



# ART DEPARTMENT BRANCH

## TERMS AND CONDITIONS

DRAFT 4  
02/03/2015

- 1. These Terms and Conditions / Rates will apply to all contracts commencing on or after 1<sup>st</sup> APRIL 2015**
- 2. The Working Week shall be any 5 days out of the 6 days - Monday to Saturday. 47.5 Hrs Basic Week.**
- 3. The Working Day to be no more than a 10.5 hour day comprising of 9.5 hours paid work and 1 unpaid hour for lunch. There will be a 30 MINUTE GRACE PERIOD on occasions when a job needs finishing. After that, overtime will be paid.**
- 4. After 9.5 hours of any given day, Overtime must be requested and approved by Production, and paid at the rate of T 1.5**
- 5. There will be a minimum period of 11 hours between any period of overtime worked and the commencement of the next working day.**
- 6. 6th day working shall be voluntary and paid at T 1.5.**
- 7. 7th day working to be voluntary. All hours worked will be paid at T 2.**
- 8. Bank Holiday working will attract a pay rate of T 2. If not worked, it will be a paid day off at the daily rate.**
- 9. Any scheduled 10 hours that go past Midnight for non unit prep crew will be deemed as Night Work. Night work shall be paid at T 1.5 .**
- 10. There will be one paid rest day of a minimum of 11 hours after each instance or block of night work and the commencement of the next working day. Turnaround rate @ Hourly rate.**
- 11. The Rest Day or Turnaround Day may not be used as a 'Travel Day.'**

- 12. Encroachment on the 11 hour break between calls will attract a payment at the rate of T 1.5 for the first hour and T 2 per hour thereafter.**
- 13. When prepping and striking away from base, adequate facilities must be available for crew.**
- 14. Crew to claim a realistic meal allowance when working away from base, and for any missed meal breaks.**
- 15. Crew prepping locations who are required to work late to be provided with accommodation.**
- 16. The base for travel purposes on a production will be the registered address of the employer at contract commencement, and will not be changed during the contract.**
- 17. Crew without Car Allowance to claim exact mileage from base to location at HMRC rate, if this is not agreeable then Production to supply transport from base leaving base at 07.00 hrs.**
- 18. For those with a Car Allowance, fuel to be paid on petty cash forms with receipts.**
- 19. Any individual who works on a daily contract basis for more than 28 days must be placed on weekly contract terms as set out in this Rate Card.**
- 20. If statutory holiday is not taken during a contract, holiday pay equivalent to 12.1% of basic pay shall be paid.**
- 21. Payment of adequate Equipment Rental fees where applicable, for the duration of the employment.**
- 22. Payment of adequate pitching fees where applicable.**
- 23. A minimum rate rise in line with R.P.I. per annum.**
- 24. This document to be subject to review annually.**