CONTRACT SERVICES GUIDEBOOK

AN OVERVIEW FOR IATSE LOCAL 728

Studio Electrical Lighting Technicians



CONTRACT SERVICES

Rev. 05/06/26



All Local 728 resources referenced in this Guidebook are available by scanning this QR code or by visiting **csatf.org/resources-728.**

OPENING CREDITS

Welcome to Contract Services, home of the Industry Experience Roster, the Safety Pass training program, and more. We created this Guidebook for Industry Professionals working in job classifications represented by IATSE, Local 728 to understand how to navigate our services and keep up with their classification requirements.

WHO WE ARE

Contract Services is a nonprofit organization with a unique mission. Established in 1965 by the major studios and Hollywood unions (including the IATSE), our job is to administer certain aspects of the collective bargaining agreements between Producers and Unions. For Industry Professionals working in job classifications represented by Local 728 (like you), that includes the IATSE Basic Agreement and the Studio Electrical Lighting Technicians, Local 728 Agreement.

This Guidebook explains our primary functions that you should know about, such as:

- Administering rosters like the Industry Experience Roster (IER) and IATSE Television Commercial Roster (TCR)
- Delivering mandatory safety training and harassment prevention training
- Offering skills training, which is available to help you improve your knowledge and technical proficiencies

As an Industry Professional working under the Local 728 Agreement, most of your interactions with Contract Services will involve applying to a roster and maintaining your roster status by completing mandatory training requirements. Keep reading to learn how Contract Services can help you satisfy your classification requirements.

WHAT IS AN "INDUSTRY PROFESSIONAL?"

You are! **Industry Professional** is our term for the highly skilled artists, technicians, and craftspeople working "behind the camera" in the motion picture production industry. In other contexts, you may be a "member" of the IATSE or Local 728, an "employee" of the Producer you're working for, or a "participant" in the Motion Picture Industry Pension and Health Plans, but here at Contract Services, we refer to you as an Industry Professional.

DIFFERENT ORGANIZATIONS, DIFFERENT RESPONSIBILITIES

As an Industry Professional, you may have relationships with other entities, such as the Motion Picture Industry Pension & Health Plans (MPIPHP), the IATSE or your local union, or even your employer. Questions about your pension, health or retirement benefits should be directed to MPIPHP (mpiphp.org). Questions about your union membership should be directed to IATSE, Local 728 (iatse728.org).

LET'S GO BEHIND THE SCENES

FOR LOCAL 728, WE ADMINISTER TWO ROSTERS:

INDUSTRY EXPERIENCE ROSTER (IER)

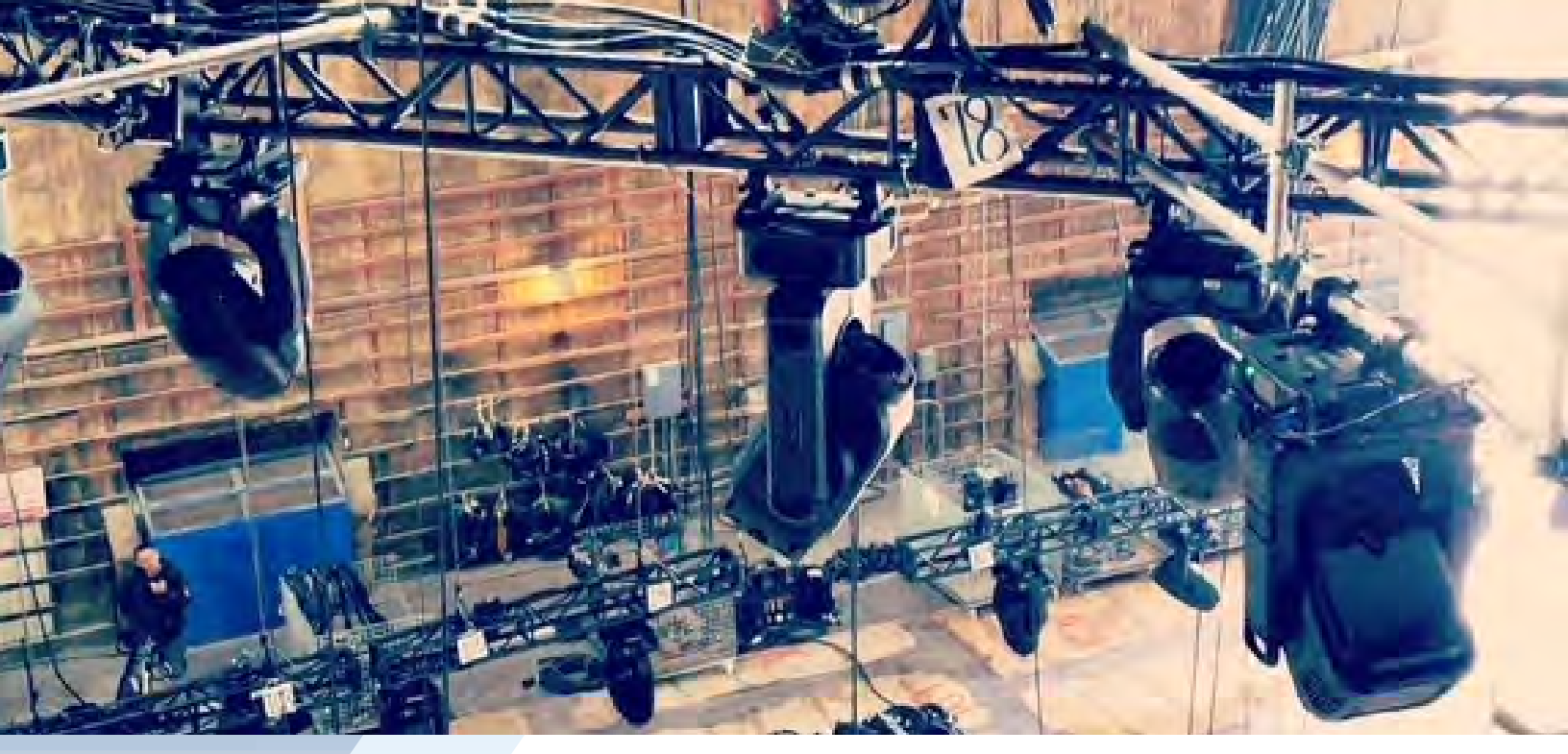
An industry-wide seniority roster for the motion picture industry (i.e., film and television). The IER consists of tens of thousands of Industry Professionals working in job classifications under the IATSE Basic Agreement and West Coast Studio Local Agreements who have met certain eligibility requirements.

IATSE TELEVISION COMMERCIAL ROSTER (TCR)

An industry-wide seniority roster for the commercial production industry. The Television Commercial Roster can sometimes be a pathway to placement on the Industry Experience Roster.

This Guidebook focuses mainly on how to apply and remain compliant on the IER, but there are some differences for the TCR that we will explain along the way.

For Local 728, there is one roster classification (Studio Electrical Technician Journeyperson) but two rosters (the IER and TCR).



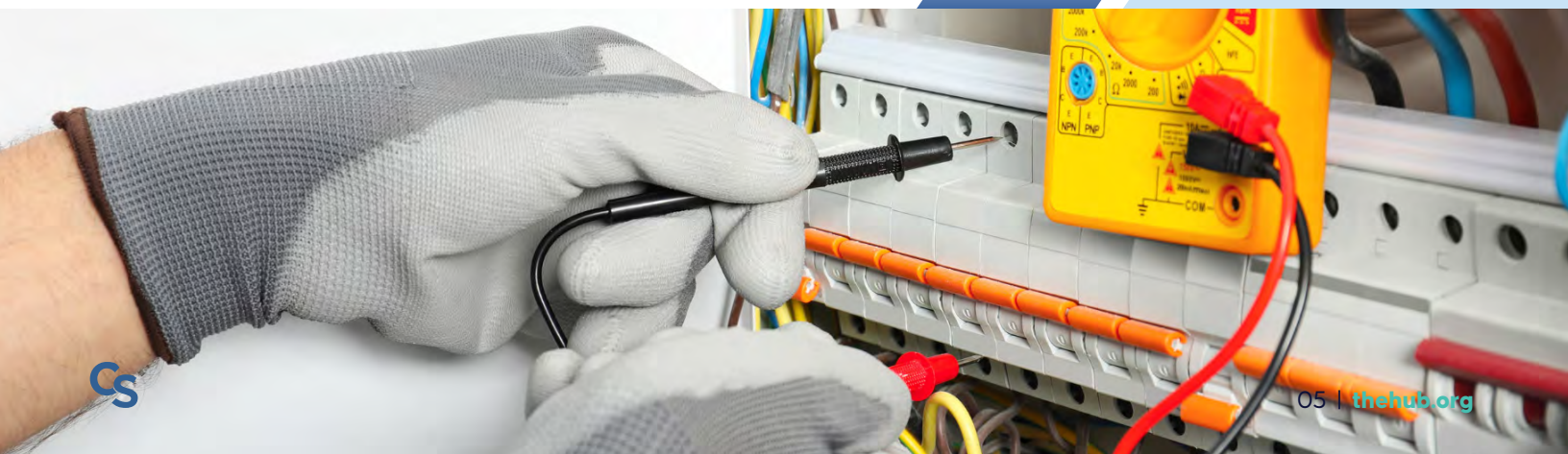
IS EVERY LOCAL 728 JOB CLASSIFICATION PART OF A ROSTER?

Yes. While there are many *job classifications* under the Local 728 Agreement (e.g., Chief Rigging Technician, Lighting Programmer, Electrical Lighting Technician, etc.), there is only one *roster classification* for Local 728, which is called **Studio Electrical Technician Journeyperson.**

- To be placed on the Industry Experience Roster (IER) for Local 728, you'll need to sign an application form, pass a color vision test, demonstrate that you have work experience in the industry, and complete a few preliminary training requirements.
- To apply to the Television Commercial Roster (TCR), the process is similar, but there are no preliminary training requirements.

IS THERE A DIFFERENCE BETWEEN MY ROSTER STATUS AND MY LOCAL 728 MEMBERSHIP STATUS?

Yes. Your status on the roster and your status as a Local 728 member are distinct. You can be a member of Local 728 without being on the IER or TCR, and vice versa. Questions about your union membership should be directed to IATSE, Local 728.



GETTING STARTED

IT ALL BEGINS AT THE INDUSTRY HUB

Your first step is to visit the **Contract Services Industry Hub (thehub.org)** to log into your **Portal** account. If you don't have a Portal account, you'll need to create one. Head to **thehub.org**, find the "Portal Login" box on the left, and click "Create Account."

Once you've created your Portal account, log in to find your **Dashboard**. From there, you can start and complete your application and keep up with your ongoing training requirements.

Helpful Resources

For step by step instructions on creating your Portal account and starting the application process, click the **"Resources"** page at thehub.org. You can also reach out to us anytime for help.



WHAT ARE MY APPLICATION REQUIREMENTS?

Application requirements are always roster and classification specific, so it depends on which roster and classification you're applying for. In this case, the IER and TCR application requirements for Local 728 are slightly different. **You'll be able to see your requirements when you start your application through your Portal.**

APPLYING TO THE INDUSTRY EXPERIENCE ROSTER (IER)

To apply to the Industry Experience Roster (IER) under the Local 728 Agreement, there are generally three types of requirements:

1 Required Documents and a Color Vision Test

You'll need to sign an application form and complete a color vision test.

2 Work Experience

You'll need to provide documentation that you have 30 days of work experience under the Local 728 Agreement in a 365-day period.

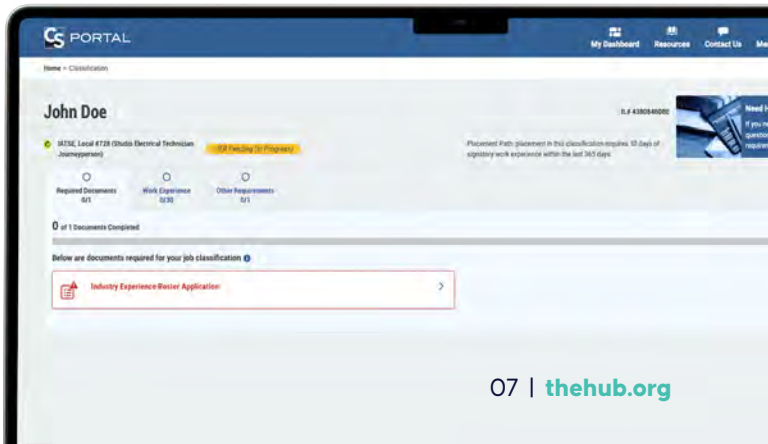
3 Preliminary Training

You'll need to complete a few online courses as part of your application. (Keep in mind, these are just preliminary training requirements. You will have additional classification-specific training requirements after your application process is complete.)

You can complete most application requirements in any order, but you won't be able to start your preliminary training until you've provided at least one day of qualifying work experience.

☆ Important Note

You have up to one (1) year after your last qualifying day of work experience to complete your remaining application requirements (e.g., the color vision test, preliminary training, etc.). If you delay, your work experience may begin to expire and no longer count toward placement.



APPLYING TO THE TELEVISION COMMERCIAL ROSTER (TCR)

To apply to the Television Commercial Roster (TCR), there are generally two types of requirements:

1 Required Documents and a Color Vision Test

You'll need to sign an application form and complete a color vision test.

2 Work Experience

You'll need to demonstrate that you have 30 workdays in the production of television commercials within the 365-day period preceding your application for placement.

☆ Important Note

After you've been placed on the TCR, you may be eligible for placement on the IER by satisfying additional requirements. For more information, see page 14.





HOW DO I DEMONSTRATE WORK EXPERIENCE?

Whether you're applying for placement on the IER or TCR, demonstrating work experience is a crucial step in the application process.

1 To be placed on the IER

You need at least 30 days of work under the Local 728 Agreement within a 365-day period.

2 To be placed on the TCR

You need to demonstrate that you have 30 workdays in the production of television commercials within a 365-day period preceding your application for placement.

All work experience must be for a **signatory employer**. For the IER, this means the work must be performed under the Local 728 Agreement for a Producer signatory to that agreement.

For the TCR, this means the work must be performed under the Commercial Production Agreement negotiated between the IATSE and the Association of Independent Commercial Producers (AICP).

In either case, the work must be performed in Los Angeles County, or you must have been hired in Los Angeles County to perform the work outside Los Angeles County.

☆ Important Note

This is only a summary of the rules required for roster placement. The specific rules are set forth in the applicable collective bargaining agreement.

During the application process, you'll submit your work experience using your Portal. In most cases, you can demonstrate work experience by requesting an **Employment Verification Letter (EVL)** from your employer or payroll company. If we receive an EVL from your employer or payroll company, it will appear automatically under the "Work Experience" tab in your Portal, or you can obtain this document and upload it yourself. If we require additional information, we will notify you through the Message Center of your Portal.

For more information about how to obtain an EVL, and what other types of documentation are acceptable, visit our Work Experience FAQ's by visting **csatf.org/resources-728** or by scanning this QR code.

If you still have questions about acceptable work experience documentation, give us a call at 818.565.0550 ext. 1100.

HOW WILL I KNOW IF MY WORK EXPERIENCE QUALIFIES?

You should submit any work experience you think may qualify. We will review what you submit and then update your Portal to show whether it is "Qualified" or "Not Qualified." If we cannot qualify your work experience, you will receive a notification in the Message Center of your Portal explaining why. You'll then be able to submit additional information for us to review.

COMPLETING THE COLOR VISION TEST

Whether you're applying for placement on the IER or TCR, you'll need to complete a color vision test. Call us at 818.565.0550 to schedule your test. You can complete the test virtually (e.g. Zoom), or in person at our Campus in Burbank.

Alternatively, if you would like to complete the exam with your own licensed medical provider, please reach out to us ahead of time to obtain the correct documentation to meet the requirement. You can upload those results in your Portal.

If you incur a cost in completing your exam, you may be eligible for reimbursement. For more information on reimbursement eligibility, visit **csatf.org/resources-728** or scan the QR code below.

HOW CAN I CHECK MY APPLICATION STATUS?

You can check the status of your application at any time by logging into your Portal. You may also receive notifications in the Message Center of your Portal about any outstanding placement requirements.

All Local 728 resources referenced in this Guidebook are available by scanning this QR code or by visiting **csatf.org/resources-728.**.



LET'S TALK TRAINING REQUIREMENTS

TRAINING REQUIRED BEFORE AND AFTER PLACEMENT

Training is required for all Studio Electrical Technician Journeypersons on the IER. (Training is available but not required for Journeypersons on the TCR.)

You will complete two of your required training courses during the IER application process:

1. **General Production Safety (A Course)**
2. **Harassment Prevention Training (HP1 or HP2)**

These are your **preliminary training requirements.** The rest of your training will become available after your application is complete and you're placed on the IER. At that point, you'll receive a deadline to complete your additional training, which is generally 90 days for online training or 6 months for instructor-led training.

Below is a list of training currently required **after placement** on the IER. These requirements can change from time to time. For the most up to date list of required training by classification, including course descriptions, visit **csatf.org/training/safety/course-lists-information.**

TRAINING REQUIRED AFTER PLACEMENT

- B - Boom Lift/Scissor Lift Operator Safety
- B2 - Boom Lift/Scissor Lift Rigging for Lighting Technicians
- B5 - Traditional Insert Car Safety
- D1 - Advanced Fall Protection
- E - Hand and Power Tool Safety
- E2 - Fire Extinguisher Safety
- G - Scaffold Use
- I - Respiratory Protection
- K - Noise Exposure
- L - Confined Space Safety
- M - Lockout/Tagout
- N - Compressed Gas and Fuel Cylinders
- P - Hazard Communication: Essentials of Workplace Chemical Safety
- S2 - Firearms General Safety Awareness for the Entertainment Industry
- V1 - Lighting Safety
- V3 - Shock and Arc Flash Awareness for Portable Power Systems
- V5 - Portable Power Distribution Systems
- V6 - Overhead Electrical Rigging Safety
- WVP - Workplace Violence Prevention for Film and Television Production



Important Reminder to Stay Compliant

It's important you keep up with your training in order to remain compliant with the requirements of your classification. If you do not complete your required training by the assigned deadline, you will appear on the Industry Hub as **"not compliant**" with your classification requirements.

IS TRAINING ONLINE OR IN PERSON?

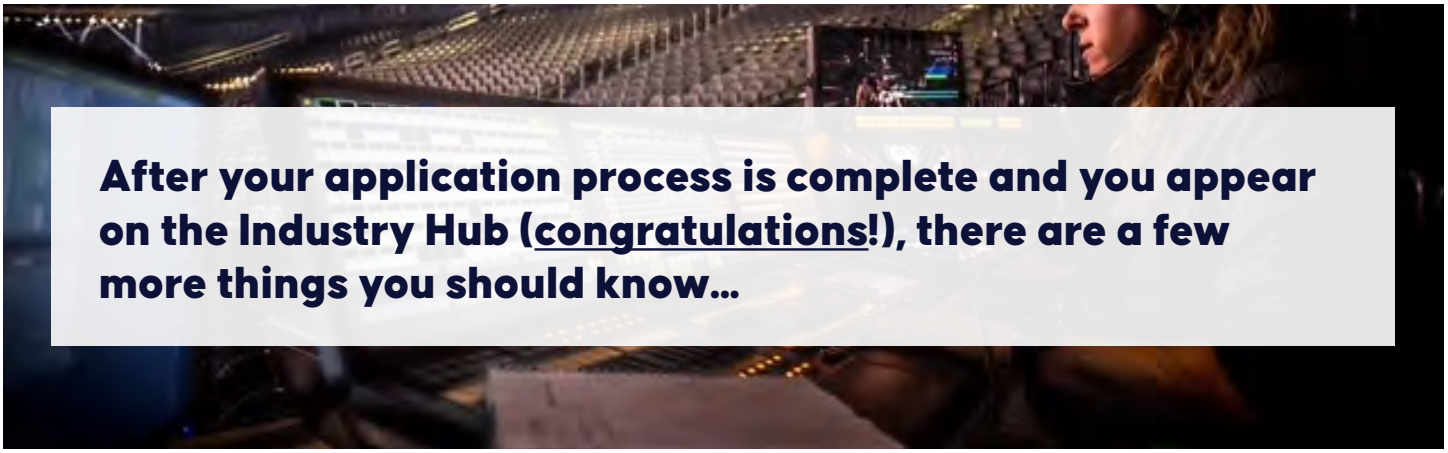
Most training is available online for you to take at your own pace, but a few courses involve hands-on training that needs to be completed in person at our campus in Burbank, California. In some cases, training may be completed via live webinar (e.g., Zoom). If you need help using a computer to complete your training, you are welcome to use our computer lab.

HOW DO I ENROLL IN TRAINING?

Log into your Portal at thehub.org. On your Dashboard, find your classification and click **"View Details."** Then, under the Required Training tab, click the **"Launch Training"** button. Select your course and enroll. From there, the system will direct you on how to start an online course or register for an in-person training appointment or webinar.

If you need technical assistance, email our Helpdesk at helpdesk@csatf.org or call 818.565.0550 ext. 1030.

WHAT'S NEXT?



After your application process is complete and you appear on the Industry Hub (congratulations!), there are a few more things you should know...

Once your application process is complete, we'll notify you that you've been placed on the IER or TCR as a Studio Electrical Technician Journeyperson. Your name, classification and compliance status will appear on the **Industry Hub (thehub.org).** If you're on the IER, you'll also receive deadlines to complete additional mandatory training, which becomes available after you've been placed.

APPLYING TO THE IER FROM THE TCR

If you were originally placed on the Television Commercial Roster, you may be eligible to be placed on the Industry Experience Roster. The process to apply from the TCR to the IER is simple. You'll need to:

1. **Complete the IER application form in your Portal**
2. **Satisfy the IER preliminary training requirements**
3. **Submit an additional 60 days of commercial industry work experience**

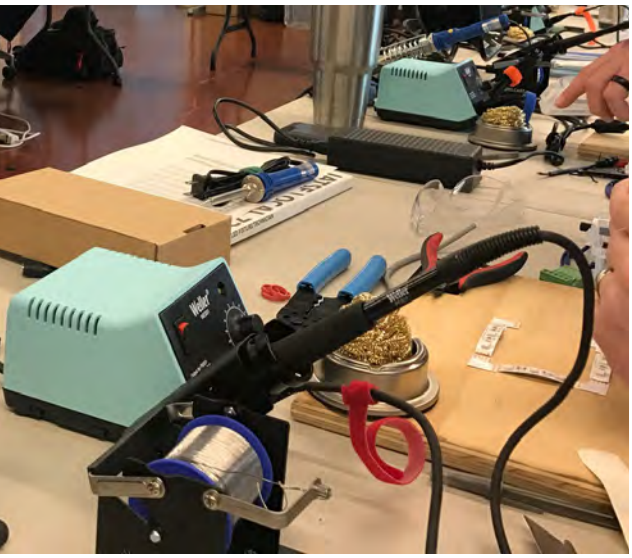
ONGOING REFRESHER TRAINING

If you're on the IER, you'll need to keep up with your ongoing training requirements. For example, Harassment Prevention training must be retaken every two years, and Workplace Violence Prevention training must be retaken annually. We will notify you of your upcoming training deadlines, but you can also check your requirements and deadlines 24/7 by logging into your Portal.

REMOVAL FROM THE ROSTER

Under applicable collective bargaining agreements, Industry Professionals may be removed from the IER in certain circumstances. Most commonly, they're removed if they haven't worked at least one day in the motion picture industry within a 36-month period, or upon retirement under the Motion Picture Industry Pension Plan. If you have questions about removal please contact us.

Please refer to the Local 728 Agreement for more information.



SKILLS TRAINING: ENHANCING KNOWLEDGE AND SKILLSET

In addition to any mandatory training requirements you may have, we also offer non-mandatory skills training opportunities in conjunction with Local 728. Developed in collaboration with other training providers, skills training courses are available to eligible Industry Professionals to enhance their proficiency in their craft. More information about Skills Training eligibility and available course offerings can be found on our website at **csatf.org** under the **Training menu**. To view an upcoming schedule of skills training classes, please visit the training page on the **Local 728 website**.

OTHER RESOURCES

We also offer important safety resources you should know about, including Safety Bulletins and hotlines:

Safety Bulletins are researched, written, and distributed by the Industry-Wide Labor-Management Safety Committee for use by the motion picture and television industry. You can find our catalog of safety bulletins via our website or scan the QR code on page 2.

The **Industry Safety Hotline** (888.7.SAFELY / 888.772.3359) is a general number that will take you to the Studio Safety Hotlines and Contract Services' Production Affairs & Safety Department for questions related to industry Safety Bulletins or on-set safety.

The **Studio Safety Hotlines** provide contact information for Studio Safety Departments, including names, phone numbers and email addresses. For more information on Safety Hotlines, please visit our website or scan the QR code on page 2.

We hope this Guidebook helps you get started.

If you still have questions, feel free to give us a call at 818.565.0550 ext. 1100. We're here to help!

All Local 728 resources referenced in this Guidebook are available by scanning this QR code or by visiting **csatf.org/resources-728**.

Photos courtesy of Local 728 – thank you!

CONTACT US

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