



**INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES,
MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS
OF THE UNITED STATES AND CANADA**

**I.A.T.S.E. Local 22
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REFERRAL RULES AND PROCEDURES

Local 22, International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, Its Territories and Canada, AFL-CIO, CLC (“Local 22”) is the Stagehand Local for the Washington, D.C. metropolitan area. Local 22 represents stagehands in theatres, arenas and similar venues throughout the area and, through its referral system, refers stagehands to fill jobs with its signatory employers. Local 22 is also signatory to collective bargaining agreements with WTTG Television and CBS, and refers individuals to those venues as well

To promote a uniform and orderly system of referral that satisfies the mutual interests of both Local 22 signatory employers and those employees whom Local 22 represents for purposes of collective bargaining, Local 22 has adopted the following Referral Rules and Procedures. These Referral Rules and Procedures are effective as of April 10, 2004 and supersede any prior policies, rules and procedures. Any questions about these Referral Rules and Procedures should be referred to the Local 22 Business Agent.

I. GENERAL

- A.** These Referral Rules and Procedures shall apply to all registrants who seek referral and to all Local 22 signatory Employers who agree to be bound by such Rules and Procedures or who, through a course of conduct, have adopted such Rules and Procedures. All referrals shall be governed by these Referral Rules and Procedures, and by the applicable provisions of the Local 22 Constitution and By-Laws and the International Constitution, as properly amended or modified from time to time.
- B.** Local 22 will maintain a fair and equitable system of referrals. There shall be no discrimination in referral on the basis of race, gender, age, national origin, union membership or activity, or other criteria prohibited by federal or applicable state law.
- C.** Any claim that these Referral Rules and Procedures have been violated shall be submitted for adjudication in accordance with the procedures set forth in Article VI herein.

II. CONTACT INFORMATION

- A.** The Local 22 Business Agent, or his designee, is responsible for making all referrals. The Business Agent may be reached at 202-269-0212 during regular business hours of

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Monday through Friday, 8:30 a.m. to 4:00 p.m. Normal business shall be conducted during regular business hours. The Business Agent may be reached after regular business hours for replacements and emergencies by dialing (202) 832-4222. DO NOT CALL THE BUSINESS AGENT AFTER HOURS FOR REGULAR BUSINESS MATTERS.

- B. The Business Agent may also be reached by email at local22@iatselocal22.com. Emails sent after regular business hours will be received during regular business hours.
- C. As described more fully below, the Local 22 Job Line is a voice mailbox for all referral participants. The telephone number of the Job Line is (202) 269-5151.

III. REFERRAL CATEGORIES

A. Applicable Definitions

The following definitions shall govern with respect to the Categories of Referral, as described below.

1. “Year of Experience”

- a. An individual shall be deemed to have one “Year of Experience” for each year in which he¹ demonstrates that he has worked no fewer than 1400 hours performing the Work of a Stagehand. In determining whether an individual has established the 1400 hour minimum for purposes of this section, the Union shall rely on any records it deems reasonable including but not limited to employer records, Union records, trust fund records, and individual records, including tax and earnings records.
- b. Notwithstanding section (a), above, for purposes of determining Years of Experience for admission to the “A” List, an individual must accrue his seven Years of Experience over the ten-year period immediately preceding his admission to the “A” List. For admission to the “B” list, an individual must accrue his four years of experience over a six-year period immediately preceding his admission to the “B” List. An individual will be deemed to have earned quarter credits for those years in which earnings or hours did not meet the minimums described herein; these quarter credits may be added to full credits earned for those years in which the annual minimums were reached. If the sum of these credits over a ten/six year consecutive period equals or exceeds seven/four, the individual will be considered to have accrued the requisite Years of Experience for admission to the “A” and “B” Lists, respectively.
- c. Notwithstanding section (b) above, any periods in which an individual is unable to perform the Work of a Stagehand because of serious illness or injury shall not be counted for purposes of determining whether an individual has accrued the required seven Years of Experience in the ten

¹ All references to the masculine gender shall be deemed to include the feminine gender.

year period immediately preceding his admission to the “A” List, or the required four Years of Experience in the six year period immediately preceding his admission to the “B” List. Such periods may not, however, exceed three (3) years in the aggregate. To qualify for this provision, the individual must be registered in and have received a referral through the Local 22 referral system at the time the injury or illness was sustained.

- d. Any periods of absence that are due to qualified military service under the Uniformed Services Employment and Reemployment Rights Act (“USERRA”) shall be addressed in accordance with the requirements of USERRA. Individuals who believe they have qualified military service shall contact the Business Agent.

2. ***“Work of a Stagehand”***

The “Work of a Stagehand” shall include all work customarily performed by a paid professional stagehand in the theatrical industry including theatrical or stage carpentry, electrical, sound, property, rigging and related work.

3. ***“Local Resident”***

A “Local Resident” shall be an individual who, at the time of referral, maintains a principal residence that is within a reasonable daily commuting distance of the offices of Local 22. An individual shall not lose his status as a Local Resident for any periods of absence from the area that are due to qualified military service under USERRA, being “on tour” with a road show, or otherwise as approved by the Local 22 Executive Board upon a showing of “good cause.” An individual who attains the status of Local Resident will be deemed a Local Resident for 12 months following the loss of such status for purposes of these Referral Procedures.

4. ***“Good Conduct”***

An individual who has been determined to be in violation of any of the Referral Rules set forth in Article V, below, at the time referral is sought, shall not be in a state of “Good Conduct.”

B. Categories of Referral

1. ***“A” List***

a. ***Initial Eligibility***

- i. To be eligible for referral from the “A” List, an individual initially must satisfy all of the following criteria:

- A. The individual must have no less than seven (7) Years of Experience performing the Work of a Stagehand within the ten (10) years immediately prior to referral.
- B. The individual must receive a score of 85% or higher on both the written “A” Test and the practical “A” Test, which are designed to test an individual’s knowledge and skill in the industry commensurate with the level of skill reasonably expected of individuals seeking referral from the “A” List. These tests will be offered annually, and the results will be announced within twenty-one (21) days of the date of the test. Individuals who achieved a passing grade of 79% or higher on both the written and practical tests offered under the EEOC Consent Decree will not be required to take these written and practical tests and may use their passing status and score on their previous test(s) for purposes of determining their eligibility for admission to the “A” List.
- C. The individual must be a Local Resident for no fewer than two (2) consecutive years immediately prior to referral
- D. The individual must be in a state of Good Conduct.

b. Continued Eligibility

- i. An individual who establishes initial eligibility for referral from the “A” List shall not thereafter fail to satisfy the Years of Experience requirement in Section III(B)(1)(a)(i)(A) so long as he has performed the Work of a Stagehand at any time within ten (10) years immediately prior to referral from the “A” List.
- ii. An individual who establishes initial eligibility for referral from the “A” List, but thereafter fails to satisfy the Local Resident requirement because he has resided outside of Local 22’s geographic jurisdiction in conjunction with performing the Work of a Stagehand, shall be deemed to satisfy the Local Resident requirement of section III(B)(1)(a)(i)(C) after six (6) months, not two (2) years.
- iii. Notwithstanding any of the above requirements for Initial Eligibility (except the Good Conduct requirement of III(B)(1)(a)(i)(D)) or Continued Eligibility, an individual who is eligible for referral from the “A” List as of April 10, 2004 shall be considered to have met all the criteria for referral from the “A” List as of April 10, 2004 and thereafter.

2. “B” List

a. Initial Eligibility

- i. To be eligible for referral from the “B” List, an individual initially must satisfy all of the following criteria:
 - A. The individual must have no less than four (4) Years of Experience performing the Work of a Stagehand in the six (6) years immediately prior to referral.
 - B. The individual must receive a score of 85% or higher, on both the written “B” Test and the practical “B” Test which are designed to test an individual’s knowledge and skill in the industry commensurate with the level of skill reasonably expected of individuals seeking referral from the “B” List. These tests will be offered annually, and the results will be announced within twenty-one (21) days of the date of the test. Individuals who achieved a passing grade of 79% or higher on both the written and practical tests offered under the EEOC Consent Decree will not be required to take these written and practical tests and may use their passing status and score on their previous test(s) for purposes of determining their eligibility for admission to the “B” List. An individual who has passed both the written and practical “A” Test will automatically satisfy this criteria.
 - C. The individual must be a Local Resident for no fewer than two (2) consecutive years immediately prior to referral.
 - D. The individual must be in a state of Good Conduct.

b. Continued Eligibility

- i. An individual who is eligible for referral from the “B” List as of April 10, 2004 shall be considered to have met all the criteria for referral from the “B” List as of April 10, 2004.
- ii. An individual who establishes initial eligibility for referral from the “B” List shall not thereafter fail to satisfy the Years of Experience requirement in Section III(B)(2)(a)(i)(A) so long as he has performed the Work of a Stagehand at any time within six (6) years immediately prior to referral from the “B” List.

- iii. An individual who establishes initial eligibility for referral from the “B” List, but thereafter fails to satisfy the Local Resident requirement because he has resided outside of Local 22’s geographic jurisdiction in conjunction with performing the Work of a Stagehand, shall be deemed to satisfy the Local Resident requirement of section III(B)(2)(a)(i)(C) after six (6) months, not two (2) years.

3. “C” List

- a. To be eligible for referral from the “C” List, an individual must satisfy the following criteria:
 - i. The individual must have no less than one-half of a Year of Experience performing the Work of a Stagehand in the territorial jurisdiction of Local 22 immediately prior to referral.
 - ii. As of January 1, 2005, the individual must receive a score of 85% or higher (prior to January 1, 2005, a score of 79% or higher is required) on both the written “C” Test and the practical “C” Test, which are designed to test an individual’s knowledge and skill in the industry commensurate with the level of skill reasonably expected of individuals seeking referral from the “C” List. These tests will be offered twice annually. The results will be announced within twenty-one (21) days of the date of the test. An individual who has passed either the written and practical “A” Test or the written and practical “B” Test will automatically satisfy this criteria.
 - iii. The individual must be in a state of Good Conduct.

4. “D” List

All other individuals wishing referral but who do not satisfy the other eligibility requirements of the “A,” “B,” or “C” Lists will be assigned to the “D” List. To remain on the “D” List, an individual must be in a state of Good Conduct. An individual may not remain on the “D” List for more than three (3) years from the date of his first referral without successfully completing the basic stagehand skills course offered by the Local 22 Training Fund.

IV. REFERRAL PROCEDURES

A. Application

- 1. Individuals seeking employment through Local 22 must complete an Application for referral as prescribed by Local 22. (A sample of such application is attached hereto as Exhibit A.)

2. If an individual does not receive a referral within ninety (90) days of the date of his Application, his Application will be deemed expired unless and until the Application has been reactivated. If an individual receives a referral within ninety (90) days of filing an Application, his Application shall remain active. However, if he has not received a referral during any subsequent ninety (90) day period, he shall be required to reactivate his Application. Reactivation may be made by advising the Union office in writing, by e-mail, or by telephone that the individual still wishes to be referred. Any updates in information on the Application should be provided at that time. During periods of heavy employment, the Business Agent may solicit the activation of otherwise expired Applications or may seek applicants from any source.
3. Individuals possessing special skills, including but not limited to carpentry, electrical, rigging, sound, props, pyrotechnics, and audio-visual, who wish to be considered for referral to such specialty work, shall so designate their skills on the Application. If requested by the Business Agent, individuals must provide proof of special skills. It is incumbent upon individuals seeking referral to update their Application as necessary to reflect any special skill(s) they may possess.
4. Individuals are required to answer truthfully and completely all portions of the Application. Falsification of an Application or submission of an incomplete Application is grounds for voiding an Application or, if the individual has already been referred, suspending or barring the individual from future referrals subject to the notice and hearing requirements of Article VI.

B. Initiation of Referral

Local 22 initiates the first telephone contact with an individual with regard to referral; the individual seeking referral may not initiate the first call for referral. Once the first referral has been initiated by Local 22, individuals thereafter seeking referral shall utilize the Job Line, described in Section C, below.

C. Job Line

1. The Local 22 Job Line is a voice mailbox for all individuals participating in the referral system..
2. For purposes of referral, the workweek begins on Monday and ends on Sunday.
3. To receive work for the upcoming week, an individual must call the Job Line on Sunday after 8:00 a.m. to leave his availability for the upcoming week. To do so, the individual must leave only his name and days of the week that he is available (i.e., the individual can and will accept work if called). If that information changes during the work week, the individual must call the Job Line and provide correct information on his availability for the Business Agent.

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4. Individuals must speak slowly and clearly and should not leave any extraneous information (e.g., telephone numbers, change of address, information for a different week) on the Job Line. Any extraneous information will not be recorded.
5. Referrals shall be made from those individuals who have recorded their names that week on the Job Line. Individuals seeking referral must place their names on the Job Line by no later than noon on the day before a referral.
6. Individuals must advise the Business Agent at the time they call the Job Line of any callbacks they have received for the week.

D. Referrals and Retention Following Crew Reduction

1. The Business Agent will contact individuals seeking referral who have recorded their names on the Job Line. Individuals seeking referral must contact the Job Line by no later than 6:00 p.m. on the day before the job call to be considered for the call.
2. Individuals shall be entitled to referral from the highest Category of Referral for which they qualify.
3. Referrals shall be made from the “A” List, the “B” List, the “C” List and the “D” List, as described in Article III(B), above, as follows:
 - a. Individuals on the “A” List will be referred first. When that List is exhausted, individuals on the “B” List will be referred. When that List is exhausted, individuals on the “C” List will be referred. When that List is exhausted, individuals on the “D” List will be referred.
 - b. Within each List, the following order of referral shall be recognized:
 - i. Individuals with the necessary skills to perform the specific job who have been regularly employed for available jobs at the particular jobsite. “Regularly employed” is defined as the most performances worked for the previous attraction.
 - ii. Individuals with the necessary skills to perform the specific job who have familiarity with the jobsite. “Familiarity” is defined as the most hours worked in the past six months.
 - iii. Individuals who have the necessary skills to perform the specific job.
4. The following are recognized exceptions to the referral order set forth above:
 - a. The Union will honor employer call-by-name requests if the individual sought has a current referral application on file with the Union Office, and at the time of the request is registered for referral on the Job Line.

- b. The Union will honor employer requests for special skills. In that event, the Union will refer the first individual on the Referral Lists whose name is on the Job Line at the time the request who possesses the skill requested, as evidenced by the information on the individual's Application. The referral will be made starting first with the "A" List, and then, upon exhaustion of that List, moving through the "B," "C," and "D" Lists.
 - c. The Union will comply with any collectively bargained exceptions to these Referral Rules and Procedures.
5. When there are reductions to the crew referred by the Local's Business Agent, or his designee, retention of manpower shall be determined in the same manner as referrals are made under Sections 3 and 4, above.

E. Referral Fee

1. All individuals who receive referrals from Local 22 shall be required as a condition of referral to pay Local 22 a referral fee.
2. The fee shall be determined by the Local 22 Executive Board and the membership of Local 22 based on the cost of maintaining and administering the referral system. Currently, the fee is 3.5% of an individual's weekly gross pay. Such fees must be paid no later than fifteen (15) days after the individual receives his pay for the applicable period. The referral fee may change from time to time. In such event, Local 22 shall notify individuals using the Referral Procedures of any changes.

V. REFERRAL RULES

A. "Replacement"

1. An individual who has accepted a job call but who needs to be replaced must notify the Business Agent directly no later than two (2) hours prior to call time. It is insufficient to notify the Local 22 Job Steward or other individual; it is also insufficient to leave a voice mail for the Business Agent.
2. Failure to call for a replacement can result in either a "Late" or a "No Show."
3. An individual is subject to replacement if he is fifteen (15) minutes or more late to the job call.

B. "Late"

1. An individual who has been referred to a call will receive a "Late" if he:
 - a. is "late" by five (5) minutes or more to the job call; or

- b. fails to call the Business Agent for a replacement within two (2) hours of the start of the job.
2. An individual will be informed if a “Late” is being imposed.
3. An individual who is late must so notify the Business Agent. The Steward must also so notify the Business Agent. If the Steward fails to report a “Late” or “No Show” violation, the Business Agent will impose a “Late” on both the Steward and the individual violating the rule.
4. If an individual accumulates three (3) “Lates” in a sixty (60) calendar day period, he will be considered “Excessively Late.” In such case, the Business Agent may warn, or suspend the individual from referral for up to seven (7) days. An individual may appeal a suspension imposed by the Business Agent in accordance with the procedures set forth in Article VI(B). Longer suspensions or other may also be imposed but will be referred in the first instance to the Local 22 Executive Board pursuant to Article VI(B) for action.
5. Once an individual has been suspended, he will not have the right to return to the job on which he was working at the time of suspension except through a new referral.

C. “No Show”

1. An individual will be considered a “No Show” if he:
 - a. fails to notify the Business Agent that he needs to be replaced in accordance with the requirements set forth in Section A, above, and thereafter fails to report for any given call within two (2) hours of the call time; or
 - b. is referred and reports to work but quits the job call without permission of the Business Agent or the Employer.
2. If an individual is a “No-Show,” the Business Agent may suspend the individual from the referral for up to seven (7) days. An individual may appeal a suspension imposed by the Business Agent in accordance with the procedures set forth in Article VI(B). Longer suspensions or other penalties may also be imposed but will be referred in the first instance to the Local 22 Executive Board pursuant to Article VI(B) for action.
3. Once an individual has been suspended, he will not have the right to return to the job on which he was working at the time of suspension except through a new referral.

D. “Double Call”

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1. Individuals who have accepted a referral for employment are obligated to fill that call barring an excuse justified by these Rules and Procedures or otherwise by the Local 22 Executive Board. Individuals who accept a referral who fail to complete the referral because they have accepted other work not authorized by the Business Agent will be considered to have violated the “Double Call” rule.
2. If an individual violates the “Double Call” rule, the Business Agent may warn, or suspend the individual from the referral for up to seven (7) days. An individual may appeal a suspension imposed by the Business Agent in accordance with the procedures set forth in Article VI(B). Longer suspensions or other penalties may also be imposed but will be referred in the first instance to the Local 22 Executive Board pursuant to Article VI(B) for action.

E. Tool List

1. All individuals referred must report to work on all referrals with the following tools:
 - a. Claw hammer - minimum 12 ounce/suggested 16 ounce
 - b. 6” pliers
 - c. 6” diagonal pliers (“dikes”)
 - d. Adjustable wrench - minimum 6”/ suggested 8”
 - e. Standard screw driver
 - f. #2 Philips screw driver
 - g. 25’ tape measure
 - h. Pocket knife or multi-tool
 - i. Flashlight
2. Individuals reporting to work without these tools are subject to replacement.
3. Individuals are also required to bring photo identification and appropriate documentation for security and I-9 purposes.

F. Misconduct

1. Misconduct on the job, including but not limited to use or possession of alcohol or illicit drugs, is a violation of these Referral Rules. (Improper possession of alcohol will be determined based on all the facts and circumstances but will generally be limited to possession of an open container.)
2. If an individual has engaged in Misconduct, the Business Agent may warn or suspend the individual from the referral for up to seven (7) days. An individual may appeal a suspension imposed by the Business Agent in accordance with the procedures set forth in Article VI(B). Longer suspensions or other penalties may also be imposed but will be referred in the first instance to the Local 22 Executive Board pursuant to Article VI(B) for action.

G. Excessive Absenteeism

1. Excessive Absenteeism (including but not limited to absences without an acceptable excuse two times in one week) constitutes a violation of these Referral Rules.
2. If an individual is excessively absent, the Business Agent may warn or suspend the individual from the referral for up to seven (7) days. An individual may appeal a suspension imposed by the Business Agent in accordance with the procedures set forth in Article VI(B). Longer suspensions or other penalties may also be imposed but will be referred in the first instance to the Local 22 Executive Board pursuant to Article VI(B) for action.

H. Falsification of Referral Application

1. An individual's Falsification of his referral Application constitutes a violation of these Referral Rules.
2. If an individual has falsified his referral application, the Business Agent may warn or suspend the individual from the referral for up to seven (7) days. An individual may appeal a suspension imposed by the Business Agent in accordance with the procedures set forth in Article VI(B). Longer suspensions or other penalties may also be imposed but will be referred in the first instance to the Local 22 Executive Board pursuant to Article VI(B) for action.

I. Bypassing Referral Rules and Procedures

1. Individuals may not bypass these Referral Rules and Procedures to obtain work in covered employment with Local 22 signatory employers. All referrals must be made by the Business Agent.
2. If an individual violates the "Bypass" rule, the Business Agent may warn, or suspend the individual from the referral for up to seven (7) days. An individual may appeal a suspension imposed by the Business Agent in accordance with the procedures set forth in Article VI(B). Longer suspensions or other penalties may also be imposed but will be referred in the first instance to the Local 22 Executive Board pursuant to Article VI(B) for action.

J. Miscellaneous

1. Upon reporting to work, an individual must check in with the Local 22 Job Steward.
2. Employees should maintain accurate information on all jobs worked including job locations, beginning and ending dates of employment, starting and ending times of shifts (including meal breaks), names of show/event, name of Local 22 Job Steward, applicable wage rate, and the names of at least two other employees who worked on the job. This information will assist in tracking income and will assist in the resolution of any wage or benefit disputes. Questions concerning payment

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should be directed first to the Job Steward; unresolved issues should be directed to the Business Agent's office.

3. Change of name or contact information (e.g., address, telephone, fax, pages, e-mail) should be reported to the Union Office promptly.
4. Individuals wishing to obtain photo identification cards and parking passes, where applicable, should report to Local 22 any time Monday through Friday, from 8:30 a.m. to 3:30 p.m. and should provide advance notice to the Local. A fee of \$10.00 shall be charged for replacement photo identification cards, payable only by check or money order. NO CASH WILL BE ACCEPTED.
5. Individuals may obtain a copy of the collective bargaining agreement under which they are working by contacting the Business Agent's office during regular office hours.
6. Individuals who are hired directly by a signatory employer in a manner that is consistent with the applicable collective bargaining agreement must notify the Business Agent immediately upon hire.

VI. COMPLAINT AND HEARING PROCEDURES

A. Procedure for Complaints By Individuals Using the Referral Hall

1. Any individual having a complaint, concern or inquiry concerning the application or interpretation of these Referral Rules and Procedures shall direct it first to the Local 22 Business Agent for resolution.
2. If a matter is not resolved by discussions with the Business Agent, the individual having a complaint or other issue relating to these Referral Rules and Procedures must present it in writing to the Local 22 Executive Board. The complainant shall have the opportunity to orally present his or her complaint or other issue to the Executive Board at its monthly meeting, or as otherwise determined by the Executive Board.
3. The Local 22 Executive Board shall render a decision on the referral complaint or issue. The decision of the Local 22 Executive Board shall be final and binding.

B. Procedure for Appeals and/or Imposition of Penalties for Violation of Referral Rules

1. The following constitutes the procedure for notice and hearing for penalties levied under Section V of these Rules.
2. Local 22 will provide written notice of the infraction and the penalty to the individual direct to the individual's last known address at the time the penalty is assessed.

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3. The individual will be provided with a reasonable time, not to exceed 7 days, to prepare his defense, if any, to the notice of infraction and the penalty.
4. The Local 22 Executive Board shall convene a hearing with respect to the violation of the rules and the penalty. At the hearing, the charged individual may be represented by a union member or co-worker from the bargaining unit. The individual or his representative (union member or co-worker) may present documentary or testimonial evidence in support of his defense.
5. The Executive Board shall render a decision on the violation and the penalty. The Executive Board's decision shall be final and binding subject to the approval of the Membership of Local 22.

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NOTICE TO ALL REFERRAL HALL REGISTRANTS

Beginning on January 1, 2005, all employees who are referred to employment at the Washington Convention Center will be subject to random drug and alcohol testing in accordance with the "Random Drug and Alcohol Testing Policy Addendum" (Addendum). If an employee refuses to consent to the testing, as defined in the Addendum, he or she will be subject to immediate discharge.

Furthermore, any employee who fails a drug or alcohol test will be immediately removed from the employer's payroll and suspended from employment. The employee will thereafter be ineligible for dispatch by IA TSE Local 22 to any employer who is signatory to the Addendum. The employee will have 15 days to enter into an approved rehabilitation program. After successful completion of the program, the employee will be required to submit to a "return to work" test. Upon a negative test result, he or she can be referred or requested to return to work. The employee will be subject to up to three follow-up tests over the next year. Any positive test will result in immediate and permanent termination.

In addition, an employee who tests positive a second time will be immediately and permanently terminated from employment. The employee will also be immediately and permanently ineligible for dispatch by IATSE Local 22 to any employer who is signatory to the Addendum.

Copies of the Addendum have been attached for you to familiarize yourself with the specifics of the Addendum; which were ratified by the Membership of Local 22. If you have any questions concerning the Addendum, please contact John Brasseur, Business Agent.

RANDOM DRUG AND ALCOHOL TESTING POLICY ADDENDUM

POLICY: The Trade Show Contractors Association – TSCA (hereinafter referred to as the Employer) and the Union are committed to providing the safest and most productive work environment for all of the Employer's employees represented by the Union. This policy is therefore to ensure that all Union represented employees of the Employer work in an environment free of the negative effects of illegal drug use and the misuse of legal drugs and alcohol. The Employer and the Union recognize that early recognition and treatment of

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substance abuse problems are key to successful rehabilitation, and therefore, strongly encourage employees prior to violating the terms of this Addendum to seek help and use their Employee Assistance Program.

The Addendum incorporates by reference and adopts the drug testing procedures promulgated by the United States Department of Transportation in accordance with the Department of Health and Human Services' Mandatory Guidelines for Federal Workplace Drug Testing Programs, and as those regulations may be revised from time to time.

RANDOM DRUG AND/OR ALCOHOL TESTING: All employees will be subject to unannounced random drug and alcohol testing during any working hours and will be included in the pool for selection. The selection of the employees to be tested out of that pool will be done by an independent testing facility or other entity outside of the Employer's control. The random selection procedure will ensure that all employees will be treated fairly and equally. The testing will occur randomly on a periodic basis reasonably spread throughout the year (minimum of four times per calendar year) in conjunction with Employer show schedules. The Employer reserves the right to test 15% of the working population on any given day. The percentage of employees to be randomly tested can be changed upon mutual agreement between the Employer and the Union.

COLLECTION AND TESTING PROCEDURES: The random pool will be selected by a certified, third party organization. A complete sign in list, to include all Union employees working for the Employer, will be faxed to the third party organization. The random pool will then be generated within one (1) hour. Notification of those selected will be sent to the Employer. Testing facilities will be established in accordance with the drug testing procedures promulgated by the United States Department of Transportation in accordance with the Department of Health and Human Services' mandatory Guidelines for Federal Workplace Drug Testing Programs, and as those regulations may be revised from time to time. Selected employees will be individually notified and escorted to the testing facility location.

Along with the concern to maintain a safe and drug-free workplace for all of the Employer's employees represented by the Union, the Employer and the Union are also concerned about protecting the rights of such employees under this anti-drug and alcohol program. They want to ensure that the collection and testing procedures are conducted in a scientifically valid program to insure fairness, scientific accuracy and the highest integrity in the process. All testing of samples will be performed by a laboratory certified for drug testing by the Department of Health and Human Services under the Mandatory Guidelines for Federal Workplace Drug Testing Programs, as that list is revised from time to time. The Employer will test for the presence of amphetamines, marijuana metabolites, cocaine metabolites, opiate metabolites (heroin) and phencyclidine (PCP). All testing of urine specimens will be performed by a multiple step urine test which involves a (1) immunoassay screening method and, (2) a confirmation test by use of Gas Chromatography and Mass Spectrometry (GC&MS). In addition, testing for the presence of alcohol will be done by taking breath samples through the use of a DOT approved Breath Alcohol Testing (BAT) unit. In addition, to insure fairness and integrity in the process, the collection and chain of custody procedures, Medical Review Officer (MRO) review of all tests, and split sample testing will also be adopted by the Employer as part of this program.

Under the MRO review of a positive test procedure, the MRO will try to make contact with the donor for up to twenty-four (24) hours before asking the Employer and/or the Union to assist in

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contacting the employee. Failure of the MRO to successfully contact the employee within seventy-two (72) hours of taking the test will result in the test being reported to the Employer based upon the laboratory report.

All employees will be tested based upon the cut off levels under the DOT regulations. In addition, certain employees, such as those holding a commercial driver’s license operating vehicles in interstate commerce fall within the jurisdiction of those DOT rules and are subject to the sanctions imposed by those rules and the provisions of this policy.

A positive drug test or to test positive means to have the presence of a drug or drug metabolite in an employee’s system that is equal to or greater than the levels specified below (or as these levels may be revised from time to time) for the confirmatory test level using GC/MS:

DRUG	INITIAL TEST LEVEL
Amphetamines	1000 ng/ml
Marijuana Metabolites	50 ng/ml
Cocaine Metabolites	300 ng/ml
Opiate Metabolites	2000 ng/ml
Phencyclidine	25 ng/ml
DRUG	CONFIRMATORY TEST LEVEL
Amphetamines:	
Amphetamine	500 ng/ml
Methamphetamine*	500 ng/ml
Marijuana Metabolites**	15 ng/ml
Cocaine Metabolites***	150 ng/ml
Opiates:	
Morphine	2000 ng/ml
Codeine	2000 ng/ml
6-Acetylmorphine****	10 ng/ml
Phencyclidine	25 ng/ml
<p>*Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml. **Delta-9-tetrahydrocannabinol-9-carboxylic acid ***Benzoylcegonine ****Test for 6-AM when morphine concentration exceeds 2000 ng/ml.</p>	

Notification of all positive tests will be sent to a designated representative of the Employer. The designated representative will then notify the Union, the employee as well as all parties signatory to this Addendum. An employee who tests positive will not be requested or referred by any party signatory to this Addendum.

Employees who refuse to consent to testing or refusing to submit a breath or urine sample for testing as well as tampering with or adulterating the sample will be subject to immediate discharge. Refusing under this provision is defined as:

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- a) Failure to provide an adequate breath or urine sample for testing without a valid medical reason.
- b) Engaging in conduct that clearly obstructs the testing process including but not limited to failure to sign the required forms, failure to report to the testing site within the time allocated, failure to cooperate with the testing personnel and failing to remain readily available for a test.
- c) Failure, immediately upon check-in at the laboratory facility or, in any event, within two (2) hours of signing the consent form, to produce a sample suitable for testing, e.g. such as a sample that falls out of proper temperature range, or is not an adequate volume of at least 45 ml.
- d) Failure to cooperate and/or successfully complete any requirements of the evaluation and rehabilitation processes.

CONSEQUENCES FOR VIOLATION OF THIS POLICY: Once an employee fails any drug and/or alcohol test under this Policy, the employee shall be immediately removed from the Employer's payroll and is immediately suspended from employment and ineligible for dispatch by the Union to any employer signatory to this Addendum. Violations of this policy shall subject the employee to discipline up to and including discharge per the following:

First offense: The employee is suspended for a period of 45 consecutive days. The employee will have 15 days to enter into an approved rehabilitation program. Upon completion of the program the employee must submit to a "return to work" drug and/or alcohol test with a negative test result before they are referred or requested. All employees that test positive are subject to up to three (3) follow-up drug and/or alcohol tests for up to one (1) year thereafter. A positive test within that one year will result in immediate and permanent termination.

Second offense: Once an employee who is employed or dispatched pursuant to the preceding paragraph again fails any drug and/or alcohol test under this policy, such employee shall be immediately and permanently terminated from employment and immediately and permanently ineligible for dispatch by the Union to any employer signatory to this Addendum.

MISCELLANEOUS: All Employer show site management and supervisory employees shall participate in the random drug and alcohol testing program established for bargaining unit employees, unless show site management and supervisory employees are already covered by an Employer drug and alcohol testing program. Said program must be the same or more strict than the program established for bargaining unit employees, at least in terms of percentages of employees selected for drug and alcohol testing, and levels necessary to establish positive results.

SUMMARY OF THE DRUG TESTING ADDENDUM

The Addendum incorporates the drug testing procedures issued by the United States Department of Transportation in accordance with the United States Department of Health and Human Services' Mandatory Guidelines for Federal Workplace Drug Testing Programs. These procedures are available at: http://www.dot.gov/ost/dapc/NEW_DOCS/part40.html?proc. The

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103 pages of procedures provide a substantial amount of detail on the taking, analyzing and processing of drug and alcohol tests.

Under the Addendum, the employer has the right to conduct random drug and alcohol testing of up to 15% of the “working population” each day. The selection of employees will be random and performed by an independent testing facility outside of the employer’s control. Once selected, the employee(s) will be test for the presence of amphetamines, marijuana, cocaine, heroine and PCP. The testing will involve the taking of urine samples using a multiple step method. In the case of testing for alcohol, the testing will involve the taking of a breath sample.

Employees who perform work in the Convention Center (even if not directly employed by the Authority) must comply with the Addendum and the testing procedures. Employees who refuse to submit to a test or who tamper with the sample will be subject to immediate discharge. In addition, if an employee fails the drug or alcohol test, he or she is immediately removed from the employer’s payroll and suspended from employment. In addition, the employee will be ineligible for dispatch by the Union to any employer who is signatory to the Addendum. During the suspension, the employee will be required to enter into an approved rehabilitation program and submit to a “return to work” test. If, after returning to work, the employee fails a second test, the employee will be permanently terminated and permanently barred from dispatch by the Union to any employer who is signatory to the Addendum.

NOTICE

POLICY REGARDING FEE REDUCTIONS FOR NON-MEMBERS OBJECTING TO EXPENDITURES NON-GERMANE TO THE COLLECTIVE BARGAINING PROCESS

Generally, under the National Labor Relations Act (“Act”), employees working under collective bargaining agreements containing “union-security” clauses are required, as a condition of employment, to pay an amount equal to the union’s initiation fee, if applicable, and periodic dues. This is their sole obligation to the union, regardless of the wording of the clauses and this requirement does not apply where otherwise prohibited by law. In IATSE Local 22, employees who choose to become members pay initiation fees, if applicable, and periodic dues, including monthly dues and working dues. Employees who decline to become members, *i.e.*, who become “non-members,” meet their obligation by the payment of “agency fees” for representation that are equal to initiation fees, and periodic dues, including monthly and working dues. Non-members have a legal right to file objections to funding expenditures that are “non-germane to the collective bargaining process.” Non-members who choose to file such objections should follow the procedures set forth below.

When considering these matters, employees should be aware that IATSE Local 22 negotiated the union-security clause, and your fellow co-workers approved the clause, to ensure that every employee who benefits from the collective bargaining process also shares in paying the cost of the process. Through the collective bargaining process, Local 22 gains higher wages, better health care and pension benefits, fairness in the disciplinary system, overtime pay, vacations and other improvements for employees at the bargaining table. These improvements immeasurably enhance the working conditions of all employees, thereby enabling them to better provide for themselves and their families. And while employees may choose to meet their financial obligations as non-members, Local 22 believes that you should be aware of the additional benefits and privileges of union membership that are not available to non-members.

Among the many benefits and privileges available to Local 22 members include the right to attend and participate in Union meetings; the right to nominate and vote for candidates for Union office; the right to run for Union office and for delegate to the International Association’s convention; the right to participate in contract ratification and strike votes; the right to participate in formulating collective bargaining demands; and the right to participate in the development and formulation in policies. Eligible and enrolled members are also entitled to benefits provided by the Union Privilege and Union Plus programs available through the International Association.

Employees who nonetheless elect to be non-members may object to funding expenditures non-germane to the collective bargaining process and support only chargeable activities. Examples of expenditures germane to the collective bargaining process for which objectors are charged are those made for negotiation, administration and enforcement of collective bargaining agreements; meetings with employers and union representatives; proceedings on behalf of workers under the grievance procedure, including arbitration; internal union administration; and litigation related to any of the above activities. Expenditures that are not germane to the collective bargaining process and, thus, non-chargeable to objectors, are those that are not strictly related to collective bargaining. Examples of such expenditures are those made for political purposes; for general community service and legislative activities; and for certain affiliation costs.

If non-members want to object to the use of dues for purposes that are not germane to collective bargaining or representation, then non-members must file objections in accordance with the following procedures:

1. Any nonmember who is subject to a union-security clause must perfect an objection. Initial objections must be postmarked from November 1 to December 15 of the year preceding the calendar year for which the objections will take effect or during the first 30 days after an employee elects non-member status (at the time of hire, transfer into the unit or resignation of union membership). A non-member must renew the objection annually.
2. An objection must be made in writing and include the non-member’s name, address, and social security number. An objection must also be signed by the non-member and sent to the Secretary-Treasurer of IATSE Local 22, 1810 Hamlin St., NE, Washington, DC 20018.
3. Upon receiving a proper objection from a non-member, the Secretary-Treasurer shall notify such non-member in sufficient detail of the amount by which his or her payments shall be reduced. A non-member will be provided with sufficient information to enable him or her to decide intelligibly whether to make a challenge. A nonmember will have the opportunity to appeal the Union’s calculation of the fee, and a portion of the non-member’s fee will be held in escrow during the appeal. Details on the method of making a challenge and the rights accorded to those who do so will be provided to non-members with the explanation of the fee calculation.