



NEW HIRES VISIT: www.IATSE118.com

- Click on New Applicants
- FAQ & Fillable forms online at:

<http://www.iatse118.com/apply.html>

COMPLETE FORMS:

1. TD1 Federal – 2 pages – Write Phone # & Email on form.
2. TD1 BC – 2 pages
3. Email Admin@iatse118.com

TD1 FORMS BC & FED – MORE THAN ONE EMPLOYER?

If you have more than one employer at the same time and have already claimed the #1 *Basic Personal Amount* you cannot claim it twice because not enough tax will be deducted.

Enter ZERO in the bottom totals and place a check mark on page 2.

If we are your only employer then claim the Basic Personal Amount in the line total.

4. Emergency Contact

OPTIONAL:

5. Direct Deposit

PAYROLL & DIRECT DEPOSIT – First cheque is usually printed.

Printed Cheques pickup Fridays 11am – 4:45pm 202 - 601 Cambie St (Corner of Cambie & Dunsmuir)

Please setup Direct Deposit as soon as possible. You can email completed forms as a PDF or drop off at the office. Email all forms to Admin@iatse118.com

***WEEKLY PAYROLL**

*NOTE: Most events' payroll is completed weekly and include work within a Sunday to Saturday cut off period. Occasionally, for large events or events in Abbotsford, an additional week is required for payroll processing.

ANNUAL T4's – Keep your mailing address current!

T4's are mailed on or before February 28th Annually. Early T4 Pickup available.



FAQ

<http://www.iatse118.com/apply.html>

FREQUENTLY ASKED QUESTIONS for APPLICANTS and NEW HIRES:

WHAT SKILLS DO I HAVE?

Fill out the Local 118 skills online form indicating all crafts and tasks you are qualified to perform. Provide copies of industry specific certificates and other skill qualifications.

HOW DO I APPLY AND GET SCHEDULED FOR WORK?

All applications are forwarded to dispatch for review for potential call out. Dispatch will call or text the phone number provided on your application based on the skills you indicated on your application that match the job requirements. Keep your skills current and text Dispatch your availability on a weekly or bi-weekly basis to ensure shifts are continued to be offered.

ACCEPTING SHIFTS – WHAT HAPPENS AFTER I ACCEPT A SHIFT?

Respond to Dispatcher's call or text as soon as possible. Shifts are filled quickly on a first response basis for permit workers. If you accept a shift, expect to work the duration. Often you may get the option of working longer.

CANCELLING A SHIFT: WHAT IF I NEED TO CANCEL MY SHIFT? Min 24 hours Notice

If you are UNABLE to work your shift NOTIFY Dispatch immediately by text allowing as much notice as possible. . If you accept a shift then cancel without reasonable notice or fail to report to work your status will be adversely affected and in some cases you may be deemed unfit to dispatch.

IATSE local 118 permits are dispatched according to a graduated database that takes into account other IATSE sister local status, special in demand skills like lighting or sound console op or high rigging experience, a permit's work ethic, punctuality and comporment

NEW HIRES – BEFORE YOUR FIRST SHIFT

WHAT EMPLOYMENT FORMS DO I FILL OUT?

Complete Fillable online forms at <http://www.iatse118.com/apply.html> Email prior to your first day.

- TD1 – Federal – 2 pgs
- TD1 – Provincial (BC) – 2 pgs
- Direct Deposit – must provide a void cheque or ask your bank for a Direct Deposit printout.
- Emergency Contact form

Email to admin@iatse118.com or bring a printed copy on the first day and submit to the Head Carpenter.

Note: There are a limited number of TD1 forms available on the day of sign-in. Online forms are fillable and can be saved and emailed as a PDF.

WHAT GEAR DO I NEED TO BRING TO WORK?

PPE gear is mandatory on all worksites and includes:

1. Helmet
2. Hi-Viz Safety vest
3. Gloves
4. Steel-toed CSA approved work boots

5. Additional tools as required for the job – Dispatch may be able to forward any information from the employer.

Show crew attire terms:

Show Blacks - Black shoes, socks, long pants, and long sleeve shirt. Work in the wings and onstage under low light conditions. Should go unseen by audience.

Corporate Backs - Black shoes, socks, long pants, and long sleeve collared button shirt. Seen but not noticed. Blend into background. May be in full view of audience in full stage light.

Dress Blacks - Black dress shoes, socks, long dress pants, and long sleeve dress shirt, and blazer. Onstage in front of audience under full stage light.

WHO DO I REPORT TO?

Arrive early – 15 minutes or earlier to complete employment forms and receive instructions.

Check-in with the Head Carpenter, Crew Chief, or Supervisor at the start and end of your shift. This ensures you get paid correctly and that all relevant TD1 tax forms are completed. You can email all forms in advance.

WHAT IF I'M LATE FOR MY SHIFT?

Be ready to begin working when the shift begins. If you are late, or not ready to work at the beginning of your shift, you may be sent home without pay.

WHAT IF I NEED TO LEAVE EARLY?

Expect to complete your shift as scheduled. Do not leave your shift early without first receiving permission from the Head Carp/ Crew Chief / Supervisor.

ON THE JOB – WHAT IS EXPECTED OF ME?

- Positive attitude, strong work ethics are required.
- Be professional and respectful to fellow crew members, employers and others you encounter on the job.
- No photo, video or recording devices allowed during work.
- ASK – If you don't know or are unsure of something "ask" for instructions never assume.

FIRST AID – WHAT IF I GET INJURED?

You must report to the Head Carp any & all issues concerning medical or personal nature.

- First Aid is on site at every event familiarize yourself with their location
- Seek first aid then report to the Head Carp.
- Report all potential safety hazards or issues to your supervisor.

WHAT IF I WITNESS UNBECOMING BEHAVIOUR OR HAVE SOME OTHER WORKPLACE ISSUE?

There is ZERO tolerance for alcohol, drugs, disruptive behaviour, horseplay, sexual harassment or other disrespectful and unbecoming conduct of any kind!

If you experience behaviour that jeopardizes your safety or well-being you or others at work or you witness an incident report it immediately to the Head Carp or seek immediate First Aid attention then report to the Head Carp.

PAYROLL – HOW DO I KNOW WHAT MY RATE AND THAT MY HOURS ARE ACCURATE?

Keep track of your shifts. You are responsible for keeping a log dates, hours, venue, production, position. Collective Agreements dictate pay rates and varies with each employer and venue. Ask your head carp at the event or ask dispatch. Monitor your paystub for hours and event. Notify your Head Carp or Crew Chief of any discrepancies or omissions.

WEEKLY PAYROLL – WHEN CAN I EXPECT TO BE PAID?

Weekly payroll cut off period is SUNDAY to SATURDAY

Most events' payroll is completed weekly and include work within a Sunday to Saturday cutoff period. Occasionally, for

large events or events in Abbotsford, an additional week is required for payroll processing. Our payroll department works diligently to ensure accuracy and timely input please confirm your hours when you sign out with the head carp.

REVIEWING YOUR PAYSTUB – HOW DO I CHECK I WAS PAID FOR AN EVENT?

Each event or show generates a separate cheque or Direct Deposit paystub. The Event Name is displayed below your address line: “Inv No: _____ SHOW: _____”. Occasionally, two paystubs will be created based on the Sunday to Saturday cutoff days.

WHERE DO I PICKUP MY CHEQUE?

Printed Cheques pickup Fridays 11am – 4:45pm at our office located at Unit 202 - 601 Cambie St (Corner of Cambie & Dunsmuir – The Vancouver Playhouse STAGE entrance). Cheques are mailed upon request.

HOW DO I SETUP DIRECT DEPOSIT? – First cheque is usually printed.

We offer Direct Deposit and request you setup as soon as possible. Visit the link as mentioned above and email completed forms as a PDF or drop off at the office. Email: admin(at)iatse118.com (replace (at) with @ symbol). Allow 2 weeks to process and printed cheques will continue until Direct Deposit is initiated. If you are setup for Direct Deposit paystubs are emailed weekly for every event. Expect Direct Deposit paystubs on or before Thursdays and allow 2-Business days for funds to be deposited into your bank account. Generally funds are received on Mondays. Remember, additional day(s) are required for large events and Statutory Holidays.

ANNUAL T4’s – Keep your mailing address current!

Early T4 Pickup is available the first week of February. T4’s are mailed on or before February 28th. Keep in mind, more than one T4 may be issued; employers processing separate payroll will also mail out T4’s. Keep your addresses current with each employer E.g. PNE, RGT, Vancouver Opera, Theatre Under the Stars etc.

HOW DO I BECOME A UNION MEMBER OF IATSE LOCAL 118?

Minimum of 200 hours without a break of 12 months qualifies you to be *considered* for membership. As a permit worker, you are responsible for tracking your total hours. Retain a copy of your paystubs as proof of hours. The Union office does NOT track your hours. Email the Local office or contact the Business Agent upon completion of 200 hours. Other qualifications, in addition to, hours may apply. Ask the Business Agent for details.