Guide to Submitting a 36-Month Removal Protest

For Teamsters, Local 399

IMPORTANT – This is an informational guide, NOT a Removal Notice.

Under Paragraph 62 of the Producer–Teamsters, Local #399 Agreement (a/k/a the Black Book), Contract Services is required to remove individuals from the Industry Experience Roster (IER) who have not worked at least one day within the motion picture industry in a 36-month (3-year) period.

The current review period is **August 1, 2023 through July 31, 2026**. If you did not work at least one day during this period, you may receive a 36-Month Removal Notice in September informing you that you may be subject to removal from the IER.

If you receive a removal notice, **you have the right to submit a written protest explaining why you should remain on the IER.** Your protest must include supporting documentation.

This guide explains three common circumstances that may support a valid protest and provides examples of documentation you can submit to support your request.

Pay Attention to the Deadline

Your protest must be submitted by the deadline stated in the removal notice. Protests received after the deadline cannot be considered, and your right to protest will be waived.

HOW TO SUBMIT A PROTEST

If you receive a removal notice and you wish to submit a protest, you must do so in writing. Your protest should include:

- ✔ Your full name
- ✔ A brief explanation of the reason for your protest
- ✔ Supporting documentation that verifies the reason for your protest, as described below

Protests may be submitted by:

- **Email:** roster.removal@csatf.org
- **In Person**: Contract Services Offices – 2710 Winona Ave. Burbank, CA 91504
- **Mail:** 2710 Winona Ave. Burbank, CA 91504

REASON FOR PROTEST

Below are three common circumstances that may support a valid protest. Keep reading to learn about the information you will need to provide to support a protest and the types of documentation you will need to submit.

1 | Employment in the Motion Picture Industry

You may protest your removal if you worked in any capacity in the motion picture industry during the review period of August 1, 2023 through July 31, 2026.

YOUR DOCUMENTATION MUST INCLUDE

- ✔ Your full name
- ✔ Date(s) of employment
- ✔ Position worked
- ✔ Employer, production or production company name

EXAMPLES OF ACCEPTABLE DOCUMENTATION

- Employment Verification Letter (EVL) - For a list of approved payroll companies, click **here**.
- Paystubs
- Direct deposit/payment records
- Payment app transaction records
- Canceled checks
- Invoices (with proof of payment)

Documentation Tip

If you're submitting paystubs or other payment records, make sure they include all required information. If any information is missing, please include additional documentation, such as a deal memo or call sheet.

2 | Medical Disability

You may protest your removal if you experienced a medical disability during the review period of August 1, 2023 through July 31, 2026.

YOUR DOCUMENTATION MUST INCLUDE

- ✔ Your full name
- ✔ Date(s) of disability or treatment

EXAMPLES OF ACCEPTABLE DOCUMENTATION

- EDD, SSI, SSDI, or other disability benefit records
- Medical treatment records
- Hospital or clinic documentation
- MyChart records
- Other disability-related documentation

Before You Submit Medical Records

Medical records must come from a licensed medical provider and include appropriate provider identification. Documents created on plain paper may not be accepted.

3 | Military Service

You may protest your removal if you were unable to work in the motion picture industry due to active military service during the review period of August 1, 2023 through July 31, 2026.

YOUR DOCUMENTATION MUST INCLUDE

- ✔ Your full name
- ✔ Dates of military service

EXAMPLES OF ACCEPTABLE DOCUMENTATION

- DD Form 214
- DD Form 256
- DD Form 257
- Active Duty/Deployment Orders
- Enlistment paperwork
- Military pay records
- Other military service documentation

Remember: Contract Services cannot validate your protest without supporting documentation.

If you have questions, please contact Contract Services at **roster.removal@csatf.org** or 818.565.0550 ext. 1113.