



# CRAFT DEVELOPMENT FUND OF THEATRICAL STAGE EMPLOYEES LOCAL NO. 4, IATSE



UNION TRUSTEES  
KENNETH PURDY  
TERENCE K. RYAN

2917 Glenwood Road  
Brooklyn, NY 11210  
Phone (718) 252-8777 Fax (718) 421-5605  
[www.iatselocal4.org](http://www.iatselocal4.org)

EMPLOYER TRUSTEES  
ROBERT USDIN  
NICOLE STIEGELBAUER

## **Participant Reimbursement/Compensation Policy**

The Craft Development Fund of Stage Employees Local No. 4, IATSE ("CDF") wishes to use Fund assets, consistent with the purposes of the Fund, to reimburse certain expenses incurred by Fund participants as set forth in this policy.

The CDF will reimburse the cost of tuition, training, certification, etc., incurred by a Fund participant (i.e., an individual working under a Local No.4 collective bargaining agreement) if all of the following conditions are met:

The Fund participant must obtain advance approval from the CDF for the course, training, certification, etc., for which reimbursement is sought.

The tuition, training, certification, etc., must not be offered by the CDF.

The CDF must determine that the course, training, certification, etc., will enable the Fund participant to develop a higher degree of technical expertise and/or occupational safety and efficiency in performing his or her work in the stagecraft industry.

The Fund participant must provide the CDF with proof of completion of the course, training, certification, etc.

The Fund participant must provide the CDF with a paid receipt for the cost of the tuition, training, certification, etc.

Tuition reimbursement is limited to \$3,000 per course and \$3,000 per calendar year unless prior approval by the board is obtained.

The Fund will compensate CDF Instructors at the rate of \$300 per class. A preparation day is also permissible with prior approval. The compensation is taxable, and the Fund will issue a 1099 as appropriate.

Reasonable expenses associated with taking a course, training, certification, etc., outside the tri-state area, other than the tuition cost (e.g., travel, lodging, etc. will be considered on a case-by-case basis).

The Fund Office shall maintain written records necessary to confirm compliance with this policy, including the name of each participant requesting reimbursement, the name and cost of the course, training, certification, etc., for which reimbursement is sought, a copy of any proof of completion, the amount reimbursed, and the date such reimbursement is made.

Should a Fund participant's request for reimbursement be denied, he/she shall be advised of his/her right to file an appeal to be reviewed and decided by the full Board of Trustees.