

# STUDIO UTILITY EMPLOYEES LOCAL 724

6700 Melrose Ave., Hollywood, CA 90038  
(323) 938-6277 \* Fax (323) 938-4046

Office Hours: 9AM – 5PM, Monday thru Friday  
Except Holidays

**THOMAS INMAN**  
Business Manager

**ROBERT M. DAVIS**  
Secretary-Treasurer



# WORK RULES AND BY LAWS

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## **NAME**

Studio Utility Employees, Local 724

Affiliation: Laborer's International Union of North America (LIUNA), Southern California District Council of Laborers, L. A. County Federation of Labor, California Labor Federation and Motion Picture Industry Basic Crafts

## **OBJECT**

To protect the rights of each Local 724 member, in accordance with our International, District Council, and Local Union Constitution, work rules, and current contracts.

## **POLICY**

1. No Officer, or the Executive Board, shall be permitted to make concessions to members, or applicants, contrary to our work rules, constitution, or current agreements.
2. If a full-time Officer is sick or injured, such Officer shall be compensated in accordance with Local 724 sick leave policy, as set forth in the Compensation of Officers. All other Officers, if excused by the executive board, shall be paid their allowance.
3. The Local Union office shall remain open from 9AM to 1PM, and 2PM to 5PM, Monday thru Friday, closed Saturdays, Sundays, and contract holidays.
4. Upon notice of the death of a member, the Local Union shall send flowers or any other appropriate item to the family of the deceased member.
5. **Union dues are** paid on a calendar quarter. If not post-marked by the tenth of the month of the calendar quarter, dues will be increased by ten dollars (\$10.00) for the first month of the calendar quarter, and if not post-marked by the tenth of the second month of each calendar quarter, dues will be increased by an additional ten dollars (\$10.00). Examples: Dues for the January-March quarter are due by the tenth of January, April-June dues are due by the tenth of April, July-September dues are due by the tenth of July, and October-December dues are due by the tenth of October.

6. **Disability Dues:** A member may apply for disability dues if he/she has been out of work and under a doctor's care for a full three (3) months. Beginning the first day of the fourth month of disability, the member will be allowed to go on "Disability Dues" at the monthly minimum amount as set forth in the Uniform Local Union Constitution. Provided the member presents a "Doctor's Certificate" showing proof of disability, and has completed a "Disability Form" as provided by Local 724. Disability dues will NOT be retroactive. If a member is on disability dues for more than a period of six months, they must resubmit the required disability forms.

7. **Suspensions:** *If dues are not paid by the last day of the second month of the quarter, the member will be subject to suspension from the Union.* Any member that is suspended for non-payment of dues must reinstate. Any member that does not reinstate will be subject to removal from the job, in accordance with the Contract, and denied access to our Out-of-Work Roster (Call sheet). **NO PERSONAL CHECKS ARE ACCEPTED FOR READMISSION FEES.**

8. In case of dispute, no member shall walk off the job until the Steward, if any, and the Business Manager, have been given a chance to settle the dispute, for failure to do so, a member shall be cited before the Executive Board for disciplinary action.

9. It is the member's obligation to notify the Union office of any **change of address or change of telephone numbers.**

10. Any violation of Contract should be turned into the Shop Steward, or to the Business Manager if the Steward is not immediately available. It is the duty and obligation of the Shop Steward and Business Manager to protect the identity of any member that reports such violations if the member has requested anonymity. The Business Manager and Shop Steward will honor their request.

11. **Military Service:** Any member who enlists, or who is drafted into military service, must, if possible, notify Local 724 office of the date he/she is entering military service. Dues must be paid for the month of induction (Or deployment, if a reservist) to maintain membership in Local 724. To activate his/her membership card after discharge or return to non-active status, he/she must apply to Local 724 within ninety (90) days from their discharge or return to non-active status, and pay dues for the month in which he/she reinstates.

12. When a member is issued a membership card, it will be the responsibility of the member to maintain the card. If the member requests a replacement card, it will be at the expense of the member. The amount to be charged to the member will be one dollar (\$1.00) per replacement.

13. Any member taking a work call should have two (2) forms of original identification to fulfill "I-9" requirements of the employer.

14. Any incidents of **harassment, sexual or otherwise, by members of Local 724, will not be tolerated**

15. The abuse of alcohol beverages or the possession or use of illegal narcotics during working hours **will not be tolerated by this Union**. If you are terminated from your job for any proven violation of any of the above reasons, you will be denied the provision of the call sheet until reinstated by the Executive Board of this Union. You will be notified to present at the next regularly scheduled Executive Board meeting to present your case of reinstatement.

16. **Keep your check stubs**. They are the member's official proof of hours worked for an employer, as well as the record of hours paid by the employer, in case of dispute.

## MEETINGS

1. The regular membership meeting shall be held at 7PM on the last Thursday of each calendar month, unless changed by the Executive Board. The December membership meeting shall be combined with the November membership meeting.

2. The Executive Board meetings shall be held on the third Tuesday of all calendar months unless changed by the Executive Board.

## STEWARDS

1. All Stewards, unless excused in advance by the Business Manager, shall be required to attend the regular membership meetings held on the last Thursday of each month. Failure to attend two meetings in each quarter of the year, unless excused, constitutes grounds for removal from the position.

2. Any Steward who has an unexcused absence from a regular membership meeting will not be paid his or her allowance for the month.

3. Any Steward not paying his or her Union dues by the end of the first month of each quarter will have his or her allowance withheld until the dues are paid.

## WORK RULES

Work rules as amended by the members of Local 724, at the regular meeting on November 18, 2010. Ignorance of these work rules shall be no excuse. It is the duty of every member to read and understand them, for they will be strictly enforced.

1. Every member is required to notify Local 724 within twenty four hours when he/she personally accepts a work call or lay off from any signatory employer. Failure to notify the Union office within two (2) days of accepting the work call or lay-off, shall be grounds for citation before the Executive Board for disciplinary action.
2. Any member found working for a non-signatory employer doing Local 724's jurisdictional work will be brought before the Executive Board for disciplinary action.
3. When the Union receives a notice, in writing, from the employer, that a member has been discharged for cause, he/she shall be cited before the Executive Board for disciplinary action.
4. Any member failing to appear for work after accepting a call will be placed at the bottom of the call sheet. At the discretion of the Executive Board, any member missing one (1) work call under the above conditions shall be brought before the Executive Board for disciplinary action.
5. Knowingly allowing the work belonging to Local 724's jurisdiction to be done by people other than Local 724 members is grounds to be cited before the Executive Board.
6. No member of Local 724 shall be permitted to start his/her work prior to his/her call time. Additionally, no member shall continue to work past his/her scheduled shift termination unless compensated accordingly.
7. A hammer (16 oz. Claw hammer or better), and work shoes (Steel-toed, where required by the employer) are a **MUST** when reporting to work. If you are sent home because you do not have a hammer or suitable work shoes, the Union will not grieve the employer on your behalf.
8. It is the duty of all members of Local 724 to comply with all contractual provision regarding availability for overtime.

9. Any work-related injury must be reported on the day of the injury to the appropriate employer representative. This rule is intended for benefit of employee's rights for any workman's compensation benefits.

10. A member that receives a "first" work call that lasts less than five (5) days, shall be placed on the Out-of-Work Roster in the same position they maintained prior to the work call. After a member accepts a second work call, they shall be placed at the bottom of the Out-of-Work Roster, regardless of the duration of the second work call.

## WORK CALLS

1. Work calls, by phone, will normally be given out between 3PM and 5PM for the next work day. You should stay near your phone or give the Union office an alternate contact number that you can be reached at. When changing your phone number(s), please notify Local 724.

2. Work calls will only be given to a rostered employee represented by Local 724 who has paid legally required dues and fees.

3. It is *your* obligation to know where all the major studios are located.

4. If you refuse or are unavailable for three (3) work calls, **your name will be taken off the call sheet**. A notice will be sent to you notifying you to contact the Union office as to when you are available for work and to be reinstated to the end of the call sheet.

5. Any time that you are laid off, you must contact the Union and give your name, telephone number, date being laid off and name of studio/show, and request that your name be put on the call sheet.

6. If you are going to be absent for a work call, you must notify your employer (Foreman) a minimum of one-half hour before your work shift starts. You must also follow the employer's rules for work calls for the next shift following your absence. Failure to follow these rules could cause your termination or lay-off.

7. Failure to show up for work or habitual tardiness is grounds for termination or lay-off, as well as citation to appear before the Executive Board.



## **ENTRY LEVEL**

1. It is the responsibility of all members in the Entry Level classification to contact the office of Contract Services Administration Trust Fund (CSATF), for the purpose of gaining placement on the Industry Experience Roster, within thirty (30) days after initiation. **For Roster placement, member needs to submit letter(s) from Payroll Company to CSATF. Check stubs will not be accepted by CSATF for roster placement.**

CONTRACT SERVICES ADMINISTRATION TRUST FUND  
(CSATF)  
2800 WINONA AVE., BURBANK, CA 91504 (818) 565-0550

2. It is the responsibility of all members in the Entry Level classification to contact his/her employers to obtain all days worked to be sent to Contract Services Administration Trust Fund (CSATF), to obtain his/her wage progressions upon meeting the required increments of 80 days for a wage increase, as per the applicable collective bargaining agreement.

## **PAYROLL COMPANIES**

**CAST & CREW PAYROLL**                      **818/848-6022**  
100 E. Tujunga Ave., 2<sup>nd</sup> Floor, Burbank CA 91502

**ENTERTAINMENT PARTNERS**              **818/955-6000**  
2835 N. Naomi St., Burbank CA 91504

**FILM PAYROLL SERVICES (FPS)**        **310/471-9378**  
500 S. Sepulveda Blvd., Suite 400, Los Angeles CA 90049

## **MOTION PICTURE INDUSTRY EMPLOYERS**

**CBS STUDIO CENTER** 818/655-5000  
Labor Dept. 818/ 655-5660  
4024 Radford Ave., Studio City CA 91604

**CHANDLER STUDIOS**  
13927 Saticoy St., Panorama City CA

**CULVER STUDIOS** 310/836-5537  
9336 W. Washington Blvd., Culver City CA 90232

**DELFINO STUDIOS**  
12501 Gladstone St., Sylmar CA 91342

**DISNEY STUDIOS** 818/560-1000  
Labor Dept. 818/560-1329  
500 S. Buena Vista St., Burbank CA 91521

**DOWNEY STUDIOS**  
12214 Lakewood Blvd., Downey CA

**EL SEGUNDO STUDIOS**  
2265 E. El Segundo Blvd., El Segundo CA

**HOLLYWOOD CENTER STUDIOS**  
1043 Las Palmas Ave., Hollywood CA

**L. A. CENTER STUDIOS**  
1201 W. 5<sup>th</sup> St., Los Angeles CA

**LONESTAR STUDIOS**  
12936 Arroyo Ave., Sun Valley CA 91352

**MANHATTAN BEACH STUDIOS**  
1600 Rosecrans Ave., Torrance CA

**OCCIDENTAL STUDIOS**  
201 N. Occidental Blvd., Los Angeles CA 90026

**PARAMOUNT PICTURES STUDIOS** 323/956-5000  
Labor Dept. 323/956-5189  
5555 Melrose Ave., Hollywood CA 90038

## **MOTION PICTURE INDUSTRY EMPLOYERS**

### **PLAYA VISTA STUDIOS**

6775 Centinela Ave., Playa Del Rey CA

### **RALEIGH STUDIOS**

323/466-3111

5300 Melrose Ave., Hollywood CA 90038

### **SANTA CLARITA STUDIOS**

25135 Anza Dr., Santa Clarita CA

### **SONY STUDIOS**

310/244-4000

Labor Dept.

310/244-5825

10202 W. Washington Blvd., Culver City CA 90232

### **SUNSET GOWER STUDIOS**

1438 N. Gower St., Hollywood CA

### **TECHNICOLOR**

818/769-8500

4050 Lankershim Blvd., N. Hollywood CA 91608

### **TWENTIETH CENTURY FOX**

310/369-1000

Labor Dept.

310/369-2531

10201 W. Pico Blvd., Los Angeles CA 90035

### **UNIVERSAL STUDIOS HOLLYWOOD (Day)** 818/777-1000

(Night) 818/777-2515

Labor Dept.

818/777-2165

100 Universal City Plaza, Universal City CA 91608

### **UNIVERSAL TOURS HOLLYWOOD** 818/622-86887

Maint. Dept.

818/622-3767

Animations Dept.

818/622-6833

Night Cleaners Dept.

818/622-3958

### **WARNER BROS. STUDIOS**

818/954-6000

Labor Dept.

818/954-2009

4000 Warner Blvd., Burbank CA 91503

### **WARNER RANCH**

4011 N. Hollywood Way, Burbank CA

**MOTION PICTURE INDUSTRY EMPLOYERS**

**THE LOT** 323/850-2500  
Labor Dept. 323/850-2706  
1041 N. Formosa Ave., West Hollywood CA 90046

**WESTERN STUDIOS**  
805 S. San Fernando Road, Burbank CA

**QUIXOTE STUDIOS**  
4585 Electronics Place, Glendale CA

**MOTION PICTURE INDUSTRY PENSION & HEALTH PLANS**

**HEALTH PLAN**  
11365 Ventura Blvd., Suite 200  
Studio City CA 91604

Los Angeles 310/769-0007  
San Fernando Valley 818/769-0007

Mailing Address:  
P O Box 1999, Studio City CA 91614-0999

**PENSION PLAN**

11365 Ventura Blvd., Suite 300  
Studio City CA 91604

Los Angeles 310/769-0007  
San Fernando Valley 818/769-0007

Mailing Address:  
P O Box 1999, Studio City CA 91614-0999

**MOTION PICTURE INDUSTRY  
SERVICE ORGANIZATIONS**

**CSATF**

CONTRACT SERVICES ADMINISTRATION TRUST FUND  
2800 Winona Ave., Burbank, CA 91504  
818/565-0550 (Website: [www.csatf.org](http://www.csatf.org))

**MOTION PICTURE & TELEVISION FUND**

**JACK H. SKIRBALL HEALTH CENTER** 818/876-1050  
23388 Mulholland Dr., Woodland Hills CA 91364 800/876-8320

**BOB HOPE HEALTH CENTER** 323/634-3850  
335 N. La Brea Avenue, Los Angeles CA 90036

**TOLUCA LAKE HEALTH CENTER** 818/556-2700  
4323 Riverside Drive, Burbank CA 91505

**SANTA CLARITA HEALTH CENTER** 661/284-3100  
25751 McBean Parkway, Suite 210, Valencia CA 91355

**WESTSIDE HEALTH CENTER** 310/996-9355  
1950 Sawtelle Blvd., Suite 130, Los Angeles CA 90025

**NORTH VALLEY HEALTH CENTER** 818/876-4770  
11550 Indian Hills Road, Suite 200, Mission Hills CA 91345

**PACIFICARE**  
BEHAVIORAL HEALTH  
800/661-9141  
24-hours a day

**SAFETY PASSPORT TRAINING**  
2800 Winona Ave., Burbank CA 91504  
818/847-0040

# UNION HOLIDAYS

## **JANUARY**

New Years Day

## **FEBRUARY**

President's Day

## **MARCH/APRIL**

Good Friday

## **MAY**

Memorial Day

## **JULY**

Independence Day

## **SEPTEMBER**

Labor Day

## **NOVEMBER**

Thanksgiving Day  
Day after Thanksgiving

## **DECEMBER**

Christmas Day







