

ADDENDUM A
ORLANDO JOB REFERRAL PROCEDURE
EXHIBITION EMPLOYEES LOCAL NO. 835

All persons who are available for referral to jobs within the geographic jurisdiction of Orlando, Florida Local Union No. 835, IATSE, hereinafter the Union, shall be placed on the A, B, C, or D List, as the case may be, and referred to available jobs in accordance with the following procedure:

A List: All persons who are available for referral to jobs within the Union's geographic jurisdiction who meet the following criteria. For initial placement on this list referents must meet the following requirements:

1. Have five years' experience as an exhibition employee consisting of 1,500 hours of work in the industry within two consecutive years followed by 3,000 hours of work in the industry within three consecutive years. The three years of 3,000 hours of work do not have to be consecutive to the two years of 1,500 hours of work. These hours are to be derived through this Job Referral Procedure.
2. Be certified by the JCTC as a Journeyman.

This list will be arranged on the basis of years of service as an exhibition employee within the Union's geographic jurisdiction and persons will be referred beginning with the most senior person.

B List: All persons who are available for referral to jobs within the Union's geographic jurisdiction who meet the following criteria. For initial placement on this list referent must meet the following requirements:

1. Have two years' experience as an exhibition employee consisting of 1,500 hours of work in the industry within two consecutive years. These hours are to be derived through this Job Referral Procedure.
2. Be certified by the JCTC as a Journeyman.

This list will be arranged on the basis of years of service as an exhibition employee within the Union's geographic jurisdiction and persons will be referred beginning with the most senior person.

C List: All persons who are available for referral to jobs within the Union's geographic jurisdiction who meet the following criteria. For initial placement on this list referents must meet the following requirements:

1. Have one-years' experience as an exhibition employee, consisting of 500 hours of work in the industry for previous year. These hours are to be derived through this Job Referral Procedure.
3. Be certified by the JCTC as a Journeyman.

This list will be arranged on the basis of years of service as an exhibition employee within the Union's geographic jurisdiction and persons will be referred beginning with the most senior person.

D List: All persons who are available for referral to jobs within the Union's geographic jurisdiction who meet the following criteria. For initial placement on this list, referents must meet the following requirements:

1. Have 500 hours of work in the industry derived through this Job Referral Procedure;
2. Or, have a passing grade on the Exhibition Employee Journeyman Qualification Test given by a duly constituted local union of the I.A.T.S.E.

This list will be arranged on the basis of years of service as an exhibition employee within the Union's geographic jurisdiction and persons will be referred beginning with the most senior person.

All new applicants will be placed on the list for which they meet the requirements or on the Emergency Call List if they do not qualify for the A, B, C, or D List.

The Referral Committee of the Union may waive the requirements of consecutive years of employment in the industry where it is shown to the Referral Committee's satisfaction that the employee has the requisite number of years of service and his failure to meet the requirement of consecutive years of employment is for good and sufficient reason, uniformly applied, such as illness, disability, service in the armed forces of the United States or other similar reason.

As referred to in this document, years of service will be determined by proof of first date worked through the Local's job referral procedure.

I. Eligibility and Responsibilities.

All persons eligible to be referred by the Union for employment must sign a Referral Agreement with the Union. The Referral Agreement provides for payment of a reasonable referral fee, established by the Union, to cover the Union's costs of administering the referral system.

All referents must be at least 18 years of age and reside within the geographic jurisdiction of the Union. This jurisdiction is defined as that granted by Local 835's parent organization, The International Alliance of Theatrical Stage Employes, Moving Picture Technicians, Artists and Allied Crafts of the United States, Its Territories, and Canada, AFL-CIO, CLC.

Referents must maintain a working cellular phone capable of sending and receiving texts. It is the responsibility of each referent to keep the Union updated as to his/her current phone number and address.

II. Referral Operation.

In filling all job requests, the Union will first go to the A List. If all requests are not filled from available persons on the A List, the Union will go to the B List. If all requests are not filled from available persons on the B List, the Union will go to the C List. If all requests are not filled from available persons on the C List, the Union will go to the D List. If all requests are not filled from available persons on the D List, the Union may go to the Emergency Call List or any other source to fill labor requests.

Emergency Call List. The Emergency Call List consists of those referents with less than 500 hours who do not qualify for placement on the A, B, C, or D List. Referents on the Emergency Call List shall be considered to be on probation until they are placed on a referral list. Referents will be notified in writing at their last known address if they are removed for failure to satisfactorily compete their probationary period.

When an employer requests a referent having a particular skill (e.g. I&D rigger forklift electrical technician etc.), the Union, at its sole discretion, will refer the next qualified person in order of seniority.

Calls or texts will be made to the individual's cell phone number. Journeymen and helpers will have one hour to call or text back to confirm acceptance of the job referral, until 5 pm. Work can only be accepted by direct contact with the individual being offered work, not by answering machine, message or third party.

Quick Calls. Occasionally, employers request the referral of employees on short notice. In such cases, in order to meet its contractual obligations, the Union shall have complete discretion to fill such calls with any available out-of-work employees regardless of their position on the out-of-work list.

In the event the Union fails to call a person in proper order, the remedy shall be that the person shall be the first non-request on the next two consecutive calls.

Aisle Carpet Team The Union shall maintain a separate Aisle Carpet Team list for aisle carpet calls. Referents meeting established requirements shall be referred from the Aisle Carpet Team list. After the Aisle Carpet Team list has been offered work, Aisle Carpet Team applicants, New Hires and Helpers shall next be offered work on aisle carpet calls for training purposes.

Aisle Carpet Team Members are required to have the following tools:

- 30 ft. (or longer) tape measure
- Top cutter
- Loop pile cutter
- Utility knife
- Kicker (suggested, not required)

After prior notification and approval, Aisle Carpet Members may leave a call to work on an aisle carpet call without violating the double booking provision of these rules.

Unless ill or injured, Aisle Carpet Members are required to finish an aisle carpet call.

Aisle carpet Stewards will be appointed from the Aisle Carpet Team list. The aisle carpet Steward will complete the Aisle Carpet Productivity Form for each call.

All Provisions of these Job Referral Procedures apply, except where noted, in this Aisle Carpet Team section.

III. Work Rules.

1. All persons are requested to report to the Job Steward at the job site 15 minutes prior to the announced starting time.
2. All persons 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 show.
3. Cutbacks or layoffs shall be done in reverse seniority on a first-in last-out basis according to the steward's call list.
4. Referents may not quit one job in order to take another unless requested to do so by the Union. Job jumping will not be allowed.

Priority employees are obligated to work for the company giving them Priority status. Priorities cannot accept work for another company if it will conflict with Priority work available to them. If a Priority makes himself/herself unavailable for work through the Priority's company, they will be classified as turning down work for that period of time.

5. All persons are required to arrive at work calls with sufficient tools to perform assigned jobs. Failure to have the required tools at report time may subject the person to removal from the call with no compensation and this will be considered a no show. The tools must be in working order. Sufficient tools are defined as specified in the current contracts.

Current General Decorating Contract

Hammer
Screwdriver
Pliers
Crescent Wrench
Staple Gun (Arrow JT-27)
Phillips Screwdriver
Utility Knife or Razor Knife, etc.
Tape Measure (25' min)
Pry bar
Wire cutters (Diagonal)
One set each standard and metric Allen Wrenches
¼" ratchet set, 5mm tip and Torx 30 tip (star key)
Tool belt or apron
Ballpoint pen

Journeyman Only:

Top carpet cutter
Loop pile carpet cutter
Battery operated screw gun
(12 volts or higher and tips)

Current EAC Contract

Hammer
Screwdriver
Pliers
Crescent Wrench
Staple Gun (Arrow JT-27)
Phillips Screwdriver
Utility Knife or Razor Knife, etc.
Tape Measure (25' min)

Journeyman Only:

Top or bottom carpet cutter
Battery operated screw gun
(12 volts or higher and tips)
Allen Wrenches, Rota Lock Keys

6. 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. All paychecks for work gained through the Union's referral system are sent by the employer to the Union for disbursement. All paychecks not picked up on check disbursement day may be mailed to the referent at his request, if self-addressed, stamped envelopes are provided.
7. Referents who do not respond to or who turn down six consecutive calls will be placed on inactive status until they notify the union office that they are once again available to take calls.
8. A steward who no shows on a call will be removed from the steward list. A steward who calls off of a call will be removed from the steward list for a period of time to be determined by the Business Representative.

IV. Job Stewards.

1. Job Stewards represent the Union. The Union shall appoint, train, and certify its 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.
2. Job Stewards shall be appointed at the sole discretion of the Business Representative.

V. Referral Committee.

1. The President of the Union shall appoint a Referral Committee consisting of nine (9) Union members in good standing. The Committee shall select from its membership a chairman and a secretary who shall retain voting privileges.
2. The Referral Committee shall be responsible for hearing complaints regarding the operation of this Referral System and shall hear all appeals concerning these rules. The Referral Committee shall not have the authority to change these rules.
3. Five (5) members of the Referral Committee shall constitute a quorum.
4. All decisions shall be made by a majority vote of those members present at any meeting.
5. The Referral Committee shall meet at least once a month.

VI. Special Skills.

An individual will be required to submit proof of possession of any claimed special skills, abilities or experience, including taking classes and passing a test or other demonstrations established by the Union.

VII. Suspension and Removal From The Referral List.

The Union may suspend or remove individuals from the referral list as follows:

1. Any person who commits a major or minor offense in violation of the Disciplinary Code will be notified in writing to the referents last known address listing the date and nature of the offense. The referent will be suspended ten (10) calendar days after receipt of written notice unless the person has filed a timely appeal. In case of appeal, no penalty shall be imposed until the appeal procedure has been completed except in cases of serious offense, a permanent removal shall be imposed. All letters of commendation and offenses shall be kept on file indefinitely.
2. Referral fees are due within one business day after receipt of a paycheck except for employees who have signed a referral fee checkoff authorization form. Any person who fails to remit the referral fee on time will be suspended from the referral list immediately.

Referents will be reinstated on the referral list after payment of delinquent referral fees. Referents shall not accrue seniority while suspended from the referral list for referral fee delinquency. If an employer makes an error in the amount of referral fees deducted, then a statement indicating the amount owed will be mailed to the referent and will be due within five business days of the date of written notice.

3. Referents obtaining trade show and convention work within the Union's jurisdiction without being referred by the Union or without permission of the Business Representative will be removed immediately from the list.
4. Any referent who voluntarily removes his/her name from the Referral List, who later wishes to return to the Referral List shall be required to notify the Union of same and shall complete updated paperwork.

Referents, who have been employed for less than five (5) years, and who perform no work as an exhibition employee within the jurisdiction of the Union for one (1) year or more shall be considered to have a break in service. They shall be dropped from the referral list on which their name appears and shall lose all accrued seniority for job referral purposes. Should they return, such persons may again be placed on the appropriate referral list for their job classification but shall be given a new hire date.

Those referents who have been employed for more than five (5) years as an exhibition employee through this Job Referral Procedure and have a break in service for one (1) year or more shall retain all accrued seniority but shall not accrue additional seniority.

Given sufficient documentation, the Referral Hall Committee will remove a break in service due to service in the armed forces of the United States and will consider the removal of a break in service as a result of medical disability or caring for family or significant other.

VIII. Disciplinary Code.

1. All individuals on the referral list shall be held accountable for their conduct at work under these referral rules.
2. List of Offenses
 - A. Major Offenses.
 1. Falsifying Qualification Form.
 2. Conviction of a felony related to work.
 3. Fighting with intent to cause bodily harm, except in cases of self defense.
 4. Theft at work
 5. Harassment covered by Federal law.
 6. Threatening harm to any employee, Job Steward, Call Steward, or Union official while at work, or in connection with work.

7. 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.
8. Double Booking without permission of the Union.
9. Consumption of alcohol or controlled substances at work or being under the influence of alcohol or controlled substances at work.
10. Falsifying documentation given to the Referral Hall Committee.
11. Abusive, threatening, obscene, or insulting language on the job to Local 835 office personnel or during Local 835 related activities.

B. Minor Offenses.

1. Failure to appear before the Referral Committee upon request.
2. Chronic tardiness, defined as five times in twelve consecutive months.
3. Violation of health and safety rules set forth by the Union.
4. Late, sent home: defined as arriving at the job site more than one-half hour late, but less than one hour after the scheduled start time and not being allowed to sign in to work by the employer. Referrals arriving one hour or more after the scheduled start time that are sent home by the employer will be considered a No Show.

3. The following offenses will be constituted as serious offenses and will qualify the offender for permanent removal from the referral hall list. Article VIII, Section 2, Subsection A – 2, 3, 4, 5, 6.

In addition to the penalties expressly provided under the various sections of these Referral Rules, any person who engages in improper conduct which is detrimental to the honest and efficient operation of this Referral Hall shall be subject to appropriate discipline by the Referral Committee.

4. Commission of any of the above offenses shall be penalized by fines or suspension from the Referral List according to the following chart:

	<u>Major Offense</u>	<u>Minor Offense</u>
First Offense	60 day suspension	\$ 25.00
Second Offense	6 months	\$ 60.00
Third Offense	1 year	\$120.00

Four minor offenses within a twelve-month period equal a major offense. A referent will be removed from the Referral List until the assessment is paid.

5. Any referent who fails to show up for work after accepting a referral shall be subjected to the following:

- A. First offense in a twelve-month period: \$80.00 fine and removal from the referral list until paid.
- B. Second offense in a twelve-month period: \$240.00 fine and removal from the referral list until paid.
- C. Third Offense in a twelve-month period: one-year suspension with the suspension to begin on the date of conviction through one calendar year. The suspended referent is not to perform any bargaining unit work while under the imposed suspension. Upon completion of the suspension year, the suspended individual shall have the right to petition the Referral Hall Committee for review and possible reinstatement on the seniority list. This decision shall be made solely by the Referral Hall Committee; all decisions on these matters shall be final and binding on all parties.

If a referent calls in less than 2 hours before the call reporting time and the Union is unable to replace the referent on the call then the referent will be credited with a no show.

IX. Appeals.

- 1. A referent may appeal any penalty to the Referral Hall Committee. Appeals of penalties for lates or no-shows must be based on a verifiable emergency.
- 2. Appeals must be filed in writing and received at the Union office within fourteen (14) calendar days from the date of the letter from the Union notifying the referral of the reported infraction. 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 Referral Committee. Appeals for lates or no-shows must be accompanied by documentation of a verifiable emergency.
- 3. The Referral 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 Referral Committee will notify the appellant of the date, time and place of the hearing if the appellant files an appeal and written request to appear at the hearing. Appellants who request to appear but then fail to appear at the hearing may have their appeal dismissed.
- 4. The Referral Committee will make a determination as to the guilt or innocence of the appellant. The decision of the Referral Committee shall be final and binding on all parties.
- 5. All Referral Committee discipline and appeal proceedings are intended to be confidential. All complaints, appeals, witness statements, and any other evidence is confidential, but subject to inspection by the appellant at the time of their hearing before the Referral Committee, if such appearance is requested. At the discretion of the Referral Committee Chair, the names of witnesses may be redacted from such records when requested by the witness and reasonably necessary to protect against witness intimidation.

X. Complaints

- 1. A referent may file a complaint concerning any alleged violation of the terms of this Job Referral Procedure to the Referral 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 this Job Referral Procedure. 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 Referral 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 Referral Committee will notify the complainant of the date, time and place of the hearing.
4. The Referral Committee will 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 Referral Committee will be final and binding on all parties.

XI. Amendment of Job Referral Procedure

This Job Referral Procedure may be amended through the following steps:

1. The proposed amendment must be submitted in writing at a regular monthly meeting. The amendment will be read, discussed and/or amended. The proposed amendment will be mailed to all members within fifteen days after the meeting.
2. At the next regular monthly meeting the amendment will be discussed and voted on. No modifications are allowed and two-thirds (2/3) of the members present are required to approve the amendment.

XII. Conflicts and Collective Bargaining Agreements

To the extent there is a conflict between the terms of this document and the terms of any collective bargaining agreement, the terms of the collective bargaining agreement shall control.

ADDENDUM B
ORLANDO FREIGHT JOB REFERRAL PROCEDURE
EXHIBITION EMPLOYEES LOCAL NO. 835

All rules, regulations, and conditions from Addendum A apply to Freight with the following exceptions:

A List: All persons who are available for referral to jobs within the Union's geographic jurisdiction who meet the following criteria. For initial placement on this list, referents must meet the following requirements:

1. Have five years' experience as an exhibition Freight employee, consisting of 200 hours of work in the industry for three consecutive years followed by 300 hours of work in the industry for two consecutive years. These hours are to be derived through this Job Referral Procedure.
2. Be certified by the JCTC as a Journeyman.

This list will be arranged on the basis of years of service and availability as an exhibition freight employee within the Union's geographic jurisdiction and persons will be referred on a rotating basis beginning with the most senior person.

B List: All persons who are available for referral to jobs within the Union's geographic jurisdiction who meet the following criteria. For initial placement on this list, referents must meet the following requirements:

1. Have three years' experience as an exhibition freight employee, consisting of 200 hours of work in the industry for three consecutive years. These hours are to be derived through this Job Referral Procedure.
2. Be certified by the JCTC as a Journeyman.

This list will be arranged on the basis of years of service and availability as an exhibition freight employee within the Union's geographic jurisdiction and persons will be referred on a rotating basis beginning with the most senior person.

C List: All persons who are regularly available for referral to jobs within the Union's geographic jurisdiction. Persons on this list must also meet the following requirements:

1. Have one-year experience as an exhibition freight employee, consisting of 200 hours of work in the industry for the previous year. These hours are to be derived through this Job Referral Procedure.
2. Be certified by the JCTC as a Journeyman; or

This list will be arranged on the basis of years of service and availability as an exhibition freight employee within the Union's geographic jurisdiction and persons will be referred on a rotating basis beginning with the most senior person.

D List: Complete one (1) freight call.

This list will be arranged on the basis of years of service and availability as an exhibition freight employee within the Union's geographic jurisdiction and persons will be referred on a rotating basis beginning with the most senior person.

All new applicants will be placed on the list for which they meet the requirements or on the Emergency Call List if they do not qualify for the A, B, C, or D List.

The Referral Committee of the Union may waive the requirements of consecutive years of employment in the industry where it is shown to the Referral Committee's satisfaction that the employee has the requisite number of years of service and his failure to meet the requirement of consecutive years of employment is for good and sufficient reason, uniformly applied, such as illness, disability, service in the armed forces of the United States, caring for family or significant other, or other similar reason.

As referred to in this document, years of service will be determined by proof of first date worked through the Local's job referral procedure.

III. Work Rules #5.

The only required tools for Freight are as follows:

1. Ballpoint pen
2. Forklift Key (if you are a certified forklift operator)