

I.A.T.S.E LOCAL 15



DISPATCH RULES

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These are the Dispatch Rules for the Hiring Hall operated by IATSE Local 15. The Board of Examiners and the Executive Board, standing committees composed of members of Local 15, shall administer these rules, subject to approval of the Membership. This is a statement of general principles and guidelines. This statement is not a guarantee of employment for any worker represented by Local 15. Qualification for any particular Dispatch List does not guarantee that any worker will accrue the same number of hours in any succeeding calendar year.

I. Dispatch Eligibility

- A. In accordance with Washington State Law, all workers shall be at least 18 years of age to engage in gainful employment within the jurisdiction of this Local.
- B. All workers must complete the required entry paperwork including but not limited to a hiring hall agreement, employee identification verification, and tax withholding before being considered eligible for dispatch through the Hiring Hall.
- C. Applicants for the F-List must pass an initial qualifying test, have an in-person skills assessment, and shall be approved after an interview with the Board of Examiners. (See Dispatch Rule 2 for List Qualifications and the Local 15 Policy Book for more details on the Local 15 Entry Process Policy.)
- D. The Board of Examiners (BOE) will evaluate each new hiring hall worker's ability to perform all basic tasks of a stagehand safely and effectively as well as their willingness and ability to comply with Local 15's rules, access to copies of which is given to each new worker. New workers are required to complete a probationary period, as described in the packet provided by the BOE to every new worker prior to their placement in the Hiring Hall. Changes to the Probationary Policy must be approved by the membership.
- E. After investigation and 2/3 majority vote, the Executive Board may terminate the Hiring Hall Agreement of any worker in cases of serious misconduct including, but not limited to:
 - 1. Chronic failure to obey the Dispatch Rules.
 - 2. Excessive or repeated verbal abuse of other workers, staff or officers of Local 15.
 - 3. Inability or refusal to work in a safe manner.
 - 4. Intentional behavior that is reasonably likely to bring discredit to or harm the viability of this Hiring Hall.
 - 5. Owning or operating any entity that competes with the Hiring Hall of Local 15 for jobs.
- F. Any worker who has been terminated for just cause (as contractually defined) and/or placed on "Do Not Dispatch" status (or any combination of these infractions) with a total of three employers in the jurisdiction of Local 15 within a seven year period shall be permanently removed from the dispatch list.
- G. Any worker for whom Local 15 does not have either a current phone number, valid email address, or current address may be removed from the list without notice. It is the worker's responsibility to notify Local 15 of any changes to contact information in a timely manner.
- H. Any Permit Worker or Out of Town Card without a current Hiring Hall Agreement may be removed from the Seniority List without notice.

II. Lists

- A. The Lists will be sorted annually according to the Dispatch Rules. A new Seniority List will be published on February 15th of each year based on the previous calendar year. New Seniority Numbers will be effective no later than March 1st.
- B. A worker may not drop more than one list per year; however, any Permit workers or Out of Town Cards who have accrued zero hours for three (3) consecutive years shall be removed from the Seniority List and Hiring Hall.
- C. There are seven (7) lists on which workers are placed based on the following rules:
 - 1. The G-List is comprised of new permit workers who have filled out employment paperwork and signed a Hiring Hall Agreement but have not had an interview with the Board of Examiners. These workers are listed in order of the date they completed their initial paperwork. Workers who have not fully completed the Local 15 Entry Process as outlined in the Local 15 Policy Book cannot move to other lists until that process is complete.
 - 2. The F-List is comprised of workers who have passed the Local 15 F-List Qualifying Test and interviewed with the Board of Examiners but have not achieved a qualification date. Permit workers will be added to the F List after an interview to evaluate their skills. Those workers are placed on the F List in order of their composite admission scores.
 - 3. The E-List is composed of all workers who have worked between 100 and 499.99 hours in the previous calendar year. Any workers with a qualification date shall not fall below this list.
 - 4. The D-List is composed of all workers who have worked between 500 and 999.99 hours in the previous calendar year.
 - 5. The C-List is composed of all workers who have worked 1000 hours or more in the previous calendar years. Also, on this list are all workers who have worked 500 or more in each of the previous three calendar years.
 - 6. The B-List is composed of all workers who have worked 1000 hours or more in each of the two previous calendar years. Also, on this list are all workers who have worked 1000 hours or more per calendar year in three of the previous 5 calendar years.
 - 7. The A-List is composed of workers who have worked 1000 hours or more in each of the four previous calendar years. All workers on the A list who work 1000 hours or more per calendar year in four of the previous five calendar years shall maintain their position.
- D. Workers who are employed directly under a Collective Bargaining Agreement within Local 15's jurisdiction but who have not signed a Hiring Hall Agreement can move up the lists but will remain Ineligible for Dispatch until they complete the Local 15 Entry Process.

E. Senior Workers

Workers who have accrued 1000 hours in each of ten calendar years shall be hereinafter referred to as senior workers.

1. Senior workers shall not be placed lower than the B List and shall be eligible for the A List upon accruing 1000 hours in one calendar year.
2. The qualification date shall not be adjusted for senior workers.
3. Senior workers who have worked 1000 hours in each of fifteen calendar years shall only be required to accrue 500 hours per year to maintain their position on the list. Such workers on the A list who work 500 hours or more per calendar year in four of the previous five calendar years shall maintain their position on the A list.
4. Senior workers who have turned 55 years old or older in the previous calendar year shall have no minimum hour requirement to maintain their position on the list.

F. Reduced Hours

For the years 1983, 1984, 1985 and 1986, the hour requirements for all lists and for senior worker status were reduced to the following amounts:

1000 reduced to 835

500 reduced to 417

100 reduced to 83

G. Temporary Workers

When more workers are required than are available, Local 15 may dispatch persons not on the Dispatch List on a temporary basis. Such people will be offered a chance to qualify for the F List. Hours worked as a temporary worker in the six months previous to becoming a permit worker will be counted for the Dispatch List.

III. Order on List

- A. Workers shall be placed on the appropriate list in an order based on the relative order of their qualification date. Workers with a relative order will be first, with the order of their qualification date preceding later qualification dates, earliest to latest. Workers on the F and G Lists will be sorted by number of hours worked in the previous calendar year in descending order, then by Start Date, and finally in ascending alphabetical order. Workers on the F and G List who have worked zero (0) hours total while on their respective Lists will be sorted by their relative order on the previous year's Seniority List.

B. Relative Order

1. Workers on the Local 15 Dispatch List in 1982, who were above workers with qualification dates, are given a Qualification Date based on their relative order at that time.
2. Workers who have been granted a Qualification Date prior to December 31, 2019 shall maintain that Qualification Date unless lost as defined by Dispatch Rule 3.B.
3. Each list is sorted by Recognized Journeymen and Apprentices and then by all other workers.

C. Qualification Date

1. The initial qualification date is the date on which a worker has completed 100 hours of work as tabulated under Dispatch Rules XII A-F after fully completing the Local 15 Entry Process.
 2. Members of IATSE Local 15 will retain their qualification date throughout their membership unless lost through disciplinary actions. Workers expelled from membership with current Hiring Hall Agreements will lose their qualification date and will obtain a new qualification date as tabulated under Dispatch Rules 7-11.
 3. Permit Workers and Out of Town Cards shall require a new qualification date after a period of three calendar years of no work.
 4. Workers removed from the list for non-payment of percentage dues, quarterly Defense Fund or Union Stamps, or disciplinary reasons shall require a new qualification date upon reinstatement to the list.
 5. A worker's qualification date may be retained upon written request to the Board of Examiners due to a prolonged period of inactivity; for example: retirement, permanent disability, or employment elsewhere. This request must be submitted in writing before a worker is dropped from the Seniority List.
- D. Out of Town Journeymen shall be placed on the E List and shall be given a qualification date after their first 10 hours worked in the jurisdiction of Local 15.
- E. Workers who are a part of Organizing Drives and become members of Local 15 shall be placed on the E-List and shall be given a qualification date after their first ten (10) hours worked in the jurisdiction of Local 15. If that worker is already on the F-List when they become members, they will be moved to the bottom of the E-List after the meeting in which they were sworn in.
- F. A worker who has been removed from the Seniority List and/or Hiring Hall (except those removed under Dispatch Rule 1-F) may seek to be reinstated by applying to the Board of Examiners. No reinstatement shall be granted until any and all outstanding dues and fees are paid. If the applicant has lost their qualification date, a new entry interview shall be required and all required paperwork for List Eligibility must be resubmitted before the worker can accept work through Local 15's Hiring Hall.

IV. Geographical Area

Hours worked for qualification purposes shall be within Western Washington State; including the metropolitan Seattle area and all territory extending northward to the U.S./Canadian Border, westward to the Pacific Ocean, east and southward to a point halfway between Seattle and the nearest affiliated local union with like craft jurisdiction.

V. Order of Dispatching

Neither Local 15, nor the Dispatchers will be held responsible for contacting any worker whose methods of communication are not reliable for interfacing with Dispatch.

It is the obligation of each individual on the Dispatch List to maintain current contact information with Local 15 (including but not limited to phone numbers, email and mailing addresses).

Workers shall submit their position preferences to the dispatchers on a job-by-job basis. Workers who have indicated their position preferences will be prioritized for dispatch, except in cases of emergency or specific requests by employers.

Except in cases of emergency, workers shall have a minimum of three (3) hours from the time they received a work invite from Dispatch to accept their work.

1. Principle of Dispatching

The principle of equitable and uniform dispatching as provided by these Rules will be a general guideline. Local 15 reserves the right to dispatch any worker it chooses based upon:

- Availability for work
- The need for specific skills.
- Specific requests from employers when deemed appropriate by the Business Representative.
- The need to rapidly and efficiently fill short notice or emergency work requests.
- The need to fulfill specific contractual obligations with employers.
- The actions of a worker that leads directly to securing contracted employment for Local 15.
- Completion of Member's training as required by his/her Craft Review Board.

In addition to the above, for a call that requires more than 50 workers, specific jobs may be assigned by the Business Representative based on preferences stated in the workers' reported availability.

The Business Representative will report at the next regular meeting each instance in which seniority was by-passed in dispatching. The report will include the name of the dispatched worker and the reasons why the by-passed workers were not suitable for the job.

2. Requests

It is the policy of Local 15 that requests by employers for Heads and Assistants always are allowed. To request Grips and Keys, the employer must pay 10% over scale of the position with a limit of 10% of the call or a minimum of one person. All requests must be approved by the Business Representative.

3. Dispatch Priority

Local 15 shall grant dispatch priority to employees of targeted employers for work with said employer.

VI. Call Rules

If, at the time of dispatch, a run call is declined, a worker is obligated to that decision, unless additional personnel are added to the run.

If a person leaves a call after work on that call has begun, the person will not be dispatched for any work until that call is terminated, unless there are pressing personal reasons for the person to leave the call. The Business Representative must be consulted and approve the reasons in advance.

Department Heads and/or Job Stewards shall turn over to the Executive Board the names of people in violation of the following Call Rules for disciplinary action.

The Discipline Sub-Committee must rule on infractions within 90 days or refer infractions to the Membership at the next General meeting.

Fines levied for all violations of the Dispatch Rules shall be placed in a special account to be used solely for contributions to charitable causes deemed appropriate by the Membership.

1. Bails

Workers may request to be replaced on calls between 48 and 4 hours before the start of the call (or bail) up to two times in a two year period. Any worker who bails more than two times in a two year period shall be fined \$50.00 per bail (excepting the first two). Requests to be replaced on calls less than four hours before the start of the call shall be considered a no-show, with the penalty being equivalent to that levied for a no-show. This rule will not apply to replacement due to illness or family emergency; however, the Executive Board may request documentation to support these claims. All requests to get off a call within 48 hours of the call time will be documented by the Dispatcher.

Requests to be replaced on calls that have already begun shall also be treated as bails and shall carry the same penalties.

2. Late Arrival

Workers dispatched through Local 15 who arrive late for work without legitimate reason shall be subject to the following penalties:

- First Offense: A warning letter shall be sent to the worker and a copy shall be placed in the worker's file.
- Second Offense within two years: \$50.00 fine
- Third Offense within two years: \$100.00 fine
- Fourth Offense within two years: \$150.00 fine

3. No Shows

Workers dispatched through Local 15 who, without legitimate reason, fail to report to a call that they have accepted shall be subject to the following penalties:

- First Offense: \$50.00 fine
- Second Offense within two years: \$100.00 fine
- Third Offense within two years: \$150.00 fine
- Fourth and Subsequent Offenses within two years: \$200.00 fine.

4. Substance Abuse on the Job

- First Offense: \$100.00 fine, to be waived if a professional evaluation of the offender's condition is made within thirty days of conviction.
- Second Offense within two years: \$100.00 fine, one-month suspension from all work and mandatory completion of a treatment program.
- Third Offense within two years: permanent suspension and expulsion.

5. Repeat Violator

A worker convicted of more than two violations of the Dispatch Rules, as herein set forth, within two years prior to the date of the last violation shall be subject to a \$100.00 fine for each subsequent violation. Said fine will be in addition to whatever penalties apply to the specific violation.

A worker convicted of five or more violations of the Dispatch Rules, as herein set forth, within two years prior to the date of the last violation will be subject to suspension from the Dispatch List. The Executive Board will have the authority to set suspension from a minimum of seven days to permanent suspension from the Dispatch List. The Executive Board may choose to waive a suspension or hold it in abeyance for a set period of time. All suspensions may be appealed to the Membership. Suspensions will take effect on the day following the General Meeting at which they are announced, or immediately after the member has finished a call to which they have already been dispatched.

The first two bails on a worker's record within two years prior to the date of the last violation will not be counted toward repeat violation penalties.

6. Policy on Harassment

It is the policy of Local 15 that all workers are prohibited from harassing any other worker or other person in the course of, or in conjunction with, their employment. Harassment includes any unsolicited and unwelcome verbal or non-verbal conduct which disturbs, threatens, annoys, teases or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating or hostile environment, or interferes with or adversely affects a person's work performance.

Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks or physical harassment which are derogatory on the basis of a worker's race, creed, color, national origin, age, gender, gender identity/expression, marital status, religion, sexual orientation, political ideology or the presence of a physical, sensory or mental disability.

Also prohibited is sexual harassment, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

The Executive Board will pursue complaints of harassment submitted in writing within thirty (30) days of the alleged occurrence.

First offense: A verbal and written reprimand and notation in the worker's file. Counseling may be recommended. Any physical contact/assault will result in a \$100.00 fine.

Second offense: A \$100.00 fine, three-month suspension from the Dispatch List and counseling is mandatory. The employer shall be notified of disciplinary action. A second notification shall be placed in the worker's file. An additional \$200.00 fine for any physical contact/assault.

Third offense: Permanent suspension and expulsion.

7. Third Party Strikes and Lockouts

The situation may arise in which the local must cover contracted positions at a venue which is being picketed by another Union in an unrelated dispute. It is understood that this is a temporary circumstance. Workers who refuse to cross a picket line shall not be penalized by a loss of seniority on the call. Similarly, workers who honor our own contract by covering our contracted positions on a temporary basis shall not be penalized for this action. When possible, such temporary workers shall be rotated at the Business Representative's discretion to "spread the burden" of covering the positions during the dispute.

8. Telephones

Unless previously authorized by the Head Carpenter/Payroll Steward or affected Department Head, the use of a cell or landline phone by dispatched personnel on company time (coffee/rest break excluded) shall not be allowed. The Head Carpenter/Payroll Steward shall report violations of this rule to the President along with a recommendation of discipline. The President shall submit this report and discipline recommendation to the Executive Board to approve, reject or amend. Punishment shall be limited to fines and/or suspension from the Dispatch List.

VII. Job Site Classification and Seniority

1. Dispatch

Employers shall submit crew calls for the number of workers in each job classification (e.g. Grips, Riggers, Truck Loaders). Employers may place crew calls by department (e.g. Carpentry, Electrics, Sound).

Local 15 Dispatch shall provide the Head Carpenter/ Payroll Steward with a call sheet in Union Seniority order

2. Payroll Stewards and Head Carpenters

For calls that are dispatched by classification, crew assignments are made by the Payroll Steward/Head Carpenter.

Payroll Stewards/Head Carpenters shall assign work and running crew positions based upon the skills of the workers but whenever possible shall do so with consideration of their job seniority.

3. On the Jobsite

Job seniority, based on the Dispatch Seniority List, will be established for each call (e.g. in/show/out, show build, warehouse work) and will remain in force for all work on that call, regardless of location.

The worker's first workday for a production or staff job, regardless of call time, shall be regarded as day one of job seniority.

If a worker must be replaced within 48 hours before the start of a call, the replacement worker may not displace any other worker currently on the call, regardless of start date.

Should more than seven calendar days elapse between workdays on a given production new job seniority will be established.

The layoff and callback of the crew will be done in observance of the initial job seniority of the production.

Shifting of departments may be necessary to provide for job seniority, and will be done, when possible, by the Payroll Steward/Head Carpenter.

Workers called specifically as Builders, Riggers or Truck Loaders shall have job seniority for their dispatched classifications only and shall not be eligible for callbacks other than in those classifications.

For calls that are dispatched by department, workers will have job seniority for callbacks within their dispatched department first and will be eligible for callback in other departments if additional personnel are required by the employer.

VIII. Job Stewards

On every call, the senior Grip will serve as Job Steward. If the senior Grip is unwilling to serve or is unacceptable to the crew on the call, the crew has the right to elect a new steward from the Grips on the call. Any worker on the call may ask for an election.

The Job Steward will represent the workers on the call and will be considered the Union's representative in all matters. The Job Steward does not have the authority to renegotiate or in any way change the provisions of the contract.

The Job Steward will report any contractual, discipline or safety problems to the Business Representative as soon as it is convenient to do so. The Business Representative will then make a report to the Membership at the next regular meeting. In the event of a safety problem, the Business Representative will report the matter to the Safety Committee Chairman in writing.

IX. Complaints

Complaints regarding interpretation or application of Dispatch Rules by the Local or its agents shall be accepted only if filed, in writing, within thirty (30) days after said violation of the Dispatch Rules has occurred. Appeals shall be filed in writing to the Executive Board, and be given to the President of the Local. The Executive Board will then make a recommendation to the body at the next General Meeting.

Overcalls will be the Local's responsibility if a worker is dismissed. If the overcalled worker is utilized, his/her wages are the responsibility of the employer. Local 15 will reimburse workers financially impacted by dispatch errors not more than \$80.

X. Percentage Dues

All workers must pay four and one-half percent (4.5%) of their gross wages for any hours credited to pay the expenses of operating the hiring hall. Earnings for which no hours are credited, vacation pay, sick pay, pink contract per diem and retirement benefits shall not be subject to percentage payment. Percentage dues shall be collected only on applicable contract minimums. Payment is due 30 days after the worker is paid, or after the Board of Examiners notifies a worker that a request for unrepresented work is approved. Members working under pink contracts must pay percentage dues on their applicable pink contract minimum salary (Department Head or Assistant as applicable) no later than January 15 of

the year following the year in which the hours were worked. Local 15 will notify by letter any worker who is in arrears.

Any worker in arrears shall be subject to suspension from the Dispatch List and a fine of \$10 each month he/she is in arrears for \$50 or more. Arrears notification will be mailed on the day following the General Meeting at which the worker's name appears on the arrears list. Suspensions will take effect seven (7) days after notification is mailed or immediately after the worker has finished a call to which they have already been dispatched.

Any worker six months in arrears shall be removed from the Dispatch List. Any worker so removed shall require a new qualification date upon reinstatement to the list.

XI. Tabulation of Hours

- A. Hours will be tabulated as follows: directly from Local 15's payrolls and from all work dispatched by the Local 15 Dispatch office and/or by petitioned hour credits as defined by Dispatch Rule XII. Regular hours or Straight Time will be counted as one (1) hour. Double time hours will be counted as two (2) straight time hours. Time and one-half (1.5) hours (i.e. overtime) will be counted as one and one-half (1.5) straight time hours.
- B. Hours for members working under a pink contract will be tabulated based on the terms of the contract. Members are required to submit a copy of their pink contract to Local 15's office no later than January 15 of the year following the year in which the hours were worked.
- C. Petitioned hours outside of Local 15 or pink contracts will be calculated as follows (see Dispatch Rules on Credit Hours for more details):
 - 1. Regular/Straight Time and Overtime will be calculated the same as Dispatch Rule 7.A.
 - 2. Day Rates will be calculated based on a ten (10) hour day plus any indicated paid overtime.
 - 3. Weekly Rates will be calculated based on a forty (40) hour work week plus any indicated paid overtime.
 - 4. Stipends/Fees will be calculated based on gross pay divided by the current Washington State minimum wage for the maximum number of hours claimed unless hours worked are negotiated by the worker in a contract with their employer or client and do not come out to less than Washington State Minimum wage.
 - 5. Volunteer, Education, Medical, and Family Leave Hours will count as Straight Time.

XII. Credit and Exemption Hours

Any credit or exemption hours approved, as outlines in the Dispatch Rule VI will not be credited towards Health and Welfare Coverage.

A. Credit Hours for Work in other IATSE Locals

The Board of Examiners is empowered by the Membership to credit hours worked within technical production aspects of the entertainment industry for workers who travel to other IATSE Stage and/or Mixed locals and are covered by a Collective Bargaining Agreement (CBA) within that Local, except when the work is performed under a pink contract.

1. Permit Workers and Out of Town Cards must have a legal address within the geographic jurisdiction of Local 15. Members of Local 15 must be in good standing. (Workers in transient housing situations may petition to the Executive Board for an exception to this requirement.)
2. The worker must be on the F-List or higher of Local 15 when the work is performed.
3. Prior to engaging in employment outside the geographic jurisdiction of Local 15, persons intending to petition for credit must notify the Board of Examiners in writing. The notification must include the following information:
 - a. Which IATSE Local the work is being performed under including contact information
 - b. The type of work to be performed
 - c. The location(s) of employment
 - d. An approximation of the number of hours to be worked per week
 - e. The name of the employer and the show/event/shop (as applicable)
4. The petitioner must pay Local 15's current percentage dues on their gross wages for hours credited to Local 15. Petitioners employed under another I.A.T.S.E. Local's contract shall only be liable for the difference between that Local's percentage dues and Local 15's current percentage dues.
5. Petitions must be submitted no later than thirty (30) days from the date the worker is paid for the job(s). Workers must submit the appropriate form, copies of timecards and paystubs, and payment of the difference in percentage dues of Local 15's current rate and the rate from the Local in which the work was performed.
6. Credit for hours worked through another Local union's hiring hall shall be limited to the number of hours required for maintenance of the petitioner's position on the Dispatch list or a maximum of 500 hours for moving to a higher list.
7. Hours will be tabulated according to Dispatch Rule XI.

B. Credit Hours for Unrepresented Employers/Positions

Hours can be credited only for work performed at un-represented employers or positions that adhere to State and Federal law prohibiting hiring practices that discriminate on the basis of gender, gender identity or expression, sexuality, age, race, color, religion or national origin.

The Board of Examiners will credit hours worked in unrepresented employers/positions provided that the following conditions are met:

1. The Worker must be on the Seniority List of Local 15 when the work is performed.

2. The work is performed within the geographical and craft jurisdictions of Local 15.
3. Workers must properly complete and submit to the BOE the Unrepresented Employer/Position Petition Form, copies of their timesheet for the work being petitioned and the corresponding paystub, and payment for the current Local 15 Percentage Dues on the gross wages excluding payments for vacation and sick time. These must be submitted the BOE no later than thirty (30) days after the paycheck has been issued provided the check was issued in accordance with Washington State Law. If the worker is paid more than thirty (30) days from the date worked (if an established monthly pay schedule is not in place) then the worker can appeal directly to the BOE for an exception.
4. If the payment to the BOE is lower than required for the hours requested, the hours petitioned will be lowered accordingly. Refunds will only be given if the entire petition is rejected. The BOE may allow an additional thirty (30) days to provide missing documentation. No additional extensions will be given. If payment is sent separately from the forms and paystubs, the memo of the payment must include "BOE Petition for *Worker's Name*". Checks or drafts returned for insufficient funds will be considered non-payment and the petition will be rejected.
5. The first application for a single worker with a single employer will require a signature by a Journeyman of Local 15. After the first petition is accepted the worker can petition subsequent work with that employer without a Journeyman signature.
6. Journeymen of Local 15 will be allowed to sign their own applications for hours.
7. After a site visit from a member of the BOE and/or the Executive Board or a single unrepresented employer has been signed off by three (3) Journeymen of Local 15, that unrepresented employer will be considered pre-approved and will not require signatures for subsequent workers. The BOE will keep a list of these employers and reserves the right to remove an employer from the pre-approved employer list at any time for any reason.
8. Hours are tabulated according to Dispatch Rule XI.

C. Credit Hours for Unrepresented Touring/Cruise Ships

Workers who are on tour with non-Pink Contract employers or working in the entertainment venues on a cruise ship may petition their hours for list placement.

1. Members of Local 15 must be in good standing. Permit Workers and Out of Town Cards must have a legal address within the geographic jurisdiction of Local 15. (Workers in transient housing situations may petition the Executive Board for an exception to this requirement.)
2. The Board of Examiners must pre-approve the work before a petition will be accepted. The worker will provide a copy of their employment contract and will make arrangements with the BOE based on anticipated access to mail and the internet for documenting and returning necessary paperwork and payment as defined in Dispatch Rule VII.C.3.

3. Workers must properly complete and turn into the BOE the Touring/Cruise Ships Petition Form, copies of their timesheet for the work being petitioned and the corresponding paystub, and payment for the current Local 15 Percentage Dues on the gross wages excluding payments for vacation and sick time. If payment is sent separately from the forms and paystubs, the memo of the payment must include “BOE Petition for *Worker’s Name*”. Checks or drafts returned for insufficient funds will be considered non-payment and the petition will be rejected.
4. Hours are tabulated according to Dispatch Rule XI if not specified in the employment contract.

D. Credit Hours for Education in the Trade

The Board of Examiners, through the Membership, encourages everyone to further their stagecraft skills. To this end the BOE will consider, on a case-by-case basis, granting credit for dispatch hours based upon proof of satisfactory completion of formal education or training programs deemed relevant to the trade.

1. Classes through the Western Washington Theatrical Training Trust are pre-approved for credit hours. Other options for education credit include but are not limited to classroom time spent earning a relevant certificate, classes through accredited college and university live entertainment degree programs, vocational classes in related skills, workshops on related skills, and seminars relating to live entertainment.
2. Workers may petition up to 250 hours for list placement purposes. Any additional Education Hours can be used only to maintain standing on a particular list.
3. Workers must fill out the Education Credit Form and return that form to the BOE with proof of registration, official course description, and an instructor signature or completed certificate by no later than 30 days after the course has completed.
4. Workers who are enrolled as Full Time Students in an accredited technical theatre or live entertainment degree program need only to provide proof of full-time registration from the college or university registrar’s office for each quarter or semester enrolled. Only related classes will be granted Education hours, but full-time students will have their list placement held for the duration of their full-time higher education enrollment.
5. Hours will be Tabulated based on Dispatch Rule XI.

E. Organizing Hours

1. Hours submitted under organizing rules may not be counted for list placement or maintenance under any other Dispatch Rule. Refunds will not be granted for hours already submitted and accepted under Dispatch Rule VII.E.2, Dispatch Rule VII.B, or Dispatch Rule VII.C.
2. Workers who work for unrepresented employers that have been identified as organizing targets may have hours worked for that employer signed by the Organizer, Organizing Committee Chair, Business Representative, President, or Executive Board designee instead of a supervising Journeyman. Workers may be

placed on the Seniority List but marked as “Ineligible” for dispatched work until they complete the intake procedures as outlined in Dispatch Rule I and Local 15 Entry Process Policy. Payment of percentage dues under this category is voluntary. Organizing credit hours will be authorized at a rate of two (2) hours credited for each hour of organizing activity.

3. Upon certification or recognition of an organizing target, all workers may submit documentation and receive hour credit for hours worked from six (6) months prior to the date of certification or recognition until the date of certification or recognition. These hours shall be credited at two (2) hours credit for one (1) hour worked with no percentage dues assessed.
4. From the date of certification or recognition until the date of contract settlement, all workers may submit documentation and receive hour credit for placement on the dispatch list. These hours shall be counted as one (1) hour credit for one (1) hour worked with no percentage dues assessed.
5. Workers must properly complete and turn into the Board of Examiners the Organizing Hours Petition Form, copies of their timesheet for the work being petitioned, and the corresponding paystubs. These must be turned into the BOE no later than 60 days after the paycheck has been issued. Extensions on this rule must be approved by the President or Business Agent. Workers have six (6) months from the date of contract settlement to submit documentation for any hours worked prior to contract settlement.
6. After the date of the contract settlement, all hours and dues will be regularly credited and assessed as per Dispatch Rule XI.

F. Volunteer Credit Hours

1. Workers on the Seniority List who volunteer their time on behalf of Local 15 may receive credit toward their list placement hours. Volunteer Credit hours will be authorized at a rate of one (1) hours credited for each hour of all volunteer activity. All volunteer service will include a four-hour minimum credit except where explicitly stated within Local 15’s Dispatch Rules and Policy Book.
2. To qualify for credit, all volunteer activity must be approved in advance by the President, the Business Representative, or the Outreach Coordinator. Volunteer hours required by the Local 15 Apprentice Program must be approved by the Training and Review Board beforehand. Volunteer opportunities can include, but are not limited to: special projects for Local 15, Local 15 Committee meetings and work, banner events, political action for labor friendly candidates or initiatives that could directly affect our industry, donating time and skills to local arts organizations and/or schools, and other community outreach and engagement.
3. To receive credit, the worker must submit a completed Volunteer Hours Form to the Board of Examiners for authorization within thirty (30) days of completing volunteer service and by no later than January 15 of the year following the year in which they request to be counted.

4. A worker may claim a maximum of five hundred (500) Volunteer Credit Hours per calendar year. Authorized volunteer hours will be logged separately and added to the worker's total list placement hours at the end of each calendar year.
5. Hours will be Tabulated based on Dispatch Rule XI.

G. Officers/Chair Exemption

1. During their term of office or employment, officers and elected committee chairs of Local 15 and employees such as the Assistant Business Representative(s), Organizer(s), and Dispatcher(s) may not be moved to a lower Dispatch List as a result of assuming such responsibilities.
2. Hours credited under this exemption shall be included in the calculation for consecutive years of list eligibility, or senior worker status for those on the A or B list. Hours credited under medical exemption shall not be counted for movement to a higher list.

H. Medical Exemption

1. Any worker who is unable to work due to injury, disability, pregnancy, illness, or caregiving for sick family members: spouse, registered domestic partner, child, parent, parent-in-law, grandparents, or sibling with a serious health condition, shall not be dropped to a lower list due to loss of hours caused by such injury, disability, illness, or caregiving. The worker must submit documentation from a physician or health care agency to the Board of Examiners that confirms the inability to work for any of the above reasons by January 15 of the year following the year in which they request to be maintained.
2. Upon approval of medical exemption by the Board of Examiners, the worker will receive forty (40) hours of list credit for each calendar week in which their injury, disability, pregnancy, illness, or caregiving prevents them from working for four (4) or more days.
3. Hours credited under medical exemption shall be included in the calculation for consecutive years of list eligibility, or senior worker status for those on the A or B list. Hours credited under medical exemption shall not be counted for movement to a higher list.

I. Family Leave Exemption

1. Any worker who is unable to work due to a recent birth, adoption, legal guardianship or foster care placement of a child (or children) to their household shall not be dropped to a lower list due to the loss of work resulting from said event. The worker must submit documentation of the family addition(s) to the Board of Examiners by January 15 of the year following the year in which they request to be maintained.
2. Upon approval of family leave exemption by the Board of Examiners, the worker will receive forty (40) hours of list credit to each calendar week in which the worker is unable to report to work. This does not need to be taken

consecutively but must be taken within twelve (12) months of the originating event and may overlap no more than two (2) years.

3. Hours credited under family leave exemption shall be included in the calculation for consecutive years of list eligibility, or senior worker status for those on the A or B list. Hours credited for family leave exemption shall not be counted for movement to a higher list.

XIII. Amending the Dispatch Rules

- A. Proposals for alterations or amendments to the Dispatch Rules shall be made in writing and have two readings at two consecutive regular meetings, at the last of which same must receive the favorable vote of at least two thirds of the members present and only after the members have been properly notified before the final reading.
- B. The Board of Examiners and the Rules Committee shall examine the proposed alterations or amendments to the Dispatch Rules for consistency with existing rules and report their recommendations to the Membership prior to the vote on the proposed alterations or amendments. The Membership may modify the proposed alterations or amendments to the Dispatch Rules prior to the vote to align the alteration or amendment with the recommendations of the Board of Examiners and the Rules Committee.
- C. If the alteration or amendment to the Dispatch Rules is significant enough, the changes should be tentatively approved by the membership but sent back to the BOE and Rules Committee for an examination for consistency. If the BOE and Rules Committee find no conflicts with the amended Dispatch Rule, then it will be reported to the members at the next general meeting before going into effect. If a conflict is found, the BOE and Rules Committees will make recommendations for aligning the changes, whether that be changes to the newly approved language or changes to other Dispatch Rules or the Local 15 Policy Book.
- D. The Secretary is authorized by the membership to make changes to the Dispatch Rules only when appropriate in order to keep the document formatting consistent. They cannot adjust grammar, wording, or order of sentences/clauses. The Secretary will update bullet point numbering and Dispatch Rule Numbers when a new rule is created, a rule is deleted, or a rule is moved to a different location within the Dispatch Rules. The Secretary will also update the appropriate citations within the Dispatch Rules that reference other Dispatch Rules and/or the Local 15 Policy Book as changes to either document are passed by the membership.