

LONG BEACH PERFORMING ARTS CENTER

Labor Rules and Guidelines Rider for the Ballroom

11/13/01

The Long Beach Performing Arts Center employs professional non-union technical service personnel. The following policies have been adopted for the mutual protection of the facility and its employees as well as the permittee, their staff and performers.

This rider is designed as a guideline only. It is not intended to cover every situation, but rather to serve as a starting point. Any questions concerning your event should be directed to your **Event Manager**. Specific questions concerning the staffing call times and technical requirements for your event should be directed to the **Theater Production Manager**. The phone number is (562) 499-7616.

BASIC STAGEHAND REQUIREMENTS

1. A **STAGE SUPERVISOR** will be the first person placed on the call whenever the Ballroom is used as a "large theatrical" setup or is employing the services of a crew of Technical Service personnel. The responsibilities of the Stage Supervisor include (but is not limited to), coordination between the production and other building personnel, supervision of the Center's stagehands, enforcement of the Technical Service Rider, to make determinations regarding the safety of equipment brought into the facility and the manner in which work is performed which might present safety hazards. The Stage Supervisor also coordinates, and represents the Center in the technical requirements for the show and communication with air conditioning control. In order to save the client legwork in the communication with other building personnel, requests, questions and concerns should be made through the Stage Supervisor. The information will then be directed to the appropriate department. If there is only a small crew employed such as an electrician and a couple of followspot operators, a separate stage supervisor will not be required as long as the electrician has the time to fulfill the duties of the Stage Supervisor. A Stage Supervisor will be required to be "on site" the entire time the facility is being used which includes the move in, rehearsal, performance and move out. This position is billed at \$35.00 per hour.
2. An **ELECTRICIAN** will be placed on any call requiring the use of the facility's power, lighting equipment and dimming of the house lighting during a performance. The electrician will also hang, focus and color the facility's lighting equipment to the production needs. In almost all cases, the hang, focus and color will require two (2) electricians to perform the tasks involved in the lighting. This work is usually completed within a four- (4) hour call. This position is billed at \$30.50 per hour.
3. A **RIGGER** will be placed on any call requiring the suspension from above any equipment from the Ballroom's permanent rigging points. This position is billed at \$52.00 per hour. In most cases, a **GROUND RIGGER** will also be required on the call. This position is billed at \$35.00 per hour. The Up Rigger will remain on the call until the equipment is hanging in its final position and no other movement is required until the move out.
4. A **FOLLOWSPOT OPERATOR** will be placed on any call that requires the use of the facility's followspots. This position is billed at \$30.50 per hour.
5. **CARPENTERS, DECK HANDS, LOADERS, AND WARDROBE PERSONNEL** will be added to the call as required as mutually agreed upon between the **Permittee**, the **Theater Production Manager**, the **Event Manager**. As a general policy, any locally hired workers must be hired through the Long Beach Convention and Entertainment Center. The Permittee may supply, with proof of Workers Comp Coverage, their own production and design people. If staffing is not sufficient to perform tasks in a safe manner, personnel will be added at the discretion of the **Stage Supervisor**, **Event Manager** or the **Theater Production Manager** or will have the work stopped. Additional costs for said personnel would be borne by the Permittee.

MINIMUM CALL

All Technical Service personnel have a minimum four- (4) hour call. If more than a ninety (90) minute break is given during a call, the four-hour minimum is reinstated. There will be a two- (2) hour minimum call following any one- (1) hour break. For minimum staffing requirements, please see BASIC STAGEHAND REQUIREMENTS below.

WORK PERIOD

A workday is a consecutive 24-hour period that begins at 12:01 a.m. to midnight. A workweek is a seven (7) day period that begins at 12:01 a.m. Saturday to midnight Friday. There is **NO** premium or overtime charge for any shift that begins, continues or ends on a Saturday or Sunday. The BASIC STAGEHAND LABOR RATE applies for all days of the week.

REST BREAKS

A ten (10) minute paid rest break is required based on the total number of hours worked as follows except during performances. Employees not provided with a ten (10) minute break will be billed one additional hour for each missed break.

0 to 3.5 hours = 0 break, 3.5 to 6 hours = 1 break, 6 to 10 hours = 2 breaks,
10 to 14 hours = 3 breaks, 14 to 18 hours = 4 breaks.

NOTIFICATION OF CALL TIMES

The Center requires at least a twenty-four (24) hour notice of call times and changes. The **Theater Production Manager** and/or the **Event Manager** will try to accommodate any changes with less than twenty-four (24) hour notice but the Permittee may be required to absorb any additional costs that may incur.

LABOR RATES

The permittee will be billed for each stagehand at their current base rate for the first (8) hours. Billing will be on the quarter ($\frac{1}{4}$) hour. Questions concerning the labor billing rates should be directed to your **Event Manager**.

OVERTIME

1. One and One-half ($\frac{1}{2}$) times the Base Hourly Rate shall be billed for the following: (This applies to the same permittee only.)
 - a. Work over eight (8) hours in any one-day.
 - b. Work in excess of forty (40) straight time hours in any workweek. The Convention Center week runs Saturday through Friday. Thursday and Friday is also considered sixth (6th) and seventh (7th) day.
 - c. Work shift that begins between the hours of 12:00 midnight and 6:00am. After 6:00am the hourly rate reverts to straight time until a total of eight hours have accumulated. Beyond eight (8) hours, the standard overtime rules apply.
 - d. Holidays. (See below.)
 - e. Meal Penalty. (See below.)
2. Double (2) times the Base Hourly Rate shall be billed for the following: (This applies to the same permittee only.)
 - a. Work in excess of twelve (12) hours in any one-day.
 - b. Work shift that begins with fewer than eight (8) hours off the clock between daily shifts. The permittee will be billed a double (2) rate for each hour less than eight (8).
 - c. Holidays. (See below.)
 - d. Work in excess of twelve (12) hours at sixth (6th) day and in excess of eight (8) hours on the seventh (7th) day. (This applies to the same permittee only.)

HOLIDAYS

The following days are considered legal holidays for Technical Service Personnel: New Years Day, New Years Eve, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the following day, Christmas and Christmas Eve. If the holiday falls on a Sunday and the official holiday is also recognized on the following day, both days will be considered a holiday. Any work scheduled during a holiday period will be billed at one and One-Half ($\frac{1}{2}$) for the first eight- (8) hours and double (2) time thereafter. If work continues past midnight, the overtime rates continue at the holiday rate until an eight- (8) hour break is given. Additionally, One and One-Half ($\frac{1}{2}$) time will be billed for any shift that is scheduled 1:00pm and after for any One Half ($\frac{1}{2}$) Holiday.

MEAL PENALTY

All stagehands require a one- (1) hour break after five (5) continuous hours of work. If the last call of the day is six (6) hours or less no meal break is required. In an emergency, the **Permittee** and the **Stage Supervisor** may mutually agree to waive the meal break. In this case:

1. The Permittee will be billed at One and One-Half ($1\frac{1}{2}$) times the base rate of each stagehand that is required to work beyond five (5) hours until a one hour break is given.
- OR**
2. The Permittee will provide an adequate hot meal and schedule not less than one-half ($\frac{1}{2}$) hour to consume it, in which case the employee's time shall be continuous.

Meal breaks during a graveyard shift will be on the clock.

There will be a two- (2) hour minimum call following any one- (1) hour break.

CONSECUTIVE WORK CREWS

The Center will not employ separate Technical Service crews in "key" positions on the same event to avoid daily or weekly overtime. For "non-key" positions, The **Stage Supervisor** will try, if possible, to schedule separate work crews only if there is no conflict with the continuity of service. In many cases, arrangements can be made to "split" the Stage Supervisor position. Any arrangements must be made in advance with **Theater Production Manager**.

NON-RIDICULE

The Permittee will use its best efforts, to the extent practical; to assure that no employee shall be subjected to ridicule or abuse as a part of, or in conjunction with any show, performance or attraction.

NON-DISCRIMINATION

The Center, the Permittee and all their representatives agree that no individual or employee will be discriminated against because of race, color, creed, religion, national origin, sex or sexual preference.