

APPLICATION ELIGIBILITY APPEAL

ELIGIBILITY APPEAL PROCESS

Applicants who have been deemed ineligible to sit for an examination or for Local 52 Educational Classes may appeal in writing to the Director of Human Resources. Candidates should submit the following:

- A letter that states the specific reason(s) for the appeal and addresses Local 52's stated reason for deeming the candidate ineligible; and
- Additional official documentation not already reviewed by Local 52, if any.

The letter must be signed by the candidate and sent to the Director of HR by traceable mail (registered, certified, Priority Mail, Fed Ex, etc.) at the following address:

Motion Picture Studio
Mechanics Local 52
IATSE
19-02 Steinway Street
Astoria, NY 11105
ATTN: HR Director

The letter and additional documentation must be submitted and be postmarked no later than five (5) calendar days after the date of the ineligibility notification provided by Local 52.

NOTE: Letters from supervisors and candidates are not considered official documentation and are therefore not accepted. Documentation should demonstrate that the work experience meets the Union's eligibility requirements.

APPEAL DECISION

The Director of HR will review the appeal and notify the candidate in writing of the decision within five (5) business days from the date that the appeal is received. The decision will be final and is not subject to additional appeals.