

## SCHEDULE B – JOB CLASSIFICATIONS/POSITIONS

### ANIMAL WRANGLING

Animal Coordinator  
Head Trainer/Handler/Wrangler  
Assistant Head Wrangler  
Trainer  
Wrangler (large animal)  
Handler (small animal)

### ART

Production Designer  
Art Director  
Set Designer  
Assistant Art Director  
Graphics/Illustrator  
Art Department Coordinator  
Model Maker  
Story Board Artist  
Clearances/Draftsperson  
Art Department Assistant

### CATERING

Head Chef  
Sous Chef  
Assistant Chef/Caterer

### CONSTRUCTION

Construction Coordinator  
Construction Foreman/Head Carpenter  
Construction Department Assistant  
Lead /Assistant Head/On Set Carpenter  
Lead Metal Fabricator  
Scenic Metal Fabricator  
Metal Fabrication Assistant  
Sculptor  
Scenic Carpenter  
Carpenter  
Carpenter's Assistant  
Labourer

### CONTINUITY

Script Supervisor  
Script Assistant

### COSTUME

Costume Designer  
Assistant Costume Designer/Coordinator  
Set Supervisor  
Background Costume Coordinator  
Cutter  
Breakdown Artist/Dyer  
Truck Costumer  
Costume Buyer  
Costume Assistant  
Seamster/Seamstress  
Personal Dresser  
Costumer

### DIVERS/UNDERWATER TECHNICIANS

Diver/Underwater Coordinator  
Diver/Underwater Assistant

### EXTRAS CASTING

Extras Casting Director  
Extras Casting Assistant  
Extras Casting Crew

### FIRST AID/CRAFT SERVICE

Key First Aid/Craft Service  
1<sup>st</sup> Assistant First Aid/Craft Service  
2<sup>nd</sup> Assistant First Aid/Craft Service  
Craft Service Shopper/Crew  
Medic

### GREENS

Head Greens Person  
Best Boy/Lead  
Greens Assistant  
Greens Crew

### GRIPS

Key Grip  
Dolly Grip  
Best Boy Grip  
Lead Grip  
Grip Crew  
Crane Operator/Tech  
B Dolly  
Key Rigging Grip  
Best Boy Rigging Grip  
Rigging Grip

### HAIR

Key Hairstylist  
1<sup>st</sup> Assistant Hairstylist  
2<sup>nd</sup> Assistant Hairstylist  
Key Wigs  
Wigs Assistant

### LIGHTING

Gaffer  
Best Boy/Best Boy Rigging Gaffer  
Lead Lighting  
Lighting Crew/Rigging Crew  
Key Rigging Gaffer  
Lighting Designer/Director  
Set Practical Rigger  
Lighting Board Operator  
Generator Operator

### MAKEUP

Special Effects Makeup Artist  
Key Makeup Artist  
1<sup>st</sup> Assistant Makeup Artist  
2<sup>nd</sup> Assistant Makeup Artist

### PROPS

Property Master  
Assistant Property Master  
Props Buyer/Props Builder  
Firearms Safety Coordinator  
Weapons Handler  
Props Crew

### PAINT

Key Scenic Artist  
Paint Foreman  
On Set Painter  
Scenic Artist/Scenic Painter  
Sign Painter  
Plasterer  
Painter  
Painter's Assistant

### PICTURE VEHICLES

Picture Vehicle Coordinator  
Picture Vehicle Assistant  
Special Equipment Driver

### MAINTENANCE

Maintenance Captain  
Maintenance Crew

### SECURITY

Security Coordinator  
Security Captain  
Security Crew/Watchperson

### SET DECORATING

Set Decorator  
Assistant Set Decorator  
Lead Dresser  
Set Buyer  
On Set Dresser  
Draper/Upholsterer  
Set Dresser  
Set Decorating Crew

### SOUND

Production Sound Mixer  
Boom Operator  
Playback Operator/2nd Boom Operator  
Sound Assistant/Cableperson

### SPECIAL EFFECTS

Special Effects Coordinator  
Stunt Rigger  
SPFX Foreman  
SPFX Lead Metal Fabricator  
1st Assistant Special Effects  
2nd Assistant Special Effects  
SPFX Labourer

### TRANSPORTATION

Transport Coordinator  
Driver Captain  
Honeywagon Driver  
Mechanic  
Cast Driver  
Driver  
Unit Move Driver - Class 1  
Unit Move Driver

### TRAINEE

## **SCHEDULE G – UNION DISPATCH SERVICE**

The Union operates a dispatch system based on qualified members first. A member needs to let dispatch know they are available, to be on the dispatch list, as per policy.

### **HOURS OF OPERATION AND CONTACT INFORMATION**

- The Union Dispatch Service is available from 9:00 am to 7:00 pm Monday to Friday.
- Messages may be left after hours for the Dispatcher.
- A Minimum of 12 hours notice is required on all Dispatch requests along with all relevant information.
- All Dispatch requests must go through the Dispatcher at: **204-953-1100 ext. 3**

### **Here is how it works:**

A production may hire any member as they deem to be qualified. They must hire a member over a permit, providing the member is qualified for the job. Crewing is usually left up to the Heads of Department. A production may also choose to go through the Union Dispatch system. Before a Department Head or Employer can go off the Membership list, the Union must first, verify that there are no qualified and available members who have not been offered the work. The Union Dispatch person goes to the department list and phones those people who are listed as 'available'.

This availability designation is up to the members and permits to keep up to date. You can do this on the secure website within your Member Availability page on your profile or by phoning Dispatch @ 204-953-1100.

### **The following Union Dispatch Service provisions shall be adhered to for all Day Calls:**

#### **DISPATCH PROVISIONS**

##### **For all day calls and dispatch requests Production may:**

1. Directly call a Local 856 Member from the Day Call List, or
2. A Local 856 member directly, or
3. The Union Dispatch Service, if the Employer does not wish to contact members directly, but prefers to place such day calls through the Union Dispatch Service, or
4. The Union Dispatch Service, when the Day Call List has been exhausted and a non-member must be dispatched.

##### **Non-members may not be contacted directly for daily calls.**

##### **The allowed time for individuals to respond to the call is as follows:**

Calls placed more than 72 hours in advance of the call: A member/permit has 6-12 hours, depending on call volumes to respond or they relinquish their right to the call.

Calls placed 24 to 72 hours in advance of the call time: A member/permit has 4 hours, depending on call volumes, to respond or they relinquish their right to the call.

Calls placed less than 24 hours in advance: The first available member/permit reached in person shall be offered the call.

It is essential for people to respond to the calls as quickly as possible whether or not they want the job. This frees up Dispatch to proceed down the membership list to fill the positions in a timely manner. All Hall Calls are placed by qualifications and availability in the above manner. In the event that there are no members to fill the position, the Dispatch person will proceed to the permit list. A Department Head may request any permit over another permit. If none are specified, the Dispatcher will call the permits in a rotational order, trying to make sure everyone gets a chance to work.

##### **A Minimum of Twelve (12) hours notice is required when placing a call through the Dispatch Service with all the relevant information such as call time and call location.**

**CALL CHANGE/CANCELLATION, MISC.**

- **Once a Day Call has been filled, the Employer shall assume responsibility for any call time change, call cancellation with due notice, and/or notification of location to report to work.**

**LENGTH OF DAY CALLS**

- Calls may last for a **maximum of 3 (three) days**. The length (in days) of a day call must be stated in advance.
- A day call may be extended where the Union and the Employer agree such is necessary for continuity purposes.

**DAY CALL LIST**

**The Day Call List shall be made available to the Employer every Friday by 5:00 pm**

- The **Day Call List** is composed of names of members who have expressed an interest in being dispatched for day calls for the upcoming week.
- The Day Call List shall be in effect from 5:00 p.m. Friday each week.
- The Dispatcher will use the Member Day Call List if a Member is not name-requested.
- When the Day Call List has been exhausted, the Dispatcher may utilize non-members to fill calls, with priority given to non-members who have been name requested.
- The Union Dispatcher shall use his/her discretion when special skills are called for.
- **Day Call Line: 204-953-1100 – Dispatch or Reception**

## SCHEDULE H – GUIDELINES REGARDING EXTENDED WORK DAYS

**Motion picture productions are budgeted for specific hours of production. There are cost deterrents, which encourage the production to be on budget and on time.**

When an extended work day is necessary, the need for same should be identified as far in advance as possible so that the appropriate planning may occur.

The following guidelines set forth common sense measures which should be considered when extended work days are necessitated:

1. Sleep deprivation, which may be caused by factors other than an extended work day, should be identified by the employee. The Canadian Automobile Association (CAA) cautions drivers as to the following danger signs:

- Eyes closing by themselves
- Difficulty in paying attention
- Frequent yawning
- Swerving in lane

CAA warns that drivers experiencing any of the danger signs could fall asleep at any time. CAA recommends three basic solutions: sleep, exercise, and caffeine. CAA urges drivers who are too drowsy to drive safely to pull off the road to a safe area, lock the doors, and take a nap – even twenty minutes will help. Upon waking the driver should get some exercise and consume some caffeine for an extra boost.

2. Any employee who believes that he/she is too tired to drive safely should notify an authorized representative of the Producer before leaving the set. In that event, the Employer will endeavour to find alternative means of transportation or provide a rest area or hotel room. Such request may be made without fear of reprisal and will not affect any future employment opportunities.
3. When the Production Company anticipates an extended work day, the employees should be encouraged to car pool.
4. When an extended work day is necessary, appropriate beverages and easily metabolized foods should be available.

## SCHEDULE I – PROVISIONS REGARDING MEALS AND GRACE PERIOD

The following scenarios have been illustrated for the purpose of determining proper recording of time for meals for on-set crew as per Article Nine:

### Scenario #1 – 12 hour shoot day, everything is on schedule

If General Crew Call is at 6:00 am . . .

- Pre-Call Meal is taken between 4:00 am and 8:00 am (2 hours before or after General Crew Call)
- First Meal is served by 12:00 noon (within 6 hours of General Crew Call)
- Return to work at 1:00 pm
- Second Meal is served at 7:00 pm (within 6 hours of preceding meal)
  - Normally, wrap is called by this time (7:00 pm) and Grace is extended for ½ hour automatically. No meal penalty would apply unless crew worked past 7:30 pm without a 2<sup>nd</sup> meal, in which case meal penalty would be retroactive to the end of the 6<sup>th</sup> hour (7:00 pm).

### Scenario #2 – Grace Period

Using Scenario #1, work is in progress at 12:00 noon and the Director decides to continue working into the 1<sup>st</sup> meal period (scheduled for 12:00 noon, 6 hours past General Crew Call) . . . 12 minutes of Grace Period is extended without meal penalty.

If the work is completed and lunch begins at 12:12 pm:

- Time out for the 1<sup>st</sup> meal is marked on the time sheet as 12:12 pm
- No meal penalty is incurred
- One hour of lunch commences at 12:12 pm and ends at 1:12 pm

If the work is not completed and lunch begins after 12:12 pm:

- Time out for 1<sup>st</sup> meal is marked on the time sheet as the actual time lunch commences.
- Meal penalty is incurred retroactive to 12:00 noon @ \$2.50 per six minute increment or any portion of the six minute increment encroached.
- One hour of lunch period commences beginning with the time lunch actually begins and ends one hour later (payment of meal penalty does not reduce the meal period).

### Scenario #3 – Making Safe

Using Scenario #1, lunch is called at 12:00 noon . . .

If some Employees must make the work site safe, or secure equipment for safety or security reasons (“make safe”) before leaving for lunch:

- Employees must report to the 1<sup>st</sup> AD or appropriate Employer Representative prior to lunch being called and inform him/her that “make safe” time is necessary prior to commencing the lunch period, along with an estimate of how much time is needed. Employees must establish clear authorization from the Employer Representative to take additional time to make safe so that such can be recorded on the Daily Production Report, and authorization for payment of such can be verified.
- Once approval has been granted, only those authorized Employees may proceed with making safe, and shall record such time as it actually occurs.

Using this example, with lunch called at noon, the employees take 6 minutes to make safe, and report the exact time on their time sheets (12:06 pm) their lunch period commences. Because the time worked is after the 6<sup>th</sup> hour, it incurs meal penalty of \$2.50 each six minute increment until lunch commences. Employees shall then commence lunch for one hour from when the work ended, and report back for work at the end of such hour (1:06 pm).

- Because this additional make safe time would mean that these employees are returning to work later than the remainder of the crew, the Employer may offer an early return to work for a buyout of meal penalty on the portion of the meal hour not taken, plus payment for such time at the prevailing rate.

For example, an employee completing “make safe” activities at 12:06 commences lunch hour, and is asked to return to work along with the remainder of the crew at 1:00 pm. Lunch hour would therefore be fifty-four (54) minutes, leaving 6 minutes of lunch period not taken, but paid at the prevailing hourly rate along with meal penalty for those 6 minutes.