

DGC BC Pre-Employment CHECKLIST

Sideletter No. 4? Article 19.10? Low Budget Agreement? “What do I need to know and how does this affect me?!?!”

These days there are certain things that you need to know before accepting work. You’re encouraged to utilize this checklist before, during and after an interview – and to call the DGC BC office if you are looking for answers. Not only will it assist you in developing a better understanding of the terms of your employment and your rights under the Collective Agreement, but you’ll likely avoid any surprises when that first pay cheque comes!

1. *Is this a DGC BC Signatory production? (circle one)*
 - a) Yes
 - b) No – I will call the Guild to apply for dispensation
 - c) Not sure – I will call the Guild to clarify

2. *What type of production is it? (circle one)*

a) Feature	d) TV Movie
b) Home Video	e) TV Pilot
c) Mini-Series	f) TV Series

3. *The position I am interviewing for is: _____*

4. *On MAIN UNIT or SECOND UNIT (circle one)*

5. *Will I be engaged under a DAILY or WEEKLY guarantee of employment? (circle one)*

6. *Are there concessions/enabling provisions (i.e. wage reductions or otherwise) that I should be aware of? (If unsure, please call the DGC BC office for assistance and list them here.)*

7. *Bearing in mind that my rate of pay must coincide with the guarantee of employment chosen above, the minimum scale rate of pay for the position I am interviewing for is:*

8. *What are the fringe payments for this show?*

- a) Vacation pay _____%
- b) Health and Welfare Fund _____%
- c) Retirement Fund _____%

9. *Where will this production be shooting? (circle applicable)*

- a) Inside the Studio Zone
- b) Nearby Location**, i.e. Maple Ridge or Langley
- c) Distant Location

*****If b) was selected above, please choose one of the following provisions that will apply:***

- a) The production will provide transportation to and from the location from a marshalling point(s) within the Studio Zone
- b) The production will provide a mileage reimbursement of \$0.35/KM for all kilometres driven to and from the Studio Zone limits

10. *What is my start date?*

11. *What is my established work week?*

NOTES:
