



CRAFTSERVICE PROVIDERS MEMBERSHIP POLICY

Rev: 031010

JOB DESCRIPTION (per Schedule A1 of the IATSE Local 411 Craftservice Providers Collective Agreement)

As directed by the Producer, or the Producer's duly authorized representative, the Craftservice Provider shall maintain the Craftservice truck, as well as set up and maintain a Craftservice station on or near the shooting set. From the craft truck and on-set station, the Craftservice Provider will provide the shooting crew and cast with items as approved by the Producer or their duly authorized representative. The Craftservice Provider will provide to cast or crew members, in a timely manner, appropriate items in accordance with other applicable union contracts. The Craftservice Provider is responsible for ensuring that approved stock items are available and replenished as required and shall shop or direct the purchase of approved stock items under the direction of the Producer or their duly authorized representative. The Craftservice Provider shall report significant stock discrepancies to the Producer immediately. When required, the Craftservice Provider shall operate and drive the Craftservice truck as directed by the Producer. The Craftservice Provider will maintain both truck, and station in a sanitary manner, meeting or surpassing any Federal, Provincial or Municipal standards. Each Craftservice Provider engaged must possess a valid and current Food Handler's Certificate from an accredited Safe Food Handling Program and any relevant licenses and/or certificates that may be required by laws established at the location(s) the production is operating.

MEMBERSHIP APPLICATION REQUIREMENTS

Step 1) To join IATSE Local 411 in the Craftservice Providers category you must **contact the IATSE Local 411 Office to make an appointment to start your application process** and provide the following items ***before*** you start work on any IATSE 411 signatory productions:

- Resume with letter of intent
- Photo identification that proves that you are 18 years of age or older
- Copy of your valid full G driver's license and current driver's abstract (*must be able to drive cube van craft truck*)
- Copy of your Workplace Hazardous Material Information System (WHMIS) certificate (*required by Federal by-law*)
- Copy of your City of Toronto Food Handler certificate (*required by Municipal by-law*)
- Completed official IATSE application form and pledge (*form will be provided to you during appointment*)
- \$100.00 application fee (non-refundable).

The fee can be paid by cash, debit, credit card (*Visa, MasterCard or AMEX - in the office, not over the phone*), money order or certified cheque. You can also pay via PayPal (*even if you do not have a PayPal account*) by requesting an invoice to be emailed to you. We do not accept personal cheques as a form of payment for applications. **Note: if paying by cash you must have exact amount.*

Step 2) Once you have completed fifteen (15) days work on IATSE Local 411 signatory productions, you must contact the IATSE Local 411 Office to make an appointment to complete your application process. You will need to bring the following items with you to your appointment:

- Proof of 15 days work done in category on 411 shows (pay stubs and/or approved timesheets)
- Reference letters from at least two (2) IATSE 411 Craftservice members in good standing
- \$100.00 initiation fee
- Dues for the current quarter you are making your application in.
**Base Dues are currently \$125.00 per quarter (\$500.00 per year).*

Once all of the above items have been provided to the 411 office you will need to complete the group benefit forms and review basic 411 policies and other documents. Furthermore, once accepted, new members must attend the next General or Caucus meeting to be sworn in. **If you cannot attend the aforementioned meeting, you must contact the Local to make arrangements to be sworn-in within 30 days of the General Meeting.** In addition, you must attend a minimum of one General meeting per calendar year.

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CRAFTSERVICE PROVIDERS CAUCUS MEMBERSHIP POLICY Continued...

New members are required to attend any introductory training programs presented by the Local and any other training courses that may be required or offered in the future by the Local or by government regulation.

Per Article A2 of the IATSE Local 411 Craftservice Providers Collective Agreement:

A2.04 If a Craftservice Provider is required for a daily call, the Producer shall call the Union office to furnish such Craftservice Provider via the Local 411 call steward service. Only when the Union is unable to furnish such Craftservice Provider may the Producer make other arrangements for engaging an individual and only if the Producer:

- (i) Informs the Union of its actions in writing no less than twenty-four (24) hours after any such individual commences work;*
- (ii) Makes all contributions, deductions and payments required under this Collective Agreement for such individual, effective from their date of engagement;*

A2.05 In any event, any Craftservice Provider engaged under this Agreement, who is not already a Union member, must become a Union member within fifteen (15) days, of such engagement. The Union shall accept such individual as a member.

