

I.A.T.S.E. Local 52, Motion Picture Studio Mechanics (“Local 52 or the Local”), in accordance with the I.A.T.S.E. Constitution (“I.A.T.S.E.” or “the International”) Article 7, Section 21, has a vestee application process for non-members who may be eligible to apply for membership and may have earned vested status in either the MPI Pension Plan or the I.A.T.S.E. National Benefit Fund Pension Plan C.

Article 7, Section 21 states the following:

“Any person who has achieved vested status in a Local or national defined benefit pension plan shall immediately be taken into membership without a vote. In the case of an affiliated local union that does not participate in a defined benefit pension plan, any person who has worked what would be an equivalent amount to achieve vested status in the IATSE National Benefit Plan shall immediately be taken into membership without vote. The International President, in their sole discretion not subject to appeal, may waive this requirement if the International President determines that the individual has engaged in conduct that is detrimental to the Alliance. Failure to comply with this Section may result in the suspension or revocation of charter after trial or Article 7, Section 16 proceeding.”

Non-members whom meet the prerequisites listed below and in the [Document Appendix](#), and are interested in applying to Local 52 for membership, should contact Local 52’s HR Department at Local52Vested@ialocal52.org to setup an appointment to file an application for membership through vested status. Please note, applications are filed at scheduled in-person appointments only, walk-ins are not permitted.

Appointments will take place at the Union office at: [19-02 Steinway Street, Queens, NY, 11105](#).

PREREQUISITES:

- Proof of being vested in one of the two pension plans listed above based on years of service,
- Proof of achieving vested status while working in a Local 52 covered craft within Local 52’s geographical jurisdiction based on years of service and,
- Proof of residency in the geographic jurisdiction of Local 52 for a minimum of 18 months immediately prior to your application to Local 52 for membership.

See [Document Appendix](#) for details.

For additional information on pension plan vesting process and requirements, click the links below to each pension plan’s “Summary Plan Description” (SPD) or call the applicable benefit office phone number.

- **MPI Pension Plan and Individual Account Plan:**
 - Summary Plan Description (SPD): [Summary Appendix.pdf \(mpiphp.org\)](#)
 - Motion Picture Industry Pension and Health Plan (MPIPHP): Participants Services: 855-275-4674
- **I.A.T.S.E. National Pension Fund Plan C:**
 - Summary Plan Description (SPD): [2018-2019-I.A.T.S.E.-National-Pension-Plan-C2.pdf \(I.A.T.S.E.nbf.org\)](#)
 - I.A.T.S.E. National Benefit Funds: 212-580-9092 or Toll Free at 800-456-3863

Local 52 has seven covered crafts represented by the union:

For detailed information about each craft and its requirements, click the craft you would like to learn more about or go to the following page of the Local 52 website:

DEPARTMENT SPECIFIC REQUIREMENTS

- | | | |
|---------------------------|-------------------------------|--------------------------|
| Electric | Grip | Property |
| Shopcraft | Sound | Video |
| | Allied/Medics | |

Preparation to Apply for Membership through Vested Status:

There are additional documents and credentials that must be valid and presented at the time of an applicant’s scheduled appointment to file an application. These requirements are listed in detail in the attached “**Documents and Credentials Required for Vestee Application Appendix**,” (“Document Appendix”). Click the link to review these requirements before scheduling your appointment.

For questions or concerns about any documents, credentials or the vested application process itself, contact the Local 52 HR Department by email at Local52Vested@ialocal52.org.

PLEASE BE AWARE: Failure of any vestee applicant to have all valid, required documents and credentials present at the time of their scheduled appointment may delay the application process and necessitate rescheduling their appointment. It is the responsibility of the person who is seeking to apply for membership through the vesting application process to reschedule their appointment.

Documents and Credentials Required for Vestee Application

The full list of required documents and credentials in the **Document Appendix** are organized into two separate groups, **Group 1 & Group 2**. All required Group 1 & 2 Documents will be scanned or copied and added to the vestee applicant’s file for record keeping.

Group 1 Documents:

- **Proof of Vested Status:** one of the two documents listed below, depending on the applicable pension plan.
 - MPI Annual Benefit Summary document.
 - I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C
- **Proof of Covered Craft Worked:** Any combination of the following paystub types, provided that the paystub types include the applicable covered craft worked during the vesting years, written on the paystub:
 - original paper paystubs,
 - copies from the vestee applicant's payroll company portal,
 - work histories requested and sent to the vestee applicant by the payroll companies

A representative sample for each of the five vested years is all that is necessary to bring to your appointment. No paystubs are required for breaks in service years.

Acceptable Documents Examples:

- Five paper paystubs, one representative paystub for each vested year
- Three printed paystubs from the payroll company's online portal, one representative paystub for each vested year, in addition to work history reports for the remaining years

If Some Years Are Missing:

- If the online payroll portal does not have paystubs for certain vested years, bring work history reports for those missing years.

PLEASE BE AWARE: Due to Covid in 2020 and the strike in 2023, it may be necessary to request more back years of the work histories that correspond to the earned vested years. These work history reports must be requested from the payroll companies directly by the person seeking membership to the Local through vestee status.

- **Proof of Residency within the Geographical Jurisdiction of Local 52**

Local 52’s geographical jurisdiction includes:

New York	New Jersey	Connecticut
Northern Delaware	Pennsylvania (except for the 50 miles radius surrounding Pittsburgh)	

Applicants must provide proof that they meet the 18-month residency requirement of the IATSE Constitution.

Acceptable documents include a state issued photo driver’s license / state-issued photo ID within Local 52’s jurisdiction valid for a minimum 18-month period prior to the date of your application appointment.

See Document Appendix for more details. **Group 2 Documents:**

- Proof of ID: a valid and current government issued ID. Details of acceptable government issued IDs are listed in [Document Appendix](#).
- A valid and current OSHA 10 Construction Certification card¹
- A valid and current 4-hour in-person training Aerial Lift/Scissor Lift Certification card¹
- Craft specific certifications²

[1]: Local 52 defines a valid certification as no more than three years past the issue date on the card, regardless of whether the card states never expire or expires after five years.

[2]: Grip-Fork Lift, Medic/Allied specific requirements, see [Document Appendix](#).

All Group 1 and Group 2 documents are reviewed by a Local 52 HR Representative at the time of the appointment. If all the vestee applicant’s Group 1 and Group 2 document and credentials reviewed by the Local 52 HR representative are determined to be present, complete, and valid at the time of their appointment, then the vestee applicant will be invited to fill out an I.A.T.S.E. Membership Application to become a member of Local 52.

If it is determined that required documents and/or credentials are missing, invalid or incomplete at the time of the appointment, a Local 52 HR representative will provide a verbal and written explanation of the reason(s) the vestee applicant will not be able to fill out an application at the time of the vestee applicant's appointment. Depending on the issue, the Local 52 HR Representative may suggest where or how to obtain the identified invalid or missing document(s) and/or credential(s). If the vestee applicant confirms they can obtain the missing documents, and/or are able to update an expired credential, then a new appointment can be scheduled at that time or at a later date.

Once any issues are resolved, vestee applicants can email Local52Vested@ialocal52.org to schedule a new appointment to file an application.

All documents and credentials provided by the vestee applicant will be scanned or copied for recordkeeping.

For a detailed explanation of various reasons that would prohibit a vestee applicant from eligibility to file an application for membership at the time of their appointment and possible options for resolution, based on Group 1 or Group 2 document proofs and credentials. Click the link: [Determination of Ineligibility Review and Appeals](#)

Filing an Application for I.A.T.S.E. Membership and Associated Fees

The Application Process, Fees and Timelines

The application process begins at the time of your appearance to complete an application for membership to Local 52. As mentioned above, if all of the vestee applicant’s Group 1 and Group 2 document proofs and credentials reviewed by the Local 52 HR representative are determined to be present, complete, and valid at the time of their appointment, then the vestee applicant will be invited to fill out an I.A.T.S.E. Membership Application to become a member of Local 52. A non-refundable application fee of One Thousand Dollars (\$1,000) is required. Vestee applicants who do not meet all previously stated criteria will not file an application and therefore will incur no fee.

Accepted Forms of Payment	Non-Accepted Forms of Payment
<ul style="list-style-type: none">• Credit Cards: Mastercard, Visa or American Express• Certified checks or money orders payable to Local 52.	<ul style="list-style-type: none">• Personal checks• Cash

Once Local 52 receives the completed application and fee, it will be processed and forwarded to I.A.T.S.E. for review. I.A.T.S.E. must review the application and will determine whether to approve the application or to reject the application.

Approval of I.A.T.S.E. and Required Training

Upon approval from the I.A.T.S.E., the vestee applicant will be notified via email by Local 52 of the approval. At this point, vestee applicants are required to attend two training seminars at the Union office with topics covering Unionism, Safety and DEI training to progress in the application process. Those who are unable to attend any of the required training(s) on the scheduled date(s) will be notified of the next available date(s) to fulfill their requirement(s) and progress in the application process.

If the I.A.T.S.E. does not approve the application, the application is returned to Local 52 with a letter from I.A.T.S.E. explaining the issue preventing the candidate from being granted membership at that time. A Local 52 HR Representative will inform the vestee applicant directly via email with the I.A.T.S.E. correspondence attached explaining the I.A.T.S.E.'s decision and reasons.

Once any rejection issues with I.A.T.S.E. are resolved, vestee applicants can email Local52Vested@ialocal52.org to schedule a new appointment and resume the application process without paying an additional application fee. Click the Link: [I.A.T.S.E. Rejection of Application to learn more.](#)

Initiation Fee and Swearing In Ceremony

After completing the required training, vestee applicants will receive an email notification to pay the initiation fee of Four Thousand, Two Hundred and Ten Dollars (\$4,210). The initiation fee must be paid in full to attend the Local 52 Swearing-In Ceremony, which is mandatory for membership and issuance of the union card. Vestee applicants have thirty (30) days prior to the scheduled ceremony to make payment and remain eligible for that date. If they are unable to pay the fee or attend the ceremony as scheduled, they will receive an email with instructions to fulfill the remaining requirements for the next available Swearing-In Ceremony.

Accepted Forms of Payment	Non-Accepted Forms of Payment
<ul style="list-style-type: none">• Credit Cards: Mastercard, Visa or American Express• Certified checks or money orders payable to Local 52.	<ul style="list-style-type: none">• Personal checks• Cash

Once the Local 52 Swearing-In Ceremony has been scheduled, vestee applicants who have paid their initiation fee will receive an email invitation to the Local 52 Swearing-In Ceremony. The date of initiation will determine how many I.A.T.S.E. quarterly dues stamps will be required to purchase for the newly initiated member’s union card for the remainder of that calendar year. Local 52 will send an invoice for the required number of stamps and the amount owed. After payment is received, the newly initiated member will receive the Local 52 Union card in the mail a few weeks later.

Please note that Local 52 Union card and dues stamps are mailed from the I.A.T.S.E. to Local 52 and are based on the total number of new members joining the Local at each Swearing-In Ceremony. The Union cards and dues stamps are then mailed from Local 52 to each of the new members.

Determination of Ineligibility Review and Appeals Options, Groups 1 and Group 2

The Local 52 HR representative will review Group 1 and Group 2 documents provided by vestee applicants at the time of their appointment. If any issues are identified that the vestee applicant can remedy, the vestee applicant may schedule another appointment to provide updated or missing documents or additional information. Once non-members who otherwise are eligible for vesting appear to file an application for membership, their file will remain open and available. The information does not expire, but may need to be updated to meet all the prerequisites to file an application.

Certain issues are outside of Local 52's authority. In such case, the HR Representative may recommend that the vestee applicant contact the pension plan or seek to resolve outstanding matters with another Local.

While these issues are beyond Local 52's authority, the HR representative can provide guidance on obtaining necessary records. The subsequent formal appeal process and thorough recordkeeping will document all steps taken in accordance with the AOD.

Eligibility to submit an application for membership is determined by the vestee applicant meeting the established prerequisites and criteria set forth in Group 1 and Group 2 documents and credentials. Once any and all determinations of ineligibility are resolved, vestee applicants may contact the Local 52 HR Department at Local52Vested@ialocal52.org to schedule a new appointment for application and resume the application process.

Submitting a Formal Appeal regarding a Determination of Ineligibility based on Group 1 and Group 2 Documents

All Group 1 and Group 2 documents are reviewed by the Local 52 HR Representative at the time of the appointment. If it is determined that required Group 1 or Group 2 documents or credentials are missing, invalid, or incomplete at the time of the appointment, the Local 52 HR representative will provide a verbal and written explanation of the reason(s) the vestee applicant will not be eligible to fill out an application for membership at the time of the vestee applicant's appointment.

Non-members that believe their determination of ineligibility resulted from staff procedural errors, misinterpretations of the vestee applicant's submitted documentation, or other related concerns,

may file an appeal. Appeals must be submitted by clicking the link below and completing a Formal Appeal Statement, which will be reviewed by the Local 52 Human Resources Director of Operations.

[LINK: SUBMIT FORMAL APPEAL TO DETERMINATION OF INELIGIBILITY](#)

The Local 52 HR Department will review Formal Appeal Form and before emailing the complainant their current/updated determination status within ten (10) business days. The Local 52 HR Department also may seek additional information from the Vestee applicant submitting an appeal.

Once any issues are resolved, vestee applicants can email Local52Vested@ialocal52.org to schedule a new appointment to file an application.

Below is a list of required documents and credentials, along with possible deficiencies, to help vestee applicants understand appeal options and complete the process.

I. Proof of Being Vested in One of Two IATSE Pension Plans:

- a. The MPI Annual Benefit Summary and the I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C originate from the IATSE pension plans that Local 52 participates in provides the most current record of a vestee applicant's accrued vested years. As such, the documents will confirm whether a vestee applicant has the required five qualified vested years in the respective pension plan.
- b. If the vestee applicant believes the documents are incorrect due to a reported hours discrepancy, the vestee applicant is responsible for contacting the appropriate pension plan directly to report their concerns and follow the pension plan's procedures to resolve the issue.
- c. Once the vestee applicant is able to prove the discrepancy and has the updated reports from the MPI Annual Benefit Summary or I.A.T.S.E. National Pension Fund Plan C Participant Work History Report for Pension Plan C confirming five vested years, they may resume the application process as indicated above.

II. Proof of Five Qualified Vested Years in a Local 52 Covered Craft:

- a. The proof of having worked five years in a Local 52 covered craft comes directly from the payroll companies' employee paystubs, company employee web portals, or from payroll histories that are requested by the vestee applicant.
- b. If the documents do not show five years of working within a Local 52 covered craft, then it is likely that the vestee applicant has not met this requirement.
- c. The Local 52 HR representative will review the provided documents with the vestee applicant and inform them, verbally and in writing, how much time they will need to work to meet this requirement.
- d. Once the vestee applicant has reached their five-year minimum of working in a Local 52 covered craft, the vestee applicant may resume the application process as indicated above.

III. Proof of 18-Month Residency in Local 52 Jurisdiction:

- a. In the Document Appendix, number 1c. Proof of Residency Requirements, there is an extensive explanation of what type of documents are required by Local 52 to prove the vestee applicant has resided in Local 52’s geographical jurisdiction for a minimum of 18 months.
- b. The Local 52 HR representative will review the documents provided by the vestee applicant to confirm they meet the requirements specified in the Document Appendix, and prove residency within Local 52’s geographical jurisdiction for at least 18 months.
- c. If the determination of the provided document(s) is that they are invalid or not present at the time of their appointment for application, the Local 52 HR representative will provide a verbal and written explanation to the vestee applicant about what documents are invalid or missing, and where to obtain them. Once this requirement is met, the vestee applicant may resume the application process as indicated above.
- d. If the documents provided by the vestee applicant demonstrates residency but not the full 18-month- requirement prior to their appointment for application, the Local 52 HR representative will inform the vestee applicant, verbally and in writing, how much longer they need to meet the requirement. Once this requirement is met, the vestee applicant may resume the application process as indicated above.

IV. Proof of Identity:

- a. In the Document Appendix, number 2a. Proof of Identity, lists all the federal and state issued IDs that are acceptable for proof of the vestee applicant’s identity.
- b. If the vestee applicant does not have one of the acceptable federal or state IDs issued, then the Local 52 HR representative will provide a verbal and written explanation of which IDs are required and where to obtain them.

V. Proof of a Valid and Current OSHA 10 Certification/Card:

- a. Vestee applicants should confirm they have completed the OSHA 10-hour “Safety and Construction” Certificate to meet this requirement. The “General Industry” Certificate does not meet safety and construction requirements and will not be accepted.

- i. If the vestee applicant has taken the incorrect OSHA 10 course, they will be advised to complete the 10-hour Safety and Construction course before they can resume the application process.
- b. Local 52 defines a valid certification as no more than three years past the issue date on the card. Regardless of whether the card states never expire or expires after five years.
- c. A valid and current OSHA 10 certification/card is required for vesting into Local 52. If the vestee applicant does not possess a current OSHA 10 card at the time of their appointment, they will be required to obtain one to proceed with their application for membership.
- d. The Local 52 HR representative will discuss how the vestee applicant can obtain the correct OSHA 10 certification/card which they will need to bring to a new appointment that the vestee applicant is responsible for setting up with Local 52 HR Department.

VI. Proof of a Valid and Current Aerial Lift/Scissor Lift Certification/Card:

- a. All vestee applicants must have a valid and current certification/card for aerial & scissor lifts with them at their application appointment.
- b. When selecting any Aerial/Scissor Lift Training & Certification Program, vestee applicants should confirm that the program offers at least a 4-hour in-person training portion. Certifications without a 4-hour hands-on training portion will not be accepted.
 - i. If the vestee applicant has completed their training without a 4-hour hands-on training portion will be advised to retake the training with a hands-on/in-person 4-hour training course to complete their requirement before they can resume the application process.
- c. If the vestee applicant does not have the required certification for aerial & scissor lifts, then the Local 52 HR representative will inform the vestee applicant of businesses that offer certification training for these machines verbally and in writing.
- d. The vestee applicant is responsible for obtaining the required certification/cards and setting up a new appointment with Local 52 HR representative to resume their application process.

VII. Proof of Local 52 required craft specific training and credentials listed below:

The following two (2) crafts have craft specific training and /or credentials that are additional requirements to file an I.A.T.S.E. Membership Application to become a member of Local 52.

Allied Craft / Medic Department:

- Work history experience of at least 20 days on set plus;
- Current RN license OR Paramedic certification with 5 years' work experience (either 911 system pre- hospital or Emergency Care in-hospital experience)
- Current CPR Card²
- Current Malpractice Insurance³
- Wilderness Certificate for those without recent RN or paramedic experience within the last four years
- First Aid review class scheduled by Local 52 for successful applicants.

Grip Department:

- A valid and current forklift certification/card and in-person training. Online only courses not accepted.¹

[1]: Local 52 defines a valid certification as no more than three years past the issue date on the card, regardless of whether the card states never expire or expires after five years.

[2]: CPR certification must be less than two years past the issue date on the card, regardless of whether the card states that it never expires or expires after additional years at the time of their application appointment.

[3]: Malpractice Insurance must be no more than one year past the issue date on the card at the time of their application appointment.

VIII. IATSE Rejection of the Application:

The most common reason the I.A.T.S.E. rejects an application is because the vestee applicant owes back per capita stamp monies to the I.A.T.S.E. stemming from unpaid quarterly dues owed to another I.A.T.S.E. local where the applicant is, or has been, a member. These financial obligations must be satisfied in full before the application is approved by the I.A.T.S.E.

Local 52 facilitates the remittance of their financial obligations to I.A.T.S.E.

If the vestee applicant wants to challenge or appeal the delinquent per capita monies owed to the I.A.T.S.E., the vestee applicant must contact the I.A.T.S.E. and the local union where they are/were a member and work with the local union to try and resolve the issue of their financial obligations. Until the vestee applicant's financial obligation is resolved with the local union, the I.A.T.S.E. will not approve the vestee applicant for membership to Local 52. Any appeals process to address the delinquent per capita monies owed is the responsibility of the vestee applicant and is handled at the local union level first and then moves up to appeals filed with the I.A.T.S.E.

Local 52 is not a party to these proceedings or appeals and has no standing to participate on behalf of the applicant.

Please note that the One Thousand Dollar (\$1,000) application fee is non-refundable if the vestee applicant is not approved by the I.A.T.S.E. If, however, the vestee applicant resolves their delinquent financial obligation with their local union and wants to proceed with their application for I.A.T.S.E. membership in Local 52, no additional application fees are required.

Once any rejection issues with I.A.T.S.E. are resolved, vestee applicants can email Local52Vested@ialocal52.org to schedule a new appointment and resume the application process without paying an additional application fee. Click Link: **[Return to Approval of I.A.T.S.E. and Required Training and Initiation Fee and Swearing In Ceremony.](#)**