

# ***GENERAL PERMITTEE STATUS INFORMATION***

***KEEP FOR YOUR RECORDS***

Please note that **this is not an application for Membership**. It is an application for “**Permittee**” status. Should you be approved, you will be granted “**Non Member**” status. You are classified as a “**Permittee**” until approved for membership.

Permittee’s are dispatched when a position cannot be filled by a Union Member. We have over four thousand Permittee’s on our rosters. It can, therefore, take considerable time before you receive a call for work.

Permittee’s should be advised that all calls for work must come through the Union office or be cleared through the Union Office. If you are called for work by a production, it is **your responsibility** to notify the Call Stewards. Failure to notify the Call Stewards of a work call may jeopardize your future status with I.A.T.S.E Local 873.

Days worked as a Permittee are accumulated towards meeting the requirements for Membership. It is the Permittee’s responsibility to keep documented proof of days worked under permit (i.e. copies of time sheets, work permits).

It is your responsibility to keep your current telephone numbers on file. Persons without current information on file will be considered inactive.

We represent professional Film Technicians: applications lacking in professional qualifications will not be considered.

# ***MEMBERSHIP APPLICATION INFORMATION***

Upon seeking membership into I.A.T.S.E Local 873, you may be required to pass a Departmental Trade Test, and meet certain constitutional requirements before being accepted into department.

All information and/or photographs submitted become the property of the Union.

# ***PERMITTEE GUIDELINES***

## ***KEEP FOR YOUR RECORDS***

The people placing the calls are the **Call Stewards**.

- Shelley is the Call Steward Manager
- Samira is the Call Steward Supervisor
- Tess, Matty, Kara, Karen and Derek are the Call Stewards.

Calls go out daily, generally in the evening for the following day. It is not unusual, however, for Same Day calls to be placed. The proper way to call in available is to use the Automated Availability System. The Automated Availability System phone number is 416 368 1874.

You must get your personal PIN number in order to use this system. The proper time to make yourself available for work the next day is anytime between 06:00 a.m. and 06:00 pm., 7 days a week.

If you cannot make a call due to illness or an emergency, it is vital that you notify the Union Office. There is a Call Steward in the Union Office 6:00 a.m. to 11:00 p.m. Monday to Friday and 8:00a.m. - 11:00p.m. Saturday and Sunday. During the busy season the Call Steward's often work extra hours and could be in the office at anytime. In the off hours, we have an answering machine that you may leave messages for the Call Stewards. It is crucial that you call in at least 2 hours before your call time to get yourself replaced.

When you are on a call, ask your Head of Department if you are needed back the following day. If you are released from your call, contact the Union Office's Availability System to state your availability.

You are paid by the individual Production Companies for which you work, **not by the Union Office**. It is crucial to keep a daily logbook or calendar stating days worked and for which Production Company. When you start work for a new Production, you must fill in a Deal Memo. On this form there will be a section in regards to Union Affiliation. Please put "I.A.T.S.E. 873" in this space and state that you are a Non Member. Please memorize your Social Insurance number.

Please note that all Non Members are expected to supply their own kits. Many calls require Green Patch safety boots, all calls require close toed shoes. **No open toed shoes**. Because we do not leave calls for work on Non Members answering machines, it is also to your benefit to have either a pager or a cell phone.

**The Automated Availability System phone number is 416 368 1874**

**Your Personal Availability Pin number will be given to you.**