

As requested by the Executive and Council, we will send out the Hiring Practices letter (see below) every time we send out a General Meeting Notice.



IMPORTANT MESSAGE FOR:

**ALL ACFC WEST DEPARTMENT KEYS
ALL CREW MEMBERS
INDIVIDUALS PERMITTED TO WORK BY OUR UNION**

It has been voted and passed by the membership of ACFC West, Local 2020 CEP that general hiring practices and guidelines be presented in writing to all department heads and crew members.

It is very important that you be aware of the hiring guidelines within ACFC West.

1. Ensure all individuals on your department's team have status with ACFC West. Status means that someone is a **MEMBER** of ACFC West. Or **AT A MINIMUM**, a qualified permittee of our union.
2. In hiring, ACFC West encourages the Keys of Departments to consider hiring firstly from the members list and then from the permittee list, in that order.
3. If you find that you have someone WITHOUT ACFC West STATUS on your crew you must phone the ACFC West office and speak to the Chief Steward. You will either have to provide suitable justification for your hiring choice or you will have to replace that person immediately.
4. When crewing available positions on ACFC West shows, all keys are required to hire from ACFC West provided lists. These lists are available by calling the ACFC West office and requesting that appropriate department lists be sent to your production by our crewing coordinator. You will be provided with a list of available members to choose from. If asked we can send a list of available permittees as well. **ONLY WHEN ALL OF THESE OPTIONS HAVE BEEN EXHAUSTED CAN APPLICATION BE MADE TO BRING IN SOMEONE WITHOUT ACFC WEST STATUS.** Be prepared to list, in writing, the names of people contacted and the reasons for refusing to hire them in a given position.
5. If you have need of replacements or day calls, please contact them from lists previously provided or call our office for assistance. If our office is closed, and you can find no one from the availability lists on hand, you may do an **EMERGENCY HIRE.** This person can work only for the day and must be replaced by someone with ACFC West status as soon as possible.

IF YOU HAVE BEEN WORKING ACFC WEST SHOWS IT IS IMPERATIVE YOU CONFIRM YOUR STATUS WITH ACFC WEST. Call our office to confirm or update your status to reflect your employment history. If you have worked 90 DAYS on ACFC West shows you are eligible for full membership. The guidelines to becoming a full member can be explained by anyone at ACFC West.

To be a valid permittee you must have completed a specific departmental application form (available at our office or online). If you have not done so, please do so as soon as possible. Your ability to be hired rests on your status with the union.

PLEASE NOTE:

The above guidelines reflect the non-seniority nature of our union and put no unfair restrictions on choice of hire. The decision to send this notice to our crews is one of protection for those members that support our union becoming a strong organization that can truly speak for those that it represents. It is also meant to safeguard those permittees working towards full membership within ACFC West. The move towards strengthening our hiring practices should be seen as the positive growth of a Canadian Film union. Your support in this endeavor will build a stronger union of professionals for the Western Film industry.

If you have any questions please feel free to contact ACFC West at **(604) 299-ACFC (2232)** or e-mail info@acfcwest.com.

Thanks.

**The Executive and Council
ACFC WEST, LOCAL 2020 CEP**

Ratified by membership
July 29/01

