

To qualify for placement on the Teamsters, Local 817 Locations Preference Lists, applicants must demonstrate qualifying work experience. This FAQ answers general questions about how to submit work experience documentation. Please refer to the applicable collective bargaining agreement for specific placement requirements.

GENERAL QUESTIONS

1. Why do I need to demonstrate my work experience?

Under the Teamsters, Local #817 Locations Agreement, work experience is required in order to qualify for placement on a Preference List. To complete the application process, anyone seeking placement on a Local 817 Locations Preference List must submit documentation demonstrating they have the required work experience.

2. How much work experience is required?

Applicants must demonstrate at least 30 days of work experience in one of the following classifications: Assistant Location Manager, Location Scout, Location Department Coordinator or Location Assistant.

To qualify, the 30 days of work experience must occur within a particular time period, but that period varies depending on when the work was performed:

- **If your application is based on work experience that occurred before October 1, 2028**, your 30 days of work experience must have occurred between October 1, 2021 and September 30, 2028.
- **If your application is based on work experience occurring on or after October 1, 2028**, the 30 days must be worked within a 365-day period, and the last day of work experience must have been within one year prior to the date you “perfect” (i.e., complete) the application process. (This rule will not take effect until October 1, 2028.)

3. What kind of work experience qualifies?

To qualify for placement on one of the four Local 817 Locations Preference Lists, your work experience must correspond to one of the four classifications covered under the Teamsters, Local 817 Locations Agreement: Assistant Location Manager, Location Scout, Location Department Coordinator or Location Assistant. The documentation you submit must show you worked in one of those classifications or that your primary duties were equivalent to the duties of those classifications as described in Article 22 of the Teamsters, Local 817 Locations Agreement.

Geographic requirement: In addition, the work experience must have been performed in New York, New Jersey and/or Connecticut. Work experience in other geographic areas will not qualify.

Type of project: The work experience must have been performed in connection with motion picture

production. This includes a wide variety of production types, such as theatrical motion pictures, television motion pictures, and productions made for new media. However, it does not include live theater, podcasts, videogames, etc. (Unfortunately, we are unable to tell you in advance whether your work experience on any given production will or will not qualify. The best way to find out whether your work experience qualifies is to submit it through your Portal during the application process and allow us to review it.)

Signatory vs non-signatory work experience: Work experience may be for signatory employers or non-signatory employers. Generally speaking, working for a signatory employer means working on a production that is signatory to the Teamsters, Local 817 Locations Agreement, whereas working for a non-signatory employer means working on a production that is not signatory to that agreement.

4. Can I apply for placement on more than one Local 817 Locations Preference List?

Yes. However, if you wish to apply for placement on more than one Preference List, you will need to demonstrate at least 30 days of qualifying work experience in each classification. For example, you may qualify for placement on the Location Scout Preference List with 30 days of work experience as a Location Scout, but to qualify for placement on the Assistant Location Manager Preference List, you will need to demonstrate an additional 30 days of work experience in that classification.

WORK EXPERIENCE DOCUMENTATION

5. What documentation does Contract Services need to verify my work experience?

To verify your work experience, Contract Services needs documentation showing a few basic points of information, including (1) the job you performed, (2) when the work was performed (i.e., specific dates of employment), (3) where the work was performed (it must have been in New York, Connecticut and/or New Jersey) and (4) that the job you performed was in connection with a motion picture production.

6. How do I submit documentation demonstrating my work experience?

After creating a Portal account on the Contract Services Industry Hub (thehub.org) and starting an application, you can upload the documentation described above under the "Work Experience" Tab of your pending classification. To avoid delays, please upload work experience documentation one production at a time, and please do not upload the same document more than once. You can email the documents described above to documents@csatf.org. If necessary, you can also mail them to our office address at 2710 Winona Ave, Burbank CA, 91504.

7. When should I submit documentation demonstrating my work experience?

You should submit your work experience documentation as soon as possible after starting your application. The sooner you submit your documentation, the sooner we will be able to review it.

8. How can I confirm that Contract Services has received my work experience documentation?

By submitting documentation using your Portal, you will be able to see that we have received it. You will also be able to see the status of our review. If the status shows "Under Review," that means we are reviewing it to determine whether the documents are acceptable, and the work experience qualifies towards your application. Once your documents are reviewed, they will show in your Portal as "Qualified" or "Not Qualified." Any documents that are "Not Qualified" will show a reason why and you will receive a notification in your Message Center giving you more information.

PROOF OF PAYMENT QUESTIONS

9. What documents can I submit as proof of payment?

For proof of payment, various types of documentation are acceptable, provided that they show you received payment from the entity that employed you. Acceptable types of documentation include paystubs, paychecks, tax documentation (e.g., IRS Form W-2), copies of bank statements, screenshots of electronic payment through services such as PayPal, Venmo or Zelle. In all cases, this documentation must at least include your name, the amount you were paid, and the name of the company or entity that paid you for the work.

If you were paid in cash, you must submit tax documentation showing the income you received (e.g., IRS Form 1099 or your tax returns showing the reported income).

Please note that invoices or printouts from QuickBooks are not sufficient.

If you have questions, feel free to contact us for further assistance at 818.565.0550 extension 1100.

Please note that the information presented above is a general summary provided for your convenience and does not alter the requirements set forth in the applicable collective bargaining agreement.