

CALL SYSTEM OUTLINE

CALL STEWARD DEPARTMENT – **Direct line: 416 368 8874**
Automated Availability Line: 416 368 1874

Shelley Stacey – Call Steward Manager
Matty Weir – Call Steward Supervisor
Call Stewards: Karen Granados-Mitchell, Samira Adnan, Tess Tsapralis, Leianne McGrath

The Call Steward department is open from 6:00 am to midnight, Monday to Friday and 9:00 am to 11:00 pm, Saturday & Sunday (subject to change).

CALLING IN AVAILABLE

You call in available each day for the following day. When you make yourself available, you must either log onto your account on the I.A.T.S.E. Local 873 website or call the Availability line at **416 368 1874**. When using the Availability line you must use your personal availability **PIN** number given to you. You can make yourself available Monday to Saturday anytime before 6pm, and Sundays and Holiday Mondays before 2pm. You must still make yourself available for both seniority calls and for Name Hires. If you are looking for a specific call or are going to be at a different number for the evening, please call the main line and give that information after making yourself available.

CREWING

The Call Stewards begin crewing at 6pm Monday to Saturday. On Sunday (or on a Holiday Monday) they begin crewing at 2pm. The Call Stewards will offer you every call that is available when they get to your name in seniority. If you are not interested in any of the calls offered, you can stay available for other calls that may come in. If you call in available after crewing has begun, you run the risk of missing out on calls - as we can only offer calls that have not yet been crewed.

CALL INFORMATION

When accepting a call, you will receive an email with all of the details that have been given, such as the name of the production, type of call, call time, location, contact name and any other details specific to that call.

DURATION OF CALLS

Name Hire/or Seniority “Daily”: Daily calls are for one day. Depending on the specific contract Production or Head of Department may choose a Member for this position, or place this call through seniority. If there is a call back the next day (see ‘Call Backs’ to determine if this applies) the daily must be offered it, but is not obligated to accept it. The daily must inform their Key and the Call Stewards if they are not accepting the callback.

Name Hire/or Seniority “One-Week”: Production or the Head of Department may choose a Member for this position, or place this call through seniority. A One-Week is the duration of the Production’s work-week. Sixth and Seventh days are considered part of the production’s workweek, and must be offered if applicable. Once the week is over, they cannot be called back

(even if there is less than a 24-hour break). If someone accepts a one-week call, and books off during the week, they may not work elsewhere for the remainder of that week. As per the contract, if the call is cancelled late, the Production must pay out the remainder of the week. Only production or Heads-of-Department can place the One-Week Name Hires into the Union Office. The Call Stewards will then confirm with the Member that they have accepted the One-Week Name Hire position via email.

Name Hire/or Seniority “Showcall”: Production or the Head of Department may choose a Member for this position, or place this call through seniority. A Showcall is a multiple-week call or until a Member gives or is given 5 days notice. If someone takes a Showcall they may not book off and take other work until one week has passed. Conversely, a Showcall may not be cancelled without giving notice (unless you pay out the week). Production or a Head of Department only can place Showcall Name Hires into the Union Office. The Call Stewards will then confirm with the Member that they have accepted the Showcall Name Hire position.

One-Week and Showcall Name Hires must go out on the first day of the production’s work-week and be called in before crewing begins (before 6pm Mon – Sat and before 2pm on Sundays). One-Week and Showcall Name Hires may be put out for the first day of principal photography, before crewing begins.

If a One-Week or Showcall need to be replaced, it can go through the union office as either a seniority call or Name Hire, depending on the contract.

Crewing Name-Hire Members: If you are a Daily, One-Week or Showcall Name Hire you must make yourself available. The Call Stewards will email you a Name Hire confirmation. Note: There will be no follow-up phone call. There will be an EMAIL ONLY. You must simply hit CONFIRM in the email or through your account on the I.A.T.S.E Local 873 website.

REACHING MEMBERS

The Call Stewards will generally try your cell first (unless otherwise stated), then home and/or pager. There is a 10-minute response time Monday – Saturday, and 5 minutes on Sunday). If there is not a response within the above time frame, we will move on to the next person. Calls are never left on cell phones or at home unless prior arrangements have been made. If you need a call to be left for you on a certain night due to circumstances, the Call Stewards will assist you. Please call them ahead of crewing to leave certain instructions.

BOOKING OFF

If you need to ‘Book Off’ a call for any reason you must notify the Call Stewards. Please try to give as much notice as possible when booking off a call to ensure that we can get a replacement for call time. If sufficient notice is not given a fine may be imposed.

FINES FOR NO-SHOWS

When ‘Booking off’ a call, two hours notice must be given. Booking Off, even one minute, after that is considered a “no-show” (case by case basis). The fine is \$100 and you are ineligible to work until the fine is paid.

BUMPING

As long as Members have stated their availability for the next day before crewing begins (or after crewing begins but before the Call Stewards have reached them in seniority) the following applies:

1. Any Member may bump a Non-Member in any category in which he/ she is qualified.
2. Any Member working in-category may bump a Member working out-of-category.

If you call in available after crewing has begun and after you would have been reached in seniority, you will only be offered those spots, which have not yet been filled. This means that if you have not called in available by the cut-off time, no Non-Members or Members working out-of-category will be bumped or re-shuffled.

If you bump onto a One-Week or Showcall you have committed yourself to stay for the remainder of that week. You cannot work elsewhere until the week is up. If it is a Weekly, it must go back up for the beginning of the productions next workweek.

CALL-BACKS

In order to be a call-back it must be the same job and with less than 24 hours between the end of the first call and the beginning of the call-back. For example, you cannot be called back from shooting to rigging, 2nd unit to Main Unit, On-Set to Dressing, etc. ***First on, last off, and then seniority determines call-backs*** until there is more than a 24-hour break.

SECOND CALLS

If you wish, you can make yourself available for a second call (i.e. Transport calls in a.m. or p.m.). Please know that all Members must be given the option to work at least once before anyone is given the opportunity to work twice in the same day. When speaking to the Call Stewards please inform them if you wish to stay available for second calls.

GIVING / GETTING NOTICE

If you are on a Weekly and wish to leave you must give one work-week's notice. This notice is to be given on day one for day five. If the production were on a Monday- Friday week, you would state on Monday that Friday would be your last day. Please inform the Call Stewards as well as the Head of your department. When crewing down, production owes you one week's notice. It is OK to leave without proper notice if you are upgrading to a Pick position (i.e. just hired as a Best Boy and you must start immediately). When this situation occurs, the Head of the Department and the Call Stewards must both be informed.

CALL-TIME PUSHES

Please be advised that once you have accepted a call from our office your call information is subject to change. If we are not able to speak to you directly it is your responsibility to retrieve any additional information that may have been left for you on your voicemail.

GIVING UP CALL-BACKS

If you are interested in a call other than your call-back (potential or definite), understand that by making yourself available for other calls, you are surrendering your right to an automatic call-back. The reason being you cannot hold onto one call and try to get another one at the same time. If you are giving up your call-back we ask that after making yourself available with reception you ask to be transferred to the Call Steward office to let us know you are giving up your call-back. Conversely if you've made yourself available and choose to accept your call-back please make yourself unavailable (on-line or by phone).

SAME-DAY CALLS

Same-day calls are more than 4 hours until call time. We will follow our usual crewing procedure, but if call is left at your home (only when specified), you must confirm by 4 hours before call time. The confirmation time will be left at your home number. If you do not confirm by the time specified we do have to move on in seniority. We will make you available again for that day. You must call in if you wish to be available for the next day.

A.S.A.P. CALLS

A.S.A.P. calls are less than 4 hours before call time. A.S.A.P. calls cannot be left on your voicemail, but all your numbers will be tried. The Call Stewards will immediately move on to the next Member in seniority.

CRAFTSERVICE

As a Crafts service Member you are in the Labour category. You have the option of choosing two secondary categories. If you are taking Labour calls, you must have Greenpatch Safety Boots. If you do not wish to take Labour calls, please inform the Call Stewards.

TOOL KIT LISTS

We do have tool kit lists available for most categories if you wish to obtain a copy of one of these lists please call reception.

SPECIAL SKILLS

If you have any special skills, which you think we should be aware of, you can add this information directly to your profile on the website.

PICK POSITIONS

If you are hired on a Pick position by production, please call the Call Steward office to inform us.

Please be advised that the information in this outline is subject to change.