Stewards.

1. Job Stewards represent the Union. The Union shall train and certify Job Stewards in its sole discretion. Job Stewards must be and remain members in good standing of the Union. The Union reserves the right to cancel the tenure of a Job Steward at any time, in accordance with Local 720's Constitution and Bylaws.

2. Job Stewards shall be appointed at the sole discretion of the Business Representative.

3. The Job Steward and/or Lead Person on the call shall be responsible for reporting any alleged infractions of these regulations to the Local 720 Business Representative's Office, although any referent may do so. Any referent becoming

disruptive or argumentative with the Job Steward or any other referent may be required to appear before the Work Rules Compliance Committee for disciplinary action. Failure by the Job Steward to report infractions can result in disciplinary action against the Job Steward.

4. A steward who does not finish a call may be removed from the steward list.

VI. Work Rules Compliance Committee.

1. The President of the Union shall appoint a Work Rules Compliance Committee, hereinafter referred to as the "Committee," consisting of nine (9) Union members in good standing. The term of office shall be for three (3) years. The term of three (3) members shall expire each year, with vacancies to be filled in the same manner as the original appointments were made. The Committee shall select from its membership a chairman and a secretary who shall retain voting privileges. Committee members who miss three consecutive Committee meetings without a reasonable excuse may be removed from the Committee.

2. The Committee shall be responsible for hearing complaints regarding any violations of these Work Rules and Procedures, and shall hear all appeals concerning these Rules. The Committee shall not have the authority to change these Rules, but may make recommendations regarding the content of these Rules to the Local 720 Executive Board.

3. Five (5) members of the Committee shall constitute a quorum.

4. All decisions shall be made by a majority vote of those members present at any meeting.

5. The Committee shall meet at least once a month.

VII. Investigation of Violations and Suspension, Removal, or Withdrawal from the Referral System

1. The Business Representative shall investigate any alleged violation of these Work Rules and Procedures to determine whether it occurred.

2. The Union may fine individuals as follows:

A referent who has allegedly committed an offense in violation of Article VIII, Disciplinary Code, shall be notified in writing to the referents last known address listing the date and nature of the offense. The referent shall have fourteen (14) calendar days from the date of receipt of said notice to file an appeal or present their response to the charge. Failure to respond in the allotted time will result in the automatic levy of the appropriate fine, and notification to the referent of the

Committee's action. Failure to pay the fine in the allowed period of time as per Article VIII, Section 3, will result in automatic suspension from the Local 720 referral system until such fine is paid in full. In case of appeal, no penalty shall be imposed until the appeal procedure has been completed. All letters of commendation and offense shall be kept on file indefinitely.

3. Any referent that voluntarily removes his/her name from the Referral System, shall do so in writing and who later wishes to return to the Referral System, shall be required to notify the Union in writing.

4. A referent who performs no work through this Referral System for one (1) year or more, except as a result of disability or service in the armed forces of the United States, may be removed from the referral list on which his/her name appears. Such referent may again be placed on the referral list, but shall be considered as a new applicant. However, a referent that has been employed for more than five (5) years through this Referral System and has been vested in the Nevada Resort Association – IATSE Local 720 Retirement Plan shall retain his/her original start date. In all cases, a person seeking reinstatement to the Referral System after being removed for inactivity shall be required to apply in person at Local 720's offices.

VIII. Disciplinary Code

1. List of Major, Moderate, and Minor Offenses

A. Major Offenses.

- i) Conviction of a felony related to work.
- ii) Physical assault against any referent, Union employee, job steward, Union official, or Employer representative while at work, or in connection with work. This includes fighting, except in cases of self-defense.
- iii) Theft at work, or in connection with work.

B. Moderate Offenses.

- i) Falsifying any documentation given to the Union.
- ii) Falsifying any documentation given to the Committee.
- iii) Harassment.
- iv) Verbal assault against or threatening harm to any referent, Union employee, Job Steward, Union official or Employer representative while at

work, or in connection with work. This includes threatening or abusive language to employees at the Union office.

v) Conduct or behavior damaging to the Union's contractual relations with Employers, or conduct or behavior that disrupts or obstructs the referral system or the Union's ability to carry out its duties and obligations.

vi) Consumption of alcohol or controlled substance at work, or being under the influence of alcohol or controlled substance at work.

C. Minor Offenses.

i) Failure to appear before the Committee upon request.

ii) Chronic tardiness, defined as three (3) times in twelve (12) consecutive months.

iii) Violation of health and safety rules set forth by the Union.

iv) Job jumping.

v) Failure to notify the Union before performing non-Union work that falls within the traditional scope of the Union's jurisdiction.

vi) Contacting a member of the Committee with the intent of influencing past, present, or future appeals or complaints.

vii) Contacting any Union or Employer official, representative, or employee with the intent of soliciting work.

viii) Failure to maintain current valid address with Local 720.

2. Commission of any of the above offenses shall be penalized by assessments according to the following schedule:

A. Major Offenses:

i) First offense in a twenty-four (24) month period \$2,000.00
fine

ii) Second offense in a twenty-four (24) month period
\$5,000.00 fine

iii) Third offense in a twenty-four (24) month period
\$10,000.00 fine

B. Moderate Offenses:

- i) First offense in a twenty-four (24) month period \$1,000.00
fine
- ii) Second offense in a twenty-four (24) month period
\$2,000.00 fine
- iii) Third offense in a twenty-four (24) month period
\$5,000.00 fine

C. Minor Offenses.

- i) First offense in a twelve month period: \$100.00 fine
- ii) Second offense in a twelve month period: \$200.00 fine
- iii) Third offense in a twelve month period: \$300.00 fine
- iv) Four minor offenses within a twelve-month period equal a moderate offense.

3. Failure to pay a minor offense fine within fourteen (14) days from the time the fine is imposed shall result in removal from the Local 720 referral system until such fine is paid. Failure to pay a moderate or major fine within thirty five (35) days, from the time the fine is imposed shall result in removal from the Local 720 referral system until such fine is paid.

4. No Call No Show and Late Cancel policy

A. Any referent that accepts a referral from the Local 720 dispatch office and does not report to work as scheduled shall be considered a No Call No Show.

B. Any referent who accepts a referral from the Local 720 dispatch office and subsequently notifies the Local 720 dispatch office that he or she is unable to report to work as scheduled shall be considered as follows:

- i) If the referent notifies the dispatch office at least twenty-four (24) hours before the start time of the call, then he or she shall not be subject to any penalty.
- ii) If the referent notifies the dispatch office less than twenty-four (24) hours, but more than four (4) hours before the start time of the call, and Local 720 is able to find a replacement for the referent, then he or she shall not be subject to any penalty.
- iii) If the referent notifies the dispatch office less than twenty-four (24) hours, but more than four (4) hours before the start time of the call, and Local 720 is unable to find a replacement for the referent, then he or she shall be considered a Late Cancel.

iv) If the referent notifies the dispatch office less than four (4) hours before the start time of the call, and Local 720 is able to find a replacement for the referent, then he or she shall be considered a Late Cancel.

v) If the referent notifies the dispatch office less than four (4) hours before the start time of the call, and Local 720 is unable to find a replacement for the referent, then he or she shall be considered a No Call No Show.

5. A referent that is charged with a No Call No Show shall be subject to the following penalties.

- A. One (1) offense in a twelve (12) month period shall result in a \$200.00 fine.
- B. Two (2) offenses in a twelve (12) month period shall result in a \$400.00 fine.
- C. Three (3) offenses in a twelve (12) month period shall result in an \$800.00 fine.
- D. Four (4) offenses in a twelve (12) month period shall result in a \$1000.00 fine.

6. Any referent who accrues more than two (2) Late Cancels in a twelve (12) month period shall be subject to the following penalties.

- A. Any referent who accrues three (3) Late Cancels in a twelve (12) month period shall be fined \$100.00.
- B. Any referent who accrues four (4) Late Cancels in a twelve (12) month period shall be fined \$200.00.
- C. Any referent who accrues five (5) Late Cancels in a twelve (12) month period shall be fined \$500.00.
- D. Any referent who accrues six (6) Late Cancels in a twelve (12) month period shall be fined \$1000.00.

Failure to pay a No Call No Show or Late Cancel fine within Fourteen (14) days from the time the fine is imposed shall result in removal from the Local 720 referral system until such fine is paid.

7. It should be clearly understood that suspension or removal from the referral system means that referents shall neither be eligible for employment through Employer letters of request, nor open labor calls.

IX. Appeals

1. A referent may appeal any penalty to the Committee. Appeals of penalties for being Late, No-Call-No-Shows, or Late Cancels must be based on a verifiable emergency.
2. An appeal must be filed within fourteen (14) calendar days of the receipt of the notice except for extenuating circumstances where an extension of up to six (6) months may be granted. Failure to file a timely appeal will result in automatic levy of the appropriate fine and notification to the referent of the fine. Failure to pay the fine as per Article VIII, Section 3, will result in automatic suspension from the Local 720 referral system until such fine is paid. However, the referent shall be subsequently reinstated to the referral system upon receipt of a timely appeal until such time as the appeal process has been completed. The written appeal must clearly and specifically describe the subject matter of the appeal and the remedy desired. The written appeal should indicate if the appellant wishes to appear in person before the Committee. Appeals for being late, no-call-no-shows, or late cancels must be accompanied by documentation of a verifiable emergency.
3. The Committee, upon notice to the appellant, shall hold a hearing on the appeal within thirty (30) days of receipt of the appeal, except for extenuating circumstances. The Committee shall notify the appellant of the date, time, and place of the hearing of the appeal. Referents may either appear in person or submit their appeal in writing. An appellant who fails to appear at the hearing or fails to submit in writing his/her appeal, shall have his/her appeal dismissed and have any applicable penalty immediately assessed against him/her. This includes failure to appear at the request of the Committee.
4. The Committee shall make a determination as to the guilt or innocence of the appellant. The decision of the Committee shall be final and binding on all parties. No further appeals shall be available.

X. Complaints

1. A referent may file a complaint concerning any alleged violation of the terms of these Work Rules and Procedures to the Committee.
2. Such complaint must be filed in writing and received at the Union office within ten (10) calendar days of the date of the alleged violation of the terms of these Work Rules and Procedures. The written complaint must clearly and specifically describe the subject matter of the complaint including the section or sections alleged to have been violated and the remedy desired.
3. The Committee, upon notice to the complainant, shall hold a hearing on the complaint within thirty (30) days of receipt of the complaint, except for extenuating circumstances. The Committee shall notify the complainant of the date, time and

place of the hearing. Complainants who fail to appear at the hearing shall have their complaint dismissed.

4. The Committee shall make a determination as to the merits of the complaint and determine an appropriate remedy in cases where a remedy is warranted. The decision of the Committee shall be final and binding on all parties.

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