

IATSE LOCAL 50 WORK POLICIES

Local 50 is proud of the work that it does and understands that the image each individual presents in the workplace reflects the public perception of our labor organization. We want our employers to be confident they are hiring professionals. As a labor union we enjoy the privilege of being protected by our collective bargaining agreement. However, when one or more individuals fail to meet employers' expectations, the employer may take the option of not hiring us. An employer has the right to terminate an employee who fails to meet their standards for work performance, appearance, and behavior. If we wish to continue to be employed and compensated at a professional level, we must be professional.

PROFESSIONAL CONDUCT

The pay rates and working conditions you receive under Local 50's collective bargaining agreements are of a professional standard and your conduct should reflect this at all times.

- Any types of harassment, abusive language, or violence will not be tolerated.
- Limit the use of vulgar language, especially around the public and our clients.
- Do not discuss the business or contracts of the Local with employers, clients, or non-members, without a union representative present.
- Do not solicit food, merchandise, gifts, tips, or other special considerations from a client or employer.
- Should a workplace conflict arise, report it immediately to your Steward or Head of department. NEVER attempt to solve a dispute in the presence of other employees, a client, employer's representative, or employer.

SAFETY

- Local 50 takes the welfare of its dispatched employees very seriously. If you witness an unsafe situation, you are expected to report it to your Steward and/or Head of Department immediately.
- You will be expected to attend safety meetings.
- If you are uncomfortable in a workplace environment, such as working at height, enclosed spaces, etc., it is your responsibility to inform your Steward or Head of Department.
- Never allow anyone to "bully" or intimidate you into doing something unsafe.
- Should you be engaged in an unsafe act, you will be reprimanded and possibly dismissed from the job.
- If you are injured on a job, you are required to fill out an incident form.

BE ON TIME

- There is no single more important thing you need to do. **15 MINUTES EARLY IS ON TIME. ARRIVING AT THE CALL TIME IS LATE.** Arrive at least 15 minutes before the call to allow for check in and to prepare for work. In addition, return from breaks and lunch on time.
- Being late may cause you to be replaced on a call, and/or fined. In the case of habitual lateness, referral privileges may be suspended or revoked at the discretion of the Executive Board.

DRESS APPROPRIATELY FOR THE JOB

Understand the type of job you are dispatched to. If you are unsure, ask the Dispatcher if there are any clothing requirements.

- Garments must be free from holes, pre-existing tears, extensive staining, and should fit properly.
- Clothing must not carry obscene and/or suggestive language, offensive images, political statements, or illegal drug references.
- Clothing must cover the body in the manner intended. Pants must always be at the waistline. Bare midribs or exposed undergarments are unacceptable at any time.
- Tank tops or "muscle shirts" may ONLY be worn by up riggers while working high above the ground; beam, grid, equipment lifts, etc.
- Shoes must cover the entire foot and be of a solid sole construction.
- The use of perfume or cologne should be limited.
- Jewelry should not be a safety hazard. If your jewelry is inappropriate for the work environment you may be asked to remove it for the duration of the call.
- **Clothing with the IATSE logo is encouraged.**

STANDARD WORK CLOTHES

- T-shirts or casual work shirts
- Pants or walking length shorts, (11'' inseam)
{Note: *At this time Sacramento Theatrical Lighting does NOT allow shorts to be worn on any call.*}
- Sweat pants are not acceptable
- Appropriate shoes (Steel toed shoes or boots may be required on some job sites)

NEAT WORK CLOTHES

- Any collared, polo or Henley type shirts (no t-shirts)
- Khakis or casual slacks
- No shorts
- Appropriate shoes

SHOW BLACKS

- Clothing **MUST** be completely black, including socks, shoes and accessories.
- Clothing type is the same as Standard Work Clothes
- Refrain from wearing large screened logos on T-shirts
- Shorts are **NOT** acceptable, unless permission has been given. (It's always a good practice to carry show blacks. You could be placed on a show call on a moment's notice.)

DRESS CLOTHES

- All attire should be appropriate for a traditional business atmosphere, but still enable you to work. (In some instances, these clothes may need to be black)
- Conservative style suit jacket or blazer
- Dress shirt or blouse
- Dress pants or slacks
- Practical dress shoes
- For women, no dresses or skirts
- For men, neck ties are encouraged

AV CLOTHES

- Neat black long pants (khakis or casual pants, such as Carhartt, Dickies, or any type of dungaree or denim material. They must be black)
- Black collared shirt
- Black shoes and socks
- No hats

You may be requested to wear clothing or safety equipment provided by the employer.

Should you fail to meet these requirements you may be dismissed from the call.

IDENTIFICATION: You are responsible for providing the employer all necessary documentation to complete I-9/W-4/Dues check off form. You should bring your social security card and driver's license/state identification card or your current passport to the first day of work for any employer you have not worked for this year. If you are not sure, bring it.

RECORD KEEPING

Keep track of the jobs you work, the hours you work every day, who you are employed by and your steward. This will help you if you are trying to get into the local, so that you know how much money you owe the local for referral fees, and if you have problem with a paycheck or other issue at a later date. The more you know, the easier it is to solve any problems that may come up.

CALLS TO WORK IN AND OUT

If a person accepts a position on an "in", that person should be available to work the position on the "out". Workers will also stay in the same department for the in and the out.

CELL PHONE USE ON CALLS

Talking on a cell phone or texting, other than job related needs, or vital personal communication (child care, doctor's appointments, or emergency calls) is prohibited while on the job.

TOOLS

Every employee is expected to come to every job with the tools needed to perform all tasks in their assigned department. The tool lists below are necessary to our profession and expected from our employers. All tools should be in good working order and you should know how to use them.

Any technician working in an overhead situation must tie off their tools.

The basic tool package is required for every job. Other tools are added relative to the type of show or department you are assigned to.

BASIC REQUIRED TOOLS

- 8" Crescent wrench (or equivalent opening)
- Phillips and slotted screwdrivers (4-in-1 is fine)
- Knife
- Pliers
- Hammer
- Gloves
- Pen
- Flashlight
- IA 50 identification pass (if you have one)

ELECTRICIANS/SOUND (ADD TO BASIC PACKAGE)

- voltage meter/circuit tester
- hex wrenches (standard)
- crimpers
- wire strippers
- cable cutters
- diagonal cutters
- scissors

CARPENTERS/PROPS/FLY (ADD TO BASIC PACKAGE)

- tape measure (25' or more)
- standard sockets and 3/8" ratchet handle
- deep well 7/16", 1/2" and 9/16" sockets
- hex wrenches (standard)

- channel locks/vise grips
- chalk line
- speed or combo square
- pencil
- safety glasses
- cordless drill (9.6v or better)
- [note: hammer should be 16oz or better in this department]

TRADE SHOWS (ADD TO BASIC PACKAGE)

- tape measure (30' preferred)
- chalk line
- carpet cutter/utility knife
- staple gun (JT-21)
- 5mm hex key/socket
- 3/16" hex key/socket
- torx 25 key/socket
- scissors
- standard sockets and 3/8" ratchet handle
- cordless drill (only if involved in display installation and dismantle {I&D})

AUDIO/VISUAL (ADD TO BASIC PACKAGE)

- multi tool
- voltage meter
- high-powered flashlight
- jeweler's screwdrivers
- level
- string (for leveling projectors)
- rubber mallet (small)

CONSTRUCTION SHOP (ADD TO BASIC PACKAGE AND CARPENTER PACKAGE)

- mat knife
- putty knife
- chisel
- vix bit
- drill index
- wonder bar
- nail set
- cat's paw/nail puller
- tool belt with nail pouch
- trammel points
- sharpie
- level
- architect's scale rule
- framing square

- tri-square
- bevel set
- angle finder
- 2- 6" c-clamps
- wood spade bits
- files
- wood rasp
- scissors/shears
- side cutters
- handsaw

FILM ELECTRICIAN (ADD TO BASIC PACKAGE AND ELECTRICIAN PACKAGE)

- utility knife
- scissors
- permanent marker
- wire cutters
- 6"/8"/10" crescent wrench
- needle nose pliers
- vice grips
- tape measure

FILM GRIP (ADD TO BASIC PACKAGE)

- staple gun
- standard sockets and 3/8" ratchet handle
- 3/16" hex socket
- linesman's pliers
- channel locks
- vise grip
- tape measure
- level
- hacksaw
- file
- diagonal cutters
- needle nose pliers
- utility knife

CONTACTING THE LOCAL

- The **dispatcher** can be reached at **916-705-9352**
- A message may always be left for the **Business Agent** at **916-444-7654**
- Our mailing address for your payments or correspondence is:
IATSE Local 50
1914 Terracina Drive, Suite 120
Sacramento CA 95834-2459

- If the situation is an emergency and needs the immediate attention of the Business Agent, call **916-704-2839**. Please do **NOT** call this number unless it is an actual emergency.