

## **DUTIES OF THE ASSISTANT TO THE BUSINESS REPRESENTATIVE ROSTER / FILM & TELEVISION - 2018**

**Assists the Business Representative in all matters.** The Assistant to the Business Representatives (“Assistant”) reports directly to the Business Representative (“Business Rep”).

**The Assistant keeps the Business Rep informed of all pertinent conversations:**

...with Members, “on set” issues, injuries, disputes, etc. All information is confidential.  
...with Management, Labor Relations, inquiries, Star Waiver Requests, Skills and other special requests, etc.

- Main Responsibilities are the **Industry Experience Roster (IER)** and **Television Commercial Roster (TCR)**, answering questions from our Trainee and Journeyman Members, contract interpretation and wage inquiries, etc.

- A working knowledge of all contracts is a must:

- IATSE Basic Agreement**

- Television Videotape “Green Book” Electronics Supplement

- Pilots / First & Second Year Television Series /

- MOW / Longform / New Media Sideletters

- Low Budget Tier & Term Agreements**

- BSI Contract**

- Commercial (AICP) Agreement**

The Assistant shall assist in the prep and negotiation of all these agreements.

- **Processes Star Waiver Requests** from Labor Relations, individual productions or the Business Rep.

- **Organizes new productions.** This involves activating the non-union employees, getting cards signed, being on site, and walking the picket line with our Members / future Members.

- **Checks payroll reports.** When non-members are identified by the Office Staff, the Assistant contacts the individual production(s) to research the status of the new hire. If the artist is not a legal hire, the Assistant works with the production to have the illegal hire removed and replaced, and assists the Business Rep in filing a Grievance. Assists the Business Rep (and Accounting Specialist) in all Roster “Off-the-Job” letters.

- **Researches Non-Reporting violations;** follows up on reports by the Office Staff of Members reporting their work / Availability.

- **Responds to Member inquiries;** personal issues, requests, complaints, reports by Members. Reports all injuries / Disability to the Business Rep and the Office Staff.

- **Welcomes New Members.** Answers questions from non-members regarding placement on the Roster(s) at CSATF; **initiates all new IER and TCR Members.**

- **Set visitation.** Visits sets and productions within Los Angeles County.

## **A Representative is many things to our Membership...**

We represent our Members in all areas of the Entertainment Industry, and we answer our Members' questions pertaining to wage rates, contract provisions, Roster status and placement, becoming a Member, maintaining Union and/or Roster status, and Retiring / taking an Honorable Withdrawal. We deal directly with our Members, and the Assistant is a valuable link between the individual Member and the Business Rep.

We represent our Members with our Employers throughout the Entertainment Industry, and we answer questions pertaining to wage rates, contract provisions, Roster status, Star Waiver Requests, and a myriad of issues that arise within the workplace. We deal directly with the Producers and Companies that employ our Members, and the Assistant becomes "the voice of the Business Rep" in all matters, a necessary link between these Producers / Productions and the Business Rep.

We represent our Members with the Labor Relations Departments throughout the Entertainment Industry; these are the Vice Presidents, lawyers and legal professionals that run the studios, and we answer questions pertaining to contract provisions, Roster status, Star Waiver Requests, and issues within the workplace that deal directly with the Collective Bargaining Agreements; our contracts are negotiated directly with these individuals. We are often called upon to represent our Members directly when they have been disciplined or terminated by the studios. The Assistant is an extension of the Business Rep, and may work directly with the Local's own legal counsel to resolve issues or protect our Members' rights within the workplace.

**A Representative is a type of 'member service' liaison. Whether dealing with our own Members or future Members, with individual production companies – or the legal entities that run these companies, we represent our Members to the fullest extent of our abilities.**

**Office Hours are 9am to 6pm, Monday through Friday. Cell phones are provided by Local 706 and may begin ringing at 6am – until 10pm, seven days each week, with Members needing a wage rate, a phone number, assistance with an issue on production or a personal matter. How you manage your own 'phone time' will be up to you – so long as all phone calls are returned.**

**Emails arrive around the clock; emails may be answered during Office Hours – but also need to be checked early each day (before arriving at the Office) so that Organizing efforts, Job Actions, and IATSE issues may be put on the calendar for the day. How you manage your email In Box will be up to you – so long as all emails are answered and returned.**

**Rudeness/insults/disrespect, harassment/bullying or gossip will not be tolerated. We deal with issues that directly affect our Members' lives and their livelihoods.**

**Timeliness is everything.**

**There is no Overtime; no Meal Penalties.**

**Each and every Member deserves respectful representation - and patience.**

**A strong work ethic, a thick skin, and a sense of humor helps.**

**You will never work so hard – or do work as important – as being an Assistant to our Business Representative.**