

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
1st Assistant First Aid/Craft Service
2nd 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
1st Assistant Hairstylist
2nd 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
Balloon Tech

MAKEUP

Special Effects Makeup Artist
Key Makeup Artist
1st Assistant Makeup Artist
2nd 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 that 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 hour's 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**

2018 COLLECTIVE AGREEMENT EFFECTIVE FROM APRIL 1, 2018 TO MARCH 31, 2019

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 2nd meal, in which case meal penalty would be retroactive to the end of the 6th 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 1st 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 1st 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 1st 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 1st 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 6th 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.