



# General Work Rules for Local 824

The steward is required to write up any infraction of a member or referral on a call. The steward is not authorized to excuse any member or referral from a write up. Should a charge be disputed, the Executive Board will meet at a separate special meeting to decide whether or not to excuse the member or referral. If the Executive Board decides that the infraction is valid, the Executive Board will decide on the appropriate disciplinary measures. The third offense within one year will require the member to appear before the Executive Board. In all offenses, once a fine or disciplinary measure is levied, a member or referral will not work until the fine is paid or the disciplinary measure completed.

**1. UNEXCUSED LATE FOR A CALL more than 5 minutes. *Member or referral is more than 5 minutes late and does not call ahead to let the Steward know***

**1st - Verbal warning, recorded on call sheet (can be replaced with standby)**

**2nd - \$10 (can be replaced with standby)**

**3rd - \$25 (can be replaced with standby)**

**2. NO CALL/NO SHOW - Fines are on top of what the show charges us. *Member or referral does not show up to a scheduled call and does not notify the Call Steward a minimum of 24 hours in advance of the call.***

**1st - \$25**

**2nd - \$50 & miss 2 rotations**

**3rd - 30 day suspension**

**3. CALL IN WITH LESS THAN 24 HOURS NOTICE. *Member or referral calls-in sick on a work call less than 24 hours before the start of the call. Members are expected to have a reasonable explanation as to why they cannot come to work. A valid excuse for a last-minute call-in will eliminate the fine. \$15***

**4. INSUBORDINATION TOWARDS THE STEWARD/BUILDING/SHOW CREW. *Member or referral refuses to follow the orders of their superior***

**1st- Cut from call (Steward's discretion) \$25**

**2nd- Appearance before Executive Board if issue remains unresolved**

**5. LEAVING CALL BEFORE DISMISSED. *Member or referral leaves the call before being dismissed by the Steward***

**1st - Miss next call**

**2nd - Fined \$25 and must appear before the Executive Board**

**6. GOING ABOVE THE CHAIN OF COMMAND ON A CALL. *Member or referral goes over the steward or Business Agent's head***

**Fined \$25 and must appear before the Executive Board**

**7. MISCONDUCT OR UNPROFESSIONAL BEHAVIOR.** *Member or referral engages in loud offensive language, fighting, verbal abuse, or intoxication. Local receives complaint about member or referral from Steward, building, or show crew.*

1st-Cut from call (Steward's discretion). Fined \$25

2nd- Fined \$100. Possibly expelled from the union

**8. SEXUAL MISCONDUCT OR HARASSMENT**

*Member or referral engages in sexual misconduct or harassment. Sexual misconduct shall be defined as, "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment."*

In the case of sexual misconduct or harassment, the member or referral shall be immediately cut from the call. The Executive Board will then meet to decide if the infraction is valid and what the proper ramifications will be. Ramifications could range anywhere from a \$100 fine to expulsion from the union.

**9. DISCUSSING UNION BUSINESS AROUND NONMEMBERS.** *Member discusses private union topics with or within hearing range of nonmembers. Topics include but are not limited to unresolved union business; union finances; and/or engaging in discussion concerning other union members.*

Fined \$25 and must appear before the Executive Board

**10. INDISCREET OR EXCESSIVE CELL PHONE USE.** *Member of referral uses cell phone during working hours indiscreetly or excessively. Member or referral is playing audible music during working hours or wearing headphones. Member or referral takes or posts a photograph of client property without explicit client permission.*

1st- Verbal warning. \$10 (can be dismissed)

2nd- \$25 (can be dismissed)

**11. STEWARD REQUIREMENTS.** *Any member acting in the position of Steward on a call is required to complete all tasks required by the position including scanning and submitting a complete Steward Report to the Business Agent; scanning and submitting all new hire paperwork to the Business Agent and Referral Review Board; and working with the venue to complete payroll.*

All trades must have appropriate tools for the job. Department heads report any infractions of members and referrals in their departments to the steward.

- Appropriate attire including presentable, solid black clothes, and close-toed shoes must be worn on all calls
- All members and referrals are expected to have:
  - An Adjustable wrench
  - A flashlight or headlamp
  - A multi-tool or utility knife

## General Work Rules for Local 824

I acknowledge that I have read the work rules and agree to abide by them

Name \_\_\_\_\_ Date \_\_\_\_\_