

**DIRECTORS GUILD OF AMERICA, INC.  
NATIONAL COMMERCIAL AGREEMENT  
OF 2017**

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**DIRECTORS GUILD OF AMERICA, INC.**

**and**

**ASSOCIATION OF INDEPENDENT  
COMMERCIAL PRODUCERS, INC.**

**NATIONAL COMMERCIAL AGREEMENT**

**OF 2017**

**THIS AGREEMENT** made and entered into in the City of New York, State of New York dated as of December 1, 2017, by and between the **DIRECTORS GUILD OF AMERICA, INC.** a California non-profit membership corporation (hereinafter referred to as the “Guild” or “DGA”), with principal offices at 7920 Sunset Boulevard, Hollywood, CA 90046, and at 110 West 57<sup>th</sup> Street, New York, New York 10019 and the **ASSOCIATION OF INDEPENDENT COMMERCIAL PRODUCERS, INC.** located at 3 West 18<sup>th</sup> Street 5<sup>th</sup> Floor, New York, New York 10011 on behalf of certain of its television commercial production companies (hereinafter referred to as the “Producer” or the “Employer”).

**WITNESSETH:**

WHEREAS the Producer is engaged in the Television Commercial Industry within the Motion Picture Industry and, in connection therewith, utilizes the services of Directors, Unit Production Managers and First and Second Assistant Directors; and

WHEREAS the Guild is a duly accredited organization and representative of Directors, Unit Production Managers and First and Second Assistant Directors (herein collectively referred to as “the bargaining unit”) employed specifically but without limitations in the production of allied forms of communication, advertising and entertainment; and

WHEREAS the parties recognize the artistic nature of the work of the members of the bargaining unit and desire that their contribution to the welfare and progress of the Television Commercial Industry be duly recognized;

NOW THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties hereto do hereby agree as follows:

**ARTICLE 1**  
**RECOGNITION AND GUILD SHOP**

1-100      **RECOGNITION AND GUILD SHOP**

1-101      **RECOGNITION**

The Producer recognizes the Guild as the sole bargaining representative of all Directors, Unit Production Managers, First Assistant Directors, and Second Assistant Directors (hereinafter referred to as “Employees”) working in the production of television commercials now or hereinafter employed by the Producer.

1-102      **GUILD SHOP**

- (A)      The Producer shall employ in all positions covered by this Agreement and maintain in its employ in such positions members of the Guild or persons as shall make applications for membership in the Guild within thirty (30) days after the date of hiring, unless a shorter period is permitted by applicable law. Notwithstanding anything contained herein to the contrary any Director or any person performing the duties of a Director employed by the Producer during the term of this Agreement shall be a member of the Directors Guild of America or shall make application for membership within forty-eight (48) hours of employment by the Producer. Provided, however, that nothing in this Article shall be construed to require the Producer to cease employing or refrain from employing any such person if the Producer has reasonable grounds for believing that:
- i.          Membership in the Guild was not available to him/her on the same terms and conditions generally applicable to other members or applicants; or
  - ii.        Membership in the Guild was denied or terminated for reasons other than his/her failure to tender the periodic dues and the initiation fees uniformly required by the Guild as a condition of acquiring or retaining membership.

The term ‘member of the Guild’ means a person who offers to pay (and if the Guild accepts the offer, pays) union initiation fees and dues as financial obligations in accordance with the requirements of applicable law.

- (B) The parties agree that whenever a Producer engages any person not a member of the Guild, it shall be the duty of the Producer to notify the Guild in writing within forty-eight (48) hours of the Producer's intention to engage such person. In the event that the Guild shall in writing inform the Producer that such person had previously been engaged for at least thirty (30) days (unless a shorter period is permitted by applicable law) as a Director, Unit Production Manager or Assistant Director, then the Producer thereupon shall agree that such person shall immediately become a member of the Guild. Such statement from the Guild shall be deemed final with respect to such person.
  
- (C) An individual written employment report (see attached Exhibit A, "Deal Reporting Memorandum") must be filed by the Producer with the Guild within twenty-four (24) hours of the hiring on staff of any Unit Production Manager, First or Second Assistant Director. Such report shall contain the following information: name, address, social security number, date of hiring, gross wages and guaranteed period. Said report will be signed by a responsible executive of the Producer and by the bargaining unit member. In the alternative, the above report may be supplied by the Producer by telephone to the appropriate Guild office prior to the start of employment, to be confirmed in writing within twenty-four (24) hours, or in extreme cases, upon return to home base.

In addition, for all commercial productions, a Commercial Project Listing Form (CPLF) shall be submitted to the Guild. See Article 1-303 (B) (viii) and Exhibit B, attached.

- (D) An inquiry by the Guild to any Producer as to the "date of first employment" of a Director shall be answered promptly by the Producer.
  
- (E) In hiring persons other than Directors to perform services covered by this Agreement, preference shall be given by signatory companies to persons who have acquired the necessary skills through prior experience as Unit Production Managers, and First and Second Assistant Directors of the Producer or of other employers engaged in making motion pictures. The preference of employment of all such qualified persons having such prior experience shall be equal, and the Producer shall have complete freedom of selection among all such persons. The procedure for hiring Unit Production Managers and Assistant Directors is set forth in Article 6-300. It is agreed that membership in the Guild shall not be a condition of hiring, that the Producer shall administer its hiring practices without discrimination by reason of membership or non-membership in the Guild,



and that the ultimate right to accept or reject any Employee is retained by the Producer.

- (F) In case of repeal or amendment of the Labor Management Relations Act of 1947, or in case of new legislation rendering permissible any union-security to the Guild greater than that specified in the foregoing Article 1-102, then such greater union security provision shall automatically be deemed substituted in lieu hereof. In such event, and if permissible under law, the Guild agrees to supply adequate, competent and qualified Unit Production Managers and First and Second Assistant Directors for the job requirements of the Producer in the classifications covered by this Agreement. If the Guild fails to do so, the Producer may secure such Unit Production Managers, First and Second Assistant Directors from any source.
- (G) Nothing herein shall be interpreted as requiring either party to take any action or to refrain from taking any action in violation or contravention of any applicable federal or applicable state law.

**1-200 DEFINITIONS**

**1-201 COMMERCIAL or TELEVISION COMMERCIAL**

- (A) The word "commercial" or phrase "television commercial," as used in this Agreement, shall mean the traditional production of motion picture advertising made on film, tape or otherwise, whether by means of motion picture cameras, electronic cameras or devices not yet known, without regard to their manner of distribution which production involves the performance of job duties defined in the Agreement. Any commercial as defined above is covered by the terms of this Agreement.
- (B) Tests, talent tests, test commercials, auditions or any other productions included for use or in connection with use as advertising or advertising testing without regard to their manner of distribution, shall be included in the definitions of "commercial" and "television commercial" contained in Article 1-201 (A).
- (C) The word "Camera," for the purpose of this Agreement, shall mean any device used to take and/or record motion pictures.

1-202

## GEOGRAPHIC SCOPE OF AGREEMENT

- (A) The provisions of this Agreement shall apply only to work on television commercials based in the United States and performed in the United States (including its territories and dependencies) and Canada; provided, however, that the provisions of this Agreement shall also apply to work performed by any person employed by the Employer in the United States to direct or to be a Unit Production Manager or an Assistant Director on a television commercial based outside the United States (including its territories and dependencies). If the Director is so employed in the United States and is sent, by the Employer, outside the United States, as defined, for photographing of principal photography on a television commercial produced by Employer, then a First Assistant Director need not be sent to any foreign production where an applicable foreign labor restriction, quota or law prohibits such an assignment or where such an assignment would result in the loss of a foreign production subsidy. The Employer shall give the Guild prompt written notice when a First Assistant Director cannot be taken due to any of the foregoing conditions.
- (B) In those situations where an applicable foreign labor restriction, quota or law prohibits the assignment of a First Assistant Director from the United States or where such an assignment would result in the loss of a foreign production subsidy, the Employer shall give preference of employment to DGA-represented First Assistant Directors (i) who reside in the country where production is taking place; or (ii) who hold a work permit or are otherwise eligible to work in said country and are eligible for employment as a local hire (i.e., the assignment does not require that the Employee be transported to that country for employment). A First Assistant Director employed pursuant to this provision who does not live within commuting distance of the location of the commercial may, subject to individual negotiation, be employed as a local hire pursuant to this Agreement.

**1-300**

## **DEFINITIONS OF EMPLOYEES RECOGNIZED**

1-301

### DIRECTOR

- (A) It is understood that the term "Director" or "directing" includes directing all related functions and activities required for translating and transferring the premise, idea and/or concept to the audio-visual images. These directorial functions shall include, but are not limited to:
- i. Surveying and approving all locations and their use as they pertain to the directorial concept and need.

- ii. Directorial planning and breakdown of the shooting script.
- iii. Plotting the camera angle and compositions within the frame.
- iv. Participation in determining the requirements of the set, costumes, make-up, props, etc., for their proper directorial perspective and mechanical functioning.
- v. Participation in the final casting of all performers.
- vi. Rehearsing actors, extras, and any of the visual and audio devices necessary for the completion of the production.
- vii. Directing the action of all actors, extras.
- viii. Directing the dialogue as well as pre-recording and post-recording of dialogue.
- ix. Directorial supervision of the duties of the entire crew during the rehearsal and shooting periods.
- x. Making such script changes as necessary, within his/her jurisdiction, for the proper audio-visual presentation of the production.
- xi. The right to the first cut.

The Director's function is to contribute creatively to all the above elements, to guide, mold and integrate them into one cohesive, dramatic and aesthetic whole, and to direct whatever is seen and heard in the finished product.

- (B) It is the understanding and agreement of the parties hereto that the rights, functions and responsibilities of Directors will be preserved and protected against erosion. To that end, the parties agree that the provisions as specified herein shall be so construed as to foreclose and prevent practices which invade the rights, functions and responsibilities of Directors and threaten the stability and security of the industry.
- (C) No one but a Director member of the bargaining unit shall direct all, or a part of production, such as, but not limited to pre-recording, final casting, approval of location, sets, costumes, etc., as well as principal photography, first cut, post-recording.

- (D) In order to preserve the work which has been traditionally performed by Directors in the bargaining unit, it is agreed that, unless required to do so by his/her client, no signatory to this Agreement will demand or require the inclusion in the finished commercial production of any component part or parts not created under the direction of a member of the bargaining unit, unless said component or components constitute what is customarily known in the industry as "stock material," defined as material created for general usage and not for utilization in the particular finished production to be directed by the bargaining unit member.
- (E) Violation of any part of this Article 1-301 (A-D) shall, after reasonable notice to the Producer, be deemed a breach of contract sufficient for the Guild to withhold services until the Producer complies herewith. Further, this is in no way intended to infringe upon the rights and functions of any recognized crafts within the industry or participation of the Producer as set forth in Article 7-110.
- (F) A Director shall be engaged and assigned by the Producer for each production and further, every Director so engaged and assigned must be an Employee of, and paid by the Producer with regard to such employment. The Director, once engaged by the Producer and assigned to direct a specific television commercial (or self-contained segment thereof) shall continue to direct such commercial or self-contained segment, regardless of any change in the geographical location of the production thereof.
- (G) The Director shall be present on the set whenever shooting is in progress.
- (H) A Director shall always be afforded proper Guild staffing as required by this Agreement.
- (I) The services of the Director as a producer or writer, or in any other capacity, shall not serve to remove the Director from the classification of Director, with reference to directorial work performed by him/her during the period of such work.
- (J) Notwithstanding the fact that he/she may be a Director and member of the Guild, no employee or principal of an advertising agency may serve as a Director of any commercial for which his agency represents the sponsor, unless such agency is a signatory to an agreement with the Guild.
- (K) The Producer shall use its best efforts to obtain Director cuts. The parties acknowledge, however, that there are questions of ownership rights and other legal issues which must be discussed and resolved.

## UNIT PRODUCTION MANAGERS

- (A) The Unit Production Manager (“UPM”) specifically coordinates, facilitates and oversees the pre-production of the production unit or units assigned to him/her, and, in addition, manages all off-set logistics, has executive authority to make day-to-day production decisions, determine locations, establish and control budget, lay out schedules and supervise personnel, all under the supervision of the Producer. The prime responsibility of the UPM is to conduct the business of the unit or units assigned to him/her.
- (B) Among the duties of the UPM are the following:
- i. Prepares script breakdown and preliminary shooting schedule.
  - ii. Prepares budget.
  - iii. Preliminary search and survey of locations and the completion of business arrangements for the same.
  - iv. Works ahead of Director in the preparation of the production to ensure continuing efficiency.
  - v. Completes Production Report for each day’s work, showing work covered and the status of production, and arranges for the distribution of that report in line with the Producer’s requirements.
  - vi. Arranges for transportation and housing of cast and crew and staff.
  - vii. Secures the release for all locations and personnel.
  - viii. Maintains a liaison with local authorities regarding locations and the operation of the Producer.

**AICP Companies: see Paragraph 15 of the AICP Sideletter.**

## FIRST ASSISTANT DIRECTORS

- (A) The First Assistant Director (“1<sup>st</sup> AD”) is the one who is assigned by the Employer as 1<sup>st</sup> AD. The 1<sup>st</sup> AD specifically organizes the entire spectrum of pre-production preparation, including organizing the crew, securing equipment and cast, and breaking down the script (or story board) into a shooting schedule. During production, he/she relieves the Director of all on-set production details, coordinates and supervises crew and cast activities, and facilitates an organized flow of production activity. The 1<sup>st</sup> AD can assume the responsibilities of the UPM. His/her prime responsibility is to service and assist the Director.
- (B) Among the duties of the 1<sup>st</sup> AD are the following:
- i. Prepares final shooting schedule, keeping within time limitations imposed by budget, cast availability and complete coverage of the script.
  - ii. Searches and surveys all locations, except when done by the Director of the project, to obtain the Director’s approval and to ascertain the specific requirements of those locations as they might affect the production.
  - iii. Checks weather reports.
  - iv. Determines cast and crew calls.
  - v. Supervises the preparation of the Call Sheet for the cast and crew to advise them of each day's work.
  - vi. Directs background action and supervises crowd control.
  - vii. Secures all cast contracts and extras releases, and is responsible for securing the signature of talent employed, verifying their categories, provided that the talent contracts and names and designations have been delivered to the AD prior to the first call for such talent.
  - viii. Completes the **DGA Commercial Project Listing Form** (see Exhibit B, attached) on every project covered by this Agreement involving the assignment of a Director for one (1) or more shoot days. Such form shall be signed by an authorized Producer representative and submitted by fax or email/PDF to the Guild

prior to the first day of shooting. In the event a DGA 1<sup>st</sup> AD is not assigned to a project, the completion of the **DGA Commercial Project Listing Form** and submission to the Guild shall be assigned to a different employee by the Producer.

1-304 SECOND ASSISTANT DIRECTORS

The Second Assistant Director (“2<sup>nd</sup> AD”) is the one who is assigned by the Producer as an assistant to the 1<sup>st</sup> AD in conducting the business of the set or the location site. As such, the 2<sup>nd</sup> AD shall perform such duties as may be reasonably required of him/her by the 1<sup>st</sup> AD, UPM or the Producer.

1-305 EXCLUSIVE JURISDICTION

The duties of the Director, UPM, 1<sup>st</sup> AD and 2<sup>nd</sup> AD shall be within the exclusive jurisdiction of the Guild. The work of each category shall be performed exclusively by Employees in such categories and no one other than an Employee employed in a DGA category may assist the AD or UPM. However, this language shall not be construed as prohibiting the delegation by the Producer of routine ministerial functions to other persons.

**ARTICLE 2**  
**DISPUTES**

2-101 DISPUTES

In the event of any dispute concerning the interpretation, application, or breach of any aspect of the Agreement that relates to Guild-represented Employees which may arise between the Guild and the Producer, or between a Guild-represented Employee and the Producer, the parties agree to meet within a reasonable period to discuss the dispute and to attempt to reach, in good faith, a mutually satisfactory resolution. If the parties cannot reach agreement, or if any party refuses to meet within a reasonable period of time, not to exceed fifteen (15) days from the date of written notice of the dispute to the Producer, either party may proceed to arbitration under the voluntary arbitration rules of the American Arbitration Association.

Notwithstanding the foregoing, the Producer or Guild may refer any dispute to the designated representatives of the Guild and the AICP for resolution within fifteen (15) days from the date of the written notice of the dispute to the Producer. The Guild and AICP will meet within twenty (20) days of referral of such dispute. If the Guild and AICP mutually agree on the resolution of the dispute, such decision will be final and binding upon the Guild, the AICP and the Producer. If the Guild

and AICP fail to reach a mutually satisfactory resolution of the dispute within thirty (30) days of the referral, the matter may be submitted to arbitration in accordance with the preceding paragraph.

#### 2-102 LIQUIDATED DAMAGES

In the event an Employer fails to comply with the staffing requirements of this Agreement, the Employer shall be liable to the Guild for liquidated damages. Recognizing the difficulty of ascertaining amounts properly payable for failure to adhere to said staffing requirements, liquidated damages for any breach thereof shall be equal to triple the amount that proper staffing would have actually cost the Employer (i.e., Pension, Health, Trainee Trust, Travel, etc.). In addition to the foregoing, the Guild reserves all other legal and equitable remedies.

#### 2-103 NON-PAYMENT

- (A) Notwithstanding any other provision of this Agreement to the contrary, if the Producer fails for five (5) days, after notice to the Producer, to pay in full any wages due to the Employees covered by this Agreement, any monies due to the Guild, or any payments due to the DGA-Producer Pension and Health Plans (collectively "the Plans") as provided, the Guild may immediately direct the Employees to discontinue work until all sums due have been paid in full and/or may immediately institute action at law or equity, or before an administrative tribunal, to obtain payment of such sums. In any action brought either for arbitration or in a court of law, the claims arising out of non-payment shall include all costs and expenses of the proceedings, including reasonable counsel fees. These rights shall be in addition to all other remedies available to the Guild.
- (B) In the event of any breach of this Agreement by the Producer (including any non-payment by the Producer of sums due any Employee for wages, holiday or vacation pay, or otherwise) the Guild in its own name shall be a proper party in interest to enforce compliance by the Producer with this Agreement on the Guild's own behalf and on behalf of any affected Employees without further assignments or authorizations from them.

#### 2-104 ACCESS AND EXAMINATION OF BOOKS AND RECORDS

- (A) The Employer shall assure that duly authorized Guild representatives have reasonable access to the Employer's premises, whether rented, leased or owned to assure compliance with this Agreement.



- (B) The Producer shall make available copies of all payroll records pertaining to the bargaining unit, such as canceled payroll checks, stubs, job reports, crew sheets, time cards, tax forms filed by the Producer, records of cash disbursements and all other related pertinent records. The Producer's auditors may, at the request of the Producer, be present during such examination.

**ARTICLE 3**  
**PENSION AND HEALTH PLANS**

3-101 EMPLOYER PENSION CONTRIBUTIONS

The Producer agrees to become and remain a party to the Directors Guild of America-Producer Pension Plan (herein called the "Pension Plan"), and the Producer shall contribute to the Pension Plan with respect to each employment of a Director, UPM or AD an amount equal to six percent (6%) of their base salary amounts as defined in Article 3-104 (A-D) below.\* Each such Director, UPM or AD shall likewise pay into said Pension Plan an amount equal to two and one-half percent (2-1/2%) of such base salary, as computed below for the Producer's contributions, and such amount shall be deducted by the Producer from the salary of such Director, UPM or AD and paid directly to the Pension Plan on behalf of such Director, UPM or AD.

3-102 EMPLOYER HEALTH CONTRIBUTIONS

The Producer agrees to become and remain a party to the Directors Guild of America-Producer Health Plan (herein called the "Health Plan"), and the Producer shall contribute for each Director, UPM and AD employed by the Producer ten and one-half percent (10.5%) of their base salary amounts as defined in Article 3-104 (A-D) below. The Producer shall contribute an additional amount equal to fourteen and one-half percent (14.5%) of the vacation pay paid to UPMs and ADs on their base salary amounts as defined in Article 3-104 (A-D) below.

3-103 LOAN-OUTS

- (A) When a Producer borrows the services of an Employee from a loan-out company, as defined in paragraph (C) below, and such Employee renders services covered by this Agreement, the Producer shall make pension and

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\* The DGA shall have the right to allocate up to one-half percent (0.5%) of the negotiated wage increases in each of the second and third years of the Agreement to the Employer contribution rate to the Directors Guild of America-Producer Pension Plan or to the Directors Guild of America-Producer Health Plan. The DGA shall give notice of any such election applicable to the second and third years of the Agreement to the AICP at least six (6) months prior to December 1, 2018 and December 1, 2019, respectively.

health contributions directly to the Plans on behalf of the loan-out company.

- (B) In its agreement with the loan-out company, the Producer shall separately state the compensation applicable to services covered by this Agreement. Contributions shall be based on the amount the Producer pays the loan-out company for lending the Employee's covered services.
- (C) The term "loan-out" means a company which is controlled by the Employee and loans the Employee's services to the Producer.

**AICP Companies: see Paragraph 1 of the AICP Sideletter.**

3-104

#### DEFINITION OF SALARY FOR PENSION AND HEALTH CONTRIBUTIONS

The following shall apply with respect to payment of pension and health contributions:

- (A) Contributions to the Plans shall be made on total gross compensation, as defined in this Article 3-104, on behalf of all Employees covered by the Agreement.
- (B) With respect to Directors, UPMs and ADs (who are not Principals) who are engaged to work solely in a DGA-covered capacity, total gross compensation includes, but is not limited to, all salary, wages, fees (except cancellation fees set forth in Article 5-314), profit participation and expenses, except those expenses which are incurred solely and exclusively in connection with a specific production.
- (C) With respect to Directors, UPMs and ADs (who are not Principals) who are engaged to work in multiple capacities (e.g., Producer/Director, Director/Cameraman, Producer/AD), total gross compensation includes, but is not limited to, all salary, wages, fees (except cancellation fees set forth in Article 5-314), profit participation and expenses (except those expenses which are incurred solely and exclusively in connection with a specific production), paid for services rendered in a DGA-covered capacity. A reasonable allocation between DGA-covered work and non-DGA work will be allowed provided that sufficient documentation (e.g., time sheets for each capacity, daily production reports, call sheets, deal memos, contracts, etc.) is maintained by the Employer to support the allocation.

- (D) With respect to Principals (Directors, UPMs and ADs), without regard to whether or not they perform work solely in DGA-covered capacities or in multiple capacities, total gross compensation includes, but is not limited to, all salary, wages, fees (except cancellation fees set forth in Article 5-314), profit participation and expenses, except those expenses which are incurred solely and exclusively in connection with a specific production. Such contributions shall be made on such salaries up to a maximum of two hundred fifty thousand dollars (\$250,000.00) in a calendar year.
- (E) A Principal Director, Principal UPM or Principal AD is an individual who, either alone or in combination with his or her spouse, parents, siblings and/or lineal descendants (collectively “Family”) owns, directly or indirectly through other entities, 10 percent (10%) or more of the equity of the Producer. However, the individual shall not be a Principal Director if the Plans determine that all of the following conditions are met during the calendar year in question: (i) the individual does not own, directly or indirectly through other entities, any equity in the Producer, and (ii) another Family member owns, directly or indirectly through other entities, equity of the Producer, is performing DGA-covered work for the Producer and makes contributions subject to the provisions of Article 3-104 (D).

**AICP Companies: see Paragraph 1 of the AICP Sideletter.**

3-105

#### REPORTING CONTRIBUTIONS

- (A) Simultaneously with such remittances, the Employer shall forward to the Plans, statements specifying the names of the Employees for whom the contributions are being made, the dates of their employment and the total amount allocable to each Employee. On such form, the Producer shall identify Principal Directors, Principal UPMs, Principal Assistant Directors, Staff UPMs and Staff ADs by placing the following initials next to the Employee’s name:
  - i. “PD” for Principal Director;
  - ii. “PU” for Principal UPM;
  - iii. “PAD” for Principal Assistant Director;
  - iv. “SU” for Staff UPM;
  - v. “S1A” for Staff First Assistant Director; or
  - vi. “S2A” for Staff Second Assistant Director.
- (B) Payments of contributions as herein required are to be made on a monthly basis, no later than the last day of each month for accruals during the

preceding month. If so required by the Trustees of such Plans, the statements accompanying the remittance shall be on forms supplied by the Plan. On such form, if a loan-out company is used, the Producer will indicate "LO" next to the names of all Guild personnel employed through the loan-out company.

- (C) If an Employer fails to make payments on the date set forth above, and is given ten (10) days' written notice thereof by certified mail, the following liquidated damages shall be added to the amount due: ten percent (10%) for any portion of the first sixty (60) days and 10% additional for each succeeding sixty (60) day period or portion thereof, up to 25%.
- (D) A copy of the monthly remittance form shall be mailed to the DGA regional office (i.e., either east coast or west coast) closest to where the Producer maintains its office.

3-106

#### TRUST AGREEMENTS

- (A) The Producer and Guild agree to accept, assume and be bound by the Trust Agreements establishing the "Directors Guild of America-Producer Pension Plan" and "Directors Guild of America-Producer Health Plan" and all modifications, alterations, and amendments made thereto. The Plan office shall, upon request, furnish to the Producer a copy of said Trust Agreements.
- (B) The right of the Trustees of such Plans to enforce collections and contributions due hereunder shall in no way affect or diminish the rights of the Guild to enforce the terms of this Agreement.
- (C) The Directors Guild of America-Producer Pension and Health Plans may include the Guild as an Employer in respect to its full-time paid employees upon the Guild's agreeing to make the same contributions on their account.
- (D) Should it become necessary to institute a suit or other proceeding against the Producer by reasons of its default or delinquency in the payment of contributions hereunder, reasonable legal fees and any accounting or other expenses incurred shall constitute an additional liability of the Producer, recoverable in such suit or other proceeding.
- (E) The Producer specifically agrees to be bound by the provisions of the Trust Agreements relating to payment of attorneys' fees, court costs, interest, liquidated damages and auditing costs in connection with

delinquent contributions to the Plans, as they now exist and as they may be modified in the future.

3-107 NON-PAYMENT OF PENSION AND HEALTH CONTRIBUTIONS

Notwithstanding any other provision of this Agreement to the contrary, should a Producer fail to pay contributions to the Directors Guild of America-Producer Pension and Health Plans or fail to transmit the deducted Employee contributions as required by this Agreement, and such failure results in an Employee losing his/her pension and/or health rights, then such Producer agrees, in addition to paying and transmitting the proper contributions, to be liable for all costs and losses to that Employee which occurred due to bodily injuries and all medical costs that would have otherwise been reimbursed by or paid for by the Directors Guild of America-Producer Pension and Health Plans during the period in question, and all retirement benefits which the Employee might otherwise have received during that period from the Pension Plan, provided that the Guild notifies such Producer in writing by certified mail at least ten (10) days prior to the expiration of any grace period set forth in the Directors Guild of America-Producer Pension and Health Plans.

3-108 ACCESS AND EXAMINATION OF BOOKS AND RECORDS

- (A) The Producer shall make available copies of all payroll records pertaining to the bargaining unit, such as canceled payroll checks, stubs, job reports, crew sheets, time cards, tax forms filed by the Producer, records of cash disbursements and all other related pertinent records. The Producer's auditors may, at the request of the Producer, be present during such examination.
- (B) If the Plan's auditors, after examining the records herein described, reasonably conclude that such records do not accurately reflect contractually required payments to Guild personnel by the Producer for work covered by the Collective Bargaining Agreement (and with respect to which contributions should have been made), then the auditors shall discuss with the Producer's accountants what additional records or information are relevant and necessary to conclude the audit, provided, however, that such discussion does not unreasonably delay the audit.
- (C) If such discussions (and/or review of additional records or information submitted by the Producer) do not resolve the Plan's auditors' reasonable concerns, the Producer shall permit access to its general ledger, it being understood, however, that the parties and the Plans recognize that information concerning salaries, dividends and profits paid to Principals,

shareholders and owners of the Producer and related matters are confidential, and that the auditor shall be obligated to keep such information confidential. The statute of limitations governing such audits shall be as set forth by applicable law.

**AICP Companies: see Paragraph 2 of the AICP Sideletter.**

3-109

#### COMMERCIAL INDUSTRY ADMINISTRATIVE FUND

The AICP shall establish or has established a Commercial Industry Administrative Fund (“CIAF”). The CIAF shall be utilized solely for the purposes of defraying the cost and expenses of the AICP incurred in labor relations, contract negotiations with the Guild and ongoing contract administration including, but not limited to, administration, legal fees, consultant fees, staff costs, web site and seminar costs, publication and distribution of contract/negotiation/administration related bulletins, labor relations costs and costs involved in administering the grievance and arbitration process. The funds of the CIAF shall not be used to support non-Guild productions, discourage or undermine membership in the Guild, nor fund any actions adverse to the Guild. It is agreed that such adverse actions do not include the administration or negotiation of the Agreement or actions taken in the protection of this Agreement’s provisions, rights and remedies in any forum.

The CIAF shall be funded by Employer contributions in the amount equal to 0.25% of the compensation base upon which the Employer makes contributions to the DGA-Producer Pension & Health Plans for each such Employee. Contributions to the CIAF shall be paid to the AICP (or its designated collecting fund) and held in a separate AICP (CIAF) account (or by its designated collecting fund for transmittal to AICP) and administered as determined by AICP in accordance with the purposes of the CIAF as set forth in this Section. The AICP on behalf of the CIAF, or AICP’s assigns or designee (not the Guild) shall be responsible for enforcement of delinquent contributions to the CIAF and such parties, or any of them, in their own name shall have all enforcement rights, remedies and procedural standing to maintain any action or proceeding, at law or equity, necessary to audit and/or recover delinquent contributions along with court cost, reasonable attorney’s fees, and pre-judgement interest.

**ARTICLE 4**  
**MINIMUM SALARIES AND WORKING CONDITIONS OF DIRECTORS**

4-101 MINIMUM SALARIES\*

(A) The minimum rates of pay for Directors shall be as follows:

|        | <u>12/1/2017</u> | <u>12/1/2018</u> | <u>12/1/2019</u> |
|--------|------------------|------------------|------------------|
| Daily  | \$1,453          | \$1,497          | \$1,542          |
| Weekly | \$5,814          | \$5,988          | \$6,168          |

(B) The parties agree that a Director hired for a specific period of time shall receive not less than the salary rate provided for herein. A Director who is laid off as a consequence of emergencies, acts of God, strikes of other crafts, and other like causes beyond the control of the Producer, shall, nevertheless, be compensated on the basis of the weekly rate provided for herein and not the daily rate.

(C) In the event that the Producer agrees to employ a Director for a fixed period of time, such employment shall be deemed to be on a consecutive basis.

(D) A Director shall be paid total gross compensation, excluding profit participation, associated with a specific production no later than the period provided in applicable state law.

4-102 PREPARATION TIME - DIRECTOR

If a Director is employed to do work in television commercials, he shall receive a minimum of one day of preparation time. If, however, the Director is called for a single day's employment, and the time period between the start of camera rehearsal and the completion of shooting is five (5) hours or less, then the preparation requirement may be included in the same day, and only one day's compensation shall be paid.

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\* Pursuant to Article 3-101 of this Agreement, the Guild has the option to divert one-half percent (0.5%) of the negotiated wage increases for the second and third years of this Agreement to the Employer contribution rates to the Directors Guild of America-Producer Pension Plan or to the Directors Guild of America-Producer Health Plan. The DGA shall give notice of any such election applicable to the second and third years of this Agreement to the AICP at least six (6) months prior to December 1, 2018 and December 1, 2019, respectively.

4-103

#### SIXTH AND SEVENTH DAY, HOLIDAY AND LAYOVER TIME

When a Director is required to lay over at a location away from home on a sixth or seventh day when no directorial functions are performed, he/she is to be paid straight time for each such sixth or seventh day at the applicable minimum rate. For a Director employed on staff, a Producer may, at its option, give a compensatory day off in lieu of the payment described above. If a Producer requires a Director hired on a weekly basis to perform any directorial function on a sixth day, seventh day or holiday, the Producer shall pay such Director compensation at a rate equal to one-fifth (1/5) of the weekly earnings for each agreed-upon day so worked, or the higher daily rate agreed upon between the parties.

4-104

#### HOLIDAYS

- (A) The following holidays shall be recognized in this Agreement for Directors: New Year's Day; Martin Luther King's Birthday; President's Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Christmas.
- (B)
  - i. If any of the above holidays falls on a Sunday, the following Monday shall be considered the holiday.
  - ii. If any of the above holidays falls on a Saturday, the preceding Friday shall be considered the holiday.
- (C) When any such holiday not worked falls within the guaranteed period of employment, no deduction shall be made from the guaranteed compensation.
- (D) If a holiday is worked within the guaranteed workweek, the Director shall be paid an additional one-fifth (1/5) of his/her weekly salary, provided that:
  - i. This provision does not apply to holidays worked outside of the United States; and
  - ii. Days worked for this purpose shall be deemed to mean only shooting or preparation days at the direction of the Employer.
- (E) If any unworked holiday falls within a full work week of employment following the guaranteed period of employment, the Director shall be paid his/her full weekly compensation. When such a holiday occurs within a



partial work week following the guaranteed period of employment and the Director works the day before and the day after such a holiday, the Director shall be paid in the same manner as if he had worked such day.

- (F) Holidays shall apply against the guaranteed period of employment, whether worked or not worked.
- (G) If the Employer in a national collective bargaining agreement with any other Guild or Union grants any additional holiday not listed above, the additional holiday shall be deemed included hereunder.

#### 4-105 SEVERANCE PAY FOR DIRECTORS

Any Director whose services are to be terminated by the Producer at the completion of a 26-week or 52-week guaranteed period, shall receive from the Producer either two weeks prior written notice thereof, or two weeks severance pay at the Director's prevailing wage rate at the time of severance of employment. In the event a Director in the second or subsequent cycle of a 26-week or 52-week term is given notice of termination, then the last week of said 26-week or 52-week cycle shall be unassigned. The Producer shall have the right to make all deductions required by a governmental authority from such severance pay.

#### 4-106 DIRECTOR'S PREPARATION, COMPLETION AND TRAVEL TIME

- (A) The parties recognize that the Director's work requires advance preparation which must include, but is not limited to, all the functions as set forth in Article 1-301, above.
- (B) When, on the request of the Producer, a Director is called into conference regarding any aspect of production, he/she shall receive a day's pay for each such day. It is, however, understood that there shall be no compensation for the employment interview prior to the Director's engagement for a particular assignment.
- (C) The parties recognize that the Director's work requires completion time which must include, but shall not be limited to, all the functions as set forth in Article 1-301 above.
- (D) Travel time is recognized as work time and will be compensated accordingly.
- (E) First-class transportation, first-class lodging accommodations, and all regular meals on, to and from the Director's assignments shall be furnished

by the Producer. The Producer shall provide for full insurance coverage of all Directors while traveling to and from any location. Minimum travel insurance shall be \$100,000.00 coverage; beneficiary is the Director's choice.

- (F) The Director shall travel First Class (unless Business Class is available) when travel either originates or terminates outside the forty-eight (48) Continental United States and the scheduled arrival time at the ultimate destination is five (5) hours or more after the scheduled departure time.

4-107            STARTING DATE

All arrangements entered into for the employment of Directors shall provide for an "on or about" starting date as follows:

- i.        In all arrangements calling for a period of employment of up to and including two weeks, the phrase "on or about" shall allow a latitude of two days either prior to or after the starting date specified in such arrangement.
- ii.       In all arrangements calling for a period of employment of over two weeks, the phrase "on or about" shall allow a latitude of one week either prior to or after the starting date specified in such arrangement.

4-108            DIRECTOR-CAMERAPERSON

A Director-Cameraperson shall receive for each assignment no less than the applicable minimum under this Agreement for his/her services as a Director. In addition, for his/her services as a cameraperson he/she shall receive no less than the prevailing minimum scale for a television commercial cameraperson where such services are rendered, as negotiated by the Association of Independent Commercial Producers (hereinafter called AICP) Chapter. Wages paid for services as a cameraperson shall not be considered salaries for any purposes under this Agreement, including but not limited to pension contributions and health contributions pursuant to Articles 3-101 and 3-102 above.

4-109            COPY OF SPOT

Provided it has the right to do so, the Producer will provide the Director with a broadcast quality copy of the spots he or she directs.

4-110 WORK IN EXCESS OF 18 HOURS

On any day where a Director works in excess of eighteen (18) hours, the Producer, at its expense, shall offer the Director either:

- i. first class nearby hotel accommodations, or
- ii. transportation provided by a reputable third party car service to the Director's home or hotel if on distant location.

Under either (i) or (ii) the Producer shall not be responsible or liable for any loss, damage, casualty or theft in connection with any property of the Director.

4-111 PRODUCTION CENTERS

Notwithstanding anything to the contrary in this Agreement, the following shall apply to Directors for the purposes of establishing where Directors may be employed as a "local hire." The Director shall designate the Production Center in which he/she wishes to be employed as a "local hire" in accordance with the rules and procedures currently followed by the Guild.

**ARTICLE 5**  
**STAFFING, MINIMUM SALARIES AND WORKING CONDITIONS**  
**OF UNIT PRODUCTION MANAGERS, FIRST**  
**AND SECOND ASSISTANT DIRECTORS**

**5-100 STAFFING**

5-101 UPM STAFFING

A UPM shall be employed when the duties of a UPM, as commonly understood in the motion picture industry, are to be performed. A UPM may not perform the functions of a 1<sup>st</sup> AD unless such UPM is a 1<sup>st</sup> AD. A 1<sup>st</sup> AD may perform, with the consent of the Guild, the functions of a UPM interchangeably or in conjunction with the performance of his/her 1<sup>st</sup> AD duties. An AD is the only person who may assist the UPM in the performance of his/her duties.

**AICP Companies: see Paragraph 15 of the AICP Sideletter.**

5-102 FIRST ASSISTANT DIRECTOR STAFFING

- (A) A 1<sup>st</sup> AD shall be employed whenever a production uses a Director. On each commercial, educational, industrial, documentary, institutional and

every other non-theatrical motion picture, at least one 1<sup>st</sup> AD shall be employed.

**AICP Companies: see Paragraph 3 (A) and 3 (C) (ii) of the AICP Sideletter.**

- (B) The 1<sup>st</sup> AD shall be advised of the hiring of crews with which he/she shall have to work. This advice and consultation is a courtesy and unless extensive, does not require additional payment.
- (C) The 1<sup>st</sup> AD shall be on the set when the shooting of talent and/or the recording of sound is in progress.
- (D) Screen Tests - On screen tests where there is a directed scene with cast, a minimum of one 1<sup>st</sup> AD shall be employed, subject to the provisions of this Article 5-100, Article 5-301 (B and C) and Article 5-300.
- (E) With respect to commercial projects that begin production in one geographical production area and continue production in another distinct geographical production area, the Producer may, at the Director's discretion, hire a qualified 1<sup>st</sup> AD who resides in the area where production is continued. For purposes of this paragraph, a distinct geographical production area is defined as being 200 or more miles from the previous geographical production area.

5-103

**SECOND ASSISTANT DIRECTOR STAFFING**

- (A) The Producer shall assign a 2<sup>nd</sup> AD:
  - i. When control of background action or crowd control cannot be accomplished by the 1<sup>st</sup> AD without assistance, or
  - ii. When 12 or more persons are to be photographed, or
  - iii. On all projects shooting outside a studio for four (4) or more consecutive days in which the complement of crew and cast, including the Director and 1<sup>st</sup> AD, shall total 10 or more.
  - iv. Notwithstanding the absence of (i), (ii), or (iii), above, not less than one day of shooting on each commercial production.

A 2<sup>nd</sup> 2<sup>nd</sup> AD or additional 2<sup>nd</sup> ADs may be employed on any day when an initial 2<sup>nd</sup> AD is employed, at fifteen percent (15%) less than the scale for the initial 2<sup>nd</sup> AD. See 2<sup>nd</sup> 2<sup>nd</sup> AD rate in Article 5-200.

**AICP Companies: see Paragraph 3 (E) and (F) of the AICP Sideletter.**

- (B) The 2<sup>nd</sup> AD shall not be permitted to substitute for or replace or perform the duties of the 1<sup>st</sup> AD or the UPM.
- (C) The assignment of a 2<sup>nd</sup> AD shall be made upon the effective recommendation of the 1<sup>st</sup> AD, subject to the approval of the Producer, which shall not unreasonably be withheld.
- (D) Where the Producer employs a person who is a DGA 2<sup>nd</sup> AD to perform location scouting, the Producer shall treat that person as being covered by this Agreement for all purposes. Notwithstanding the foregoing, except in the Chicago metropolitan area (i.e., 75 mile radius of the intersection of State and Madison), the Producer shall not be required to treat such persons as covered by this Agreement if such treatment conflicts with its obligations under its agreement with Teamsters Local 817, Teamsters Local 399 or an affiliated local of the International Alliance of Theatrical Stage Employees.

**See also Exhibit "T".**

**AICP Companies: see Paragraph 3 (D) of the AICP Sideletter.**

- (E) With respect to commercial projects that begin production in one geographical production area and continue production in another distinct geographical production area, the Producer may, at the Director's discretion, hire a qualified 2<sup>nd</sup> AD who resides in the area where production is continued. For purposes of this paragraph, a distinct geographical area is defined as being 200 or more miles from the previous geographical production area.

5-200 MINIMUM SALARIES\*

5-201 (A) The minimum salary scales for UPMs and 1<sup>st</sup> and 2<sup>nd</sup> ADs shall be as follows:

**Unit Production Managers**

|        | <u>12/1/2017</u> | <u>12/1/2018</u> | <u>12/1/2019</u> |
|--------|------------------|------------------|------------------|
| Daily  | \$831            | \$856            | \$882            |
| Weekly | \$3,321          | \$3,421          | \$3,523          |

**First Assistant Directors**

|        | <u>12/1/2017</u> | <u>12/1/2018</u> | <u>12/1/2019</u> |
|--------|------------------|------------------|------------------|
| Daily  | \$1,008          | \$1,038          | \$1,069          |
| Weekly | \$4,035          | \$4,156          | \$4,281          |

**Second Assistant Directors**

|        | <u>12/1/2017</u> | <u>12/1/2018</u> | <u>12/1/2019</u> |
|--------|------------------|------------------|------------------|
| Daily  | \$563            | \$579            | \$597            |
| Weekly | \$2,252          | \$2,320          | \$2,389          |

**Second Second Assistant Directors**

|        | <u>12/1/2017</u> | <u>12/1/2018</u> | <u>12/1/2019</u> |
|--------|------------------|------------------|------------------|
| Daily  | \$479            | \$493            | \$508            |
| Weekly | \$1,915          | \$1,972          | \$2,031          |

*Note:* The weekly rate for UPMs, 1<sup>st</sup> and 2<sup>nd</sup> ADs is four (4) times the daily rate for such category.

(B) Any Employee receiving salaries over and above the minimum scale cannot have his or her salary reduced during the term of an agreement.

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\* Pursuant to Article 3-101 of this Agreement, the Guild has the option to divert one-half percent (0.5%) of the negotiated wage increases for the second and third years of this Agreement to the Employer contribution rates to the Directors Guild of America-Producer Pension Plan or to the Directors Guild of America-Producer Health Plan. The DGA shall give notice of any such election applicable to the second and third years of this Agreement to the AICP at least six (6) months prior to December 1, 2018 and December 1, 2019, respectively.

Notwithstanding the foregoing, the Producer and Employee may negotiate a separate rate of pay for (i) days spent on distant location when no work is performed, and (ii) travel days home at the conclusion of the job when no work is performed; provided, however, that the separate rate of pay may not be less than the minimum daily rate of pay set forth in Article 5-201 (A).

- (C) Salaries to weekly Employees shall be paid weekly by check during working hours, except where other arrangements have been made between the Producer and the Guild.
- (D) Employees shall be notified at the time of employment as to the nature of their employment and salary rate (i.e., daily or weekly), which thereafter cannot be changed.
- (E) No wages need be paid for one (1) "idle" day per work week on distant location when no work is performed by the Employee on such day. Pension and health contributions will be paid on scale for that day. An Employee will be notified at or before the time of booking, of a specified or unspecified "idle" day.

## **5-300 WORKING CONDITIONS**

### **5-301 WORK DAY**

- (A) A flat work day shall consist of no more than twelve (12) consecutive hours; in no event, however, shall the call of a 1<sup>st</sup> AD or 2<sup>nd</sup> AD be later than the earliest call of the cast or crew. A minimum of a day's pay shall be paid for any work performed during the day at the applicable rate for that day.
- (B) The 1<sup>st</sup> AD shall not be dismissed prior to his/her crew.
- (C) The 2<sup>nd</sup> AD shall not be dismissed before 2<sup>nd</sup> AD duties as defined in Articles 1-303 and 1-304, and Article 5-103 (A) are completed, notwithstanding that such completion may require overtime. This provision shall not apply to 2<sup>nd</sup> 2<sup>nd</sup> ADs provided the 2<sup>nd</sup> AD can complete the 2<sup>nd</sup> AD duties without assistance.

### **5-302 WORK WEEK**

The work week shall consist of any five (5) consecutive days, commencing with the first of such five (5) days. If work is performed on a holiday which falls

during the work week, the Employee shall receive an additional one-fifth (1/5) of his/her weekly wage. For sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) days spent on overnight locations see Article 5-306 (C).

5-303 OVERTIME\*

- (A) The thirteenth (13<sup>th</sup>) and fourteenth (14<sup>th</sup>) consecutive work hours shall each be paid at the rate of one-eighth (1/8<sup>th</sup>) of the Employee's daily rate. The fifteenth (15<sup>th</sup>) consecutive work hour shall be paid at the rate of one-sixth (1/6<sup>th</sup>) of the Employee's daily rate.
- (B) On any day in which such Employee continues on the job beyond fifteen (15) hours from the time of his or her call, he/she shall receive a premium of one day's pay (crediting the Employer toward such premium with the sums payable under the preceding paragraph 5-303 (A)) for each five (5) hour segment or portion thereof. Where an Employee works beyond the fifteenth (15<sup>th</sup>) hour, such five (5) hour segment shall be deemed to have commenced after the twelfth (12<sup>th</sup>) hour.
- (C) All premium pay shall be paid simultaneously with the regular salary for the payroll week in which it was earned.
- (D) Examples: An Employee who works 13 hours shall receive his/her day rate plus 1/8<sup>th</sup> of the day rate. An Employee who works 14 hours shall receive his/her day rate plus 1/4 (1/8<sup>th</sup> plus 1/8<sup>th</sup>) of the day rate. An Employee who works 15 hours shall receive his/her day rate plus 5/12<sup>ths</sup> of the day rate (1/8<sup>th</sup> plus 1/8<sup>th</sup> plus 1/6<sup>th</sup>) of the day rate. An Employee who works 16 or 17 hours shall receive his/her day rate plus an additional day's

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\* Daily rates of pay for Assistant Directors and Unit Production Managers are based upon a guaranteed 12-hour work day. For purposes of any applicable wage and hour provisions, an Employee's hourly rate of pay shall equal 1/14<sup>th</sup> of the Employee's daily rate for the first eight hours of work, 1.5 times the Employee's hourly rate for the ninth through twelfth hours of work, and the following multipliers for hours worked beyond the twelfth hour:

| Hour | Multiplier |
|------|------------|
| 13   | 1.750      |
| 14   | 1.750      |
| 15   | 2.333      |
| 16   | 8.168      |
| 17   | 0.000      |
| 18   | 14.00      |

For purposes of any applicable wage and hour provisions, any payment in excess of the Employee's hourly rate for any consecutive work hour after the 8<sup>th</sup> consecutive work hour shall be considered a daily overtime premium.



pay. An Employee who works 18, 19, 20, 21 or 22 hours shall receive his/her day rate plus two additional day's pay.

**AICP Companies: see Paragraph 16 of the AICP Sideletter.**

5-304 WORK IN EXCESS OF 18 HOURS

On any day where DGA-represented Employees work in excess of eighteen (18) hours, the Producer, at its expense, shall offer the DGA-represented Employees' either:

- i. first class nearby hotel accommodations, or
- ii. transportation provided by a reputable third party car service to the Employees' homes or hotel if on distant location.

Under either (i) or (ii) the Producer shall not be responsible or liable for any loss, damage, casualty or theft in connection with any property of the Employee.

5-305 REST PERIOD

An eight (8) hour rest period shall be provided between calls. If such rest period is not provided, Employees shall receive an additional one (1) day's pay for each period of six (6) hours or portion thereof worked until an eight (8) hour rest period is provided.

5-306 SIXTH AND SEVENTH DAYS

- (A) For each sixth (6<sup>th</sup>) day worked in an Employee's work week, the Employee shall be paid one hundred fifty percent (150%) of his/her actual gross daily salary in the case of a daily Employee; or one-fifth (1/5) of his/her actual gross weekly salary in the case of a weekly Employee.
- (B) For each seventh (7<sup>th</sup>) day worked in an Employee's work week, the Employee shall be paid two hundred percent (200%) of his/her actual gross daily salary in the case of a daily Employee; or one-fifth (1/5) of his/her actual gross weekly salary in the case of a weekly Employee.
- (C) On overnight locations, if the assignment has not been completed but no work is performed on the sixth (6<sup>th</sup>) or seventh (7<sup>th</sup>) day, the Employee shall receive for each day the Employee's daily rate of pay. If work is performed on the sixth (6<sup>th</sup>) day, the Employee shall receive 150% of the

Employee's daily rate of pay. If work is performed on the seventh (7<sup>th</sup>) day, the Employee shall receive 200% of the Employee's daily rate of pay.

5-307 WORK IN HIGHER CLASSIFICATION

Whenever an Employee is required to do work in a higher classification for any part of a day, or days, he/she shall be paid at the higher rate for such day or days.

5-308 PREPARATION AND COMPLETION TIME

- (A) It is herewith understood and agreed that the most effective use of UPMs and 1<sup>st</sup> ADs and 2<sup>nd</sup> ADs requires that they be allowed adequate preparation time before shooting and adequate completion time after shooting. The individual requirements for each production shall be decided mutually between the Producer and the Guild.
- (B) The 1<sup>st</sup> AD shall be given a minimum of one (1) day's preparation for each assignment. In addition, a second mandatory day of preparation will be granted to the 1<sup>st</sup> AD in the event of three or more consecutive days of photography or two or more substantially different or significantly distant locations, unless circumstances would reasonably warrant a waiver from the Guild.

**AICP Companies: see Paragraph 3 (B) and 3 (C) (i) of the AICP Sideletter.**

- (C) Moreover, such additional preparation days as are necessary will be granted to the 1<sup>st</sup> AD in preparation. If no more than two days of preparation are actually necessitated by the requirements of this Agreement and on the production, no more than two shall be mandated hereunder.
- (D) The Producer shall make a reasonable effort to schedule tech scouts so that they do not conflict with the 1<sup>st</sup> AD's time to prep the job in a timely manner.
- (E) When the 1<sup>st</sup> AD resigns voluntarily from an assignment, the replacement 1<sup>st</sup> AD will be paid only for prep days actually worked. The Employer will give the Guild prompt written notice when a 1<sup>st</sup> AD is replaced and submit a revised CPLF. Notwithstanding the foregoing, there shall be no mandatory day of preparation for a replacement AD, provided the minimum prep period has been afforded to the prior 1<sup>st</sup> AD.

5-309 MEALS

Reasonable time for appropriate meals shall be allowed all Employees hereunder.

5-310 TRAVEL TIME

- (A) Where Employees are assigned to start their day at any studio or location outside Los Angeles County, California, or outside the five (5) boroughs of New York City, the Employees' travel time shall be included in the work day.
- (B) Work at a location requiring an overnight stay shall be considered a distant location.
- (C) An Employee who travels to a distant location shall have all travel time counted as time worked and paid for as such, except that travel on the sixth (6<sup>th</sup>) or seventh (7<sup>th</sup>) day or a holiday to a distant location shall be paid at one-fifth (1/5) the weekly rate, or one (1) day's pay at the daily rate for each travel day, providing no work has been performed on such sixth (6<sup>th</sup>), seventh (7<sup>th</sup>) day or holiday. In addition, for commercials that start outside North America, or are entirely shot outside North America, the outbound travel day shall not start the work week for purposes of calculating subsequent sixth (6<sup>th</sup>) and seventh (7<sup>th</sup>) day payments provided no authorized work is performed by the Employee on that travel day.
- (D) ADs and UPMs shall travel Business Class when travel either originates or terminates outside the forty-eight (48) Continental United States and the scheduled arrival time at the ultimate destination is five (5) hours or more after the scheduled departure time. In all other cases, ADs and UPMs shall travel in the same class of service as the Director.
- (E) The Producer shall provide first-class meals and first-class accommodations and reasonable and necessary expenses for all Employees on, to and from location. Separate rooms shall be provided for each Guild member employed where reasonably possible.
- (F) Employees shall not be required to drive transportation vehicles.
- (G) The Producer shall provide for full insurance coverage of all Employees while traveling to and from any location. Minimum travel insurance shall be \$100,000.00 coverage. Beneficiary is to be of Employee's choice. Prior to undertaking such travel, the Employee shall be shown proof of

such insurance unless a copy thereof shall have been placed on file with the Guild.

- (H) When the 1<sup>st</sup> AD is required by the Employer to drive their own vehicle to scout locations then such employee shall receive mileage reimbursement at the then current I.R.S. rate.

5-311

#### HOLIDAYS

- (A) The following holidays shall be recognized in this Agreement: New Year's Day; Martin Luther King's Birthday; President's Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; and Christmas.
  - i. For holidays worked, an Employee shall receive an additional day at the Employee's daily rate (or one-fifth of the Employee's weekly rate).
  - ii. As compensation for unworked holidays, an Employee shall receive, upon layoff or dismissal or any other termination of his/her employment, 3.292% of his/her salary.
  - iii. If any of the above holidays falls on Sunday, the following Monday shall be considered the holiday.
  - iv. If any of the above holidays falls on Saturday, the preceding Friday shall be considered the holiday.
- (B) If the Employer in a national collective bargaining agreement with any other Guild or Union grants any additional holiday not listed above, the holiday shall be deemed included hereunder.

5-312

#### VACATIONS

- (A) All Employees employed by a Producer for 115 work days out of 130 in a 26-week period shall receive one week's vacation with pay and one additional day for each twenty-five days subsequently worked, up to two (2) weeks for 230 work days out of 260. All Employees employed by a Producer for 230 out of 260 work days shall receive two (2) weeks' vacation with pay annually. All Employees who have been employed by the Producer for five (5) years or more shall receive three (3) weeks' vacation with pay annually. All Employees who have been employed for

ten (10) years or more shall receive four (4) weeks' vacation with pay annually.

- (B) All freelance UPMs and ADs employed by the Producer shall, upon layoff or dismissal or any other termination of employment prior to 115 days of consecutive employment, receive four percent (4%) of their gross salary as vacation pay.
- (C) Producer shall make contributions to the DGA Health Plan on vacation pay as set forth in Articles 3-102 and 3-104.

5-313 CONCLUSION/TERMINATION OF SERVICES

- (A) When an Employee is hired at the daily rate, he/she shall be notified by the Producer prior to 2:00 P.M. if his/her work is to conclude at the end of that particular day. In the event that such notice is not given, the Employee shall be deemed hired for the following day.
- (B) When services of a daily Employee are terminated, he/she shall be paid by check the same day all monies due him/her under the Agreement. The Employee shall be given a separate form itemizing gross salary, all deductions made from the salary and net payment unless such information is contained on the check stub.
- (C) Employees employed by the Producer for more than two (2) months shall be entitled to two (2) weeks' notice of conclusion or termination or two (2) weeks' pay in lieu thereof. The same notice shall be required from such Employees leaving their job position. To assure enforcement of the foregoing provision, the Guild agrees to take immediate disciplinary action against any Employee failing to give the required notice of resignation.
- (D) No Employee hereunder shall be dismissed prior to the conclusion of his/her assignment except for just cause.
- (E) The Producer agrees to comply with all applicable federal and state labor laws (e.g., California Labor Code Section 201.5).

5-314 CANCELLATION FEE

- (A) The Producer shall pay a cancellation fee of one day's pay at the Employee's daily rate (or one-fifth of the Employee's weekly rate) to each Assistant Director whom the Producer has employed for a commercial and

who has reserved the time exclusively for the Producer, provided all the following conditions are established:

- i. The commercial is canceled or postponed by the Agency less than forty-eight (48) hours before the Assistant Director is scheduled to begin work. If cancellation occurs 48 hours or more hours prior thereto, no cancellation fee shall be payable.
  - ii. The Assistant Director has immediately used his/her best efforts to obtain other employment for substantially the time reserved for the Producer and has been unsuccessful.
- (B) The cancellation fee shall not apply to situations when production or shooting is curtailed or the Assistant Director's work schedule is reduced by an accelerated production schedule or other situations where cancellation or postponement occurs after production has commenced.
- (C) When consecutive engagements for the same Producer on different commercials are canceled or postponed, the cancellation fee shall not exceed one day.
- (D) Cancellation fees shall not be subject to Pension or Health Plan contributions and shall apply only to freelance Assistant Directors.

5-315

#### SEVERANCE PAY

- (A) An Employee employed for 115 out of 130 work days in a 26-week period, whose services are terminated by the Producer for a reason except for just cause, shall receive from the Producer severance pay in a lump sum as follows: two and one-half (2 ½) days of pay after six (6) months of employment; four (4) days of pay after nine (9) months of employment; five (5) days of pay after a years employment. After one (1) year, severance pay shall be computed at one-half (½) days pay per month for the first ten (10) months of each subsequent year to achieve a total of at least one (1) week's pay for each year up to fifteen (15) years. Payment shall be made at the Employee's prevailing wage rate at the time of severance of employment. The Producer shall have the right to make all deductions required by any governmental authority from such severance pay. For the purposes hereof, all of an Employee's credited employment shall be accumulated except such employment as preceded any thirty (30) consecutive days during which the Employee was not on the Producer's payroll by reason of a layoff. In no event shall severance pay be paid to an Employee twice in respect to the same period of employment.

- (B) In case there was, or may be, any change of corporate name or organization by the Producer, or if there was or may be a sale or transfer of the assets to another company, then and in such event all employment, either under the Producer's original or changed corporate name, or with such other company, shall be included in the computation of the severance pay required to be paid as herein provided by the Producer at the time of discharge. Time spent by an Employee in any branch of the Armed Forces of the United States shall also be included in the computation for purposes of Article 5-315 (A) above.
  
- (C) In the event of the death of an Employee, the Producer shall pay to whomever the Employee may have designated in writing to the Producer, or, if no such designation has been made, to the Employee's beneficiary under the life insurance provided by the Health Plan Article 3-102 of this Agreement, an amount equal to the amount of severance pay such Employee would have received had he/she been discharged on the date of his/her death; provided, however, that from such amount there may be deducted by the Producer so much of life insurance, if any, that may be payable in the life of such Employee at the time of his/her death as may have been purchased by the Producer (not by any Plan herein) for him/her at the sole expense of the Producer.

5-316

#### PRODUCTION CENTERS

Notwithstanding anything to the contrary in this Agreement, the following shall apply to Unit Production Managers and Assistant Directors for the purposes of establishing where Unit Production Managers and Assistant Directors may be employed as a "local hire." The Unit Production Manager and Assistant Director shall designate the Production Center in which he/she wishes to be employed as a "local hire" in accordance with the rules and procedures currently followed by the Guild.

**ARTICLE 6**  
**TRAINING PROGRAMS, QUALIFICATION LISTS AND INTERCHANGE**

**6-100 TRAINING PROGRAM - ASSISTANT DIRECTORS**

**6-101 TRAINING PROGRAM**

- (A) A Directors Guild of America-Producer Training Program Trust Fund (herein called the “Training Program Trust Fund”) has been established for the purpose of funding and conducting an AD Training Program. Said Training Program is administered by a Board of Trustees composed of an equal number of Guild Trustees (and alternates) and Producer and AICP Trustees (and alternates), who have the authority to adopt such trust agreements, by-laws and rules and regulations as are necessary to effectuate said program.
- (B) Each Producer shall contribute an amount equal to one-quarter of one percent (0.25%) of salary as defined in Article 3-104 for each Director, UPM and 1<sup>st</sup> and 2<sup>nd</sup> AD to finance the AD Training Program and Contract Qualification Administration. The aforementioned contribution shall be remitted monthly to the Administrator of the Directors Guild of America – Producer Pension and Health Plans who, as the Producers’ agent for collection of said contributions, shall remit seventy percent (70%) of such contribution to the Training Program Trust Fund in New York and shall remit thirty percent (30%) of such contribution to the Contract Qualification Administrator under Article 6-300 of this Agreement. The aforementioned contribution of one-quarter percent may be increased up to one-half percent (1/2%) in the event the Guild and the AICP mutually agree that such increase is necessary to continue the efficient administration and maintenance of the AD Training Program or Contract Qualification Administration as herein established.
- (C) The Training Program shall administer the formal training program through a Board consisting of twelve (12) Trustees. Six (6) Trustees shall be appointed by the DGA. Six (6) Trustees shall be appointed by the Producers, of which four (4) shall be appointed by the AICP and two (2) shall be appointed by the Alliance of Motion Picture and Television Producers, Inc. Such Training Program shall be established and administered in accordance with all applicable laws and regulations.
- (D) Any money paid by Employer as a contribution hereunder shall not constitute or be deemed to be wages to the individual Employees, nor shall



said money so paid be in any manner liable for or subject to the debts, contracts, liabilities or torts of such Employees.

- (E) Trainees selected to participate in the New York Assistant Director Training Program shall be trained for one of two career paths. One-half of the Trainees admitted into the Program shall be trained on television commercials for a career as a Second Assistant Director in the commercial industry and one-half shall be trained on feature films and television programs for a career as a Second Assistant Director in the film and television industry.

## 6-102 MANDATORY SAFETY TRAINING

The Directors Guild–Producer Training Plan Safety Passport Training Course (“Course”), which includes the CSATF ‘A’ course and any training specific to a particular region, all of which training shall be made available online, shall be mandatory for all Unit Production Managers and Assistant Directors hired in the United States under this Agreement on or after November 30, 2018.

It is understood that the Training Program Trust Fund will fund all aspects of the mandatory training, including a stipend to Employees who attend the Course at a rate not less than that paid to employees covered under the DGA Basic Agreement.

The Commercial Qualification List shall be updated to reflect an individual’s successful completion of the Course. For individuals not on any Qualification List, the parties, in consultation with the Training Program Administrator, will devise a method to reflect the individual’s successful completion of the Course.

Any Unit Production Manager or Assistant Director who fails to successfully complete the Course by November 30, 2018, or ninety (90) days from their initial date of employment (whichever is later), will be suspended by the Commercial Qualifications Administrator from the Commercial Qualification List until he or she successfully completes the Course. Upon successful completion of the Course, any such Unit Production Manager or Assistant Director who was suspended from the Commercial Qualification List shall regain his or her status on the Qualification List. Any individual not on a Qualification List who fails to successfully complete the Course, will be ineligible to work until he or she successfully completes the Course. Upon successful completion of the Course, any individual not on the applicable Qualifications List shall regain eligibility for employment.

Completion of the Course shall be a condition of initial placement on the Commercial Qualifications List for any placement occurring on or after December 1, 2018.

As part of the implementation of this mandatory training, the DGA shall, by June 30, 2018, provide notice to the AICP of those individuals on a Commercial Qualifications List who have not yet completed the Course.

During the first six months of the implementation of this provision after December 1, 2018, no Producer shall be in violation absent prior notice from the DGA to that Producer that an Employee has not completed the Course.

**6-200 TRAINEE'S' TERMS AND CONDITIONS OF EMPLOYMENT**

**6-201 TRAINEE'S' TERMS AND CONDITIONS OF EMPLOYMENT**

- (A) The Board of Trustees shall set all terms and conditions of the Trainee's employment, including but not limited to compensation. Trainees assigned to projects under the DGA Basic Agreement shall be governed by Section 14-100 of the DGA Basic Agreement.
- (B) Producers will be notified whenever the Board of Trustees modifies, deletes or adds to the wage requirements and working conditions.

**6-202 ASSIGNMENTS**

- (A) The assignments of Trainees shall be by rotation. Each Producer agrees to be bound by and adhere to all terms and conditions established by the Trustees. The daily rate is based on a twelve (12) hour work day.
- (B) A Trainee may seek employment from any signatory to a DGA Commercial Agreement where a 1<sup>st</sup> AD is employed, and such employed days must be reported to the Administrative Trustee. A Trainee must work under the supervision of a 2<sup>nd</sup> AD on sets and locations where a 2<sup>nd</sup> AD is required by the Agreement.

**6-300 COMMERCIAL QUALIFICATION LISTS**

**6-301 NUMBER OF LISTS AND CATEGORIES**

- (A) In order to provide Employers with qualified and available persons for employment in the New York Area, Southern California Area and Third Area for categories indicated, there shall be nine (9) separate qualification lists for the categories described below which shall be established and maintained by the Contract Qualification Administrator ("CQA").

| <u>New York Area</u>    | <u>Southern California Area</u> | <u>Third Area</u>       |
|-------------------------|---------------------------------|-------------------------|
| UPM List                | UPM List                        | UPM List                |
| 1 <sup>st</sup> AD List | 1 <sup>st</sup> AD List         | 1 <sup>st</sup> AD List |
| 2 <sup>nd</sup> AD List | 2 <sup>nd</sup> AD List         | 2 <sup>nd</sup> AD List |

- (B) The Television Commercial Qualification Lists for the above categories in the above Areas (herein collectively “Lists”) shall be composed of persons placed on said Lists pursuant to prior Agreements and who meet the requirements hereinafter set forth, who apply for placement on the Lists and whom the CQA places on the Lists, in accordance with the requirements hereinafter set forth. Applicants for placement on the Lists created under this Article 6-300 shall prove that they possess the qualifications hereinafter set forth, to the satisfaction of the CQA.
- (C) For purposes of this Article 6-300, the Southern California Area means all of California from San Luis Obispo south to the California-Mexico border, the New York Area means the New York metropolitan area and the Third Area means those areas within the geographic coverage of Agreement outside the Southern California and New York Areas.

6-302 PREFERENCE OF EMPLOYMENT

- (A) An Employer who is signatory to this Agreement shall give preference of employment of 1<sup>st</sup> ADs, 2<sup>nd</sup> ADs and UPMs for work performed in the New York Area to persons on the New York or Southern California Lists (and to such persons who may be added to the Lists as provided herein) and may hire any person on the appropriate Lists without regard to whether such person is or is not a member of the DGA at the time of such employment, subject to the Guild Shop provisions of this Agreement. If there is no “qualified” person on the New York Area List available for work, the Employer may employ any individual. Provided, however, in employing 2<sup>nd</sup> ADs, the Employer must give preference to New York DGA-Producer Trainees available for work.
- (B) An Employer who is signatory to this Agreement shall give preference of employment of 1<sup>st</sup> ADs, 2<sup>nd</sup> ADs and UPMs for work performed in the Southern California Area to persons on the Southern California or New York Lists (and to such persons who may be added to the Lists as provided herein) and may hire any person on the appropriate Lists without regard to whether such person is or is not a member of the DGA at the time of such employment, subject to the Guild Shop provisions of this Agreement. If there is no “qualified” person on the Southern California List available for work, the Employer may employ any individual.

Provided, however, in employing 2<sup>nd</sup> ADs, the Employer must give preference to Southern California DGA-Producer Trainees available for work and further provided that if there is no qualified person on the Southern California List available for work, the Employer can hire any individual.

- (C) An Employer who is signatory to this Agreement shall give preference of employment of 1<sup>st</sup> ADs and UPMs for work performed in the Third Area to persons on the New York, Southern California or Third Area Lists (and to such persons who may be added to the Lists as provided herein) and may hire any person on the appropriate Lists without regard to whether such person is or is not a member of the DGA at the time of such employment, subject to the Guild Shop provisions of this Agreement. If there is no “qualified” person available for work, the Employer may employ any individual. With respect to 2<sup>nd</sup> ADs employed in the Third Area the Producer shall consider qualified 2<sup>nd</sup> ADs who reside within 75 miles of the shoot location. The Producer shall be deemed to have given “consideration” if it determines the identity, qualifications and availability of qualified ADs who reside within said radius. The Guild will provide a list of qualified ADs upon the request of the Producer.
- (D) With respect to a commercial that begins production outside the New York or Southern California Areas and completes production in either the New York or Southern California Area, the Producer may continue to employ the 1<sup>st</sup> AD, 2<sup>nd</sup> AD or UPM who was employed outside the New York or Southern California Areas provided the Employee is on the New York, Southern California or Third Area Qualification List in the appropriate category.

6-303

#### SELECTION AND FUNDING OF THE CQA

- (A) The CQA shall be chosen by the AICP Board of Directors and one Employer not a member of the AICP. The CQA shall not be or become a member of the Directors Guild during his or her tenure as CQA. The Southern California Area and Third Area CQA shall be the same person chosen to be the New York Area CQA and that person shall be bound by the by-laws, rules and regulations already or hereafter established for the New York Area CQA. The AICP may remove the CQA with or without cause.
- (B) The cost of administering and maintaining the New York Area, Southern California and Third Area Qualification Lists by the CQA shall be paid

out of the Producer contribution of one-quarter of one percent (1/4%), payable under Article 6-101 (B) of this Agreement.

6-304

#### REQUIREMENTS FOR PLACEMENT ON THE LISTS

(A) 1<sup>st</sup> AD Lists (New York and Southern California Areas)

A person will qualify for listing on the New York and Southern California 1<sup>st</sup> AD Lists if he/she:

- i. has had no less than 520 days (of which 300 must have been physically spent on set or location) of work as a 1<sup>st</sup> AD or as an Associate Director or Stage Manager on commercials or any other professional motion picture media including, but not limited to, music videos and documentaries. Of such 520 days it is understood that 52 days must have been spent working on commercials; or
- ii. is a Director who has completed two hundred and sixty (260) days of actual shooting on commercials or any other professional motion picture media including, but not limited to, music videos and documentaries;
- iii. is a person on either the 2<sup>nd</sup> AD or UPM List who:
  - (1) has been employed for five hundred and twenty (520) days as a weekly staff UPM or 2<sup>nd</sup> AD; or
  - (2) has been employed in a non-Guild capacity and functioned for the Producer as a 2<sup>nd</sup> AD on a part-time basis for three hundred and fifty (350) days; or
  - (3) has completed one hundred and fifty (150) freelance days of actual work as a 2<sup>nd</sup> AD or a UPM, of which no less than 75 were spent on commercials.

(B) 1<sup>st</sup> AD List (Third Area)

A person will qualify for listing on the Third Area 1<sup>st</sup> AD List if he/she:

- i. has had no less than 130 days (of which 75 must have been physically spent on set or location) of work as a 1<sup>st</sup> AD or as an Associate Director or Stage Manager on commercials or any other professional motion picture media including, but not limited to,

music videos and documentaries. Of such 130 days it is understood that 13 days must have been spent working on commercials; or

- ii. is a Director who has completed two hundred and sixty (260) days of actual shooting on commercials or any other professional motion picture media including, but not limited to, music videos and documentaries;
- iii. is a person on either the 2<sup>nd</sup> AD or UPM List who:
  - (1) has been employed for one hundred and thirty (130) days as a weekly staff UPM or 2<sup>nd</sup> AD; or
  - (2) has been employed in a non-Guild capacity and functioned for the Producer as a 2<sup>nd</sup> AD on a part-time basis for eighty-eight (88) days; or
  - (3) has completed thirty-eight (38) freelance days of actual work as a 2<sup>nd</sup> AD or a UPM, of which no less than 19 were spent on commercials.

(C) Second AD Lists (New York and Southern California Areas)

A person will qualify for listing on the New York and Southern California 2<sup>nd</sup> AD List if he/she has:

- i. graduated from the DGA Producer Assistant Director Training Program established hereunder; or
- ii. completed 600 days of direct production experience of which at least 300 days must have been spent doing the work of either an AD on the set of commercials or any other professional motion picture media including but not limited to music videos and documentaries, or an Associate Director/Stage Manager on television programs or commercials. Of such 300 days it is understood that days spent performing duties not customarily performed by ADs or Associate Directors/Stage Managers, or days spent as a DGA Trainee shall not be used in computing “days” for purposes of placement on such lists.

(D) Second AD List (Third Area)

A person will qualify for listing on the Third Area 2<sup>nd</sup> AD List if he/she has:

- i. graduated from the DGA Producer Assistant Director Training Program established hereunder; or
- ii. completed 150 days of direct production experience of which at least 75 days must have been spent doing the work of either an AD on the set of commercials or any other professional motion picture media including but not limited to music videos and documentaries, or an Associate Director/Stage Manager on television programs or commercials. Of such 75 days it is understood that days spent performing duties not customarily performed by ADs or Associate Directors/Stage Managers, or days spent as a DGA Trainee shall not be used in computing “days” for purposes of placement on such lists.

(E) UPM LIST (NEW YORK AND SOUTHERN CALIFORNIA AREAS)

A person will qualify for listing on the New York and Southern California UPM Lists if he/she:

- i. has had no less than 500 days (of which 100 must have been physically spent on set or location) of work as a UPM, or performing substantially all of the duties of a UPM under the direct supervision of an Executive Producer, on commercials or any other professional motion picture media, including, but not limited to, music videos; or
- ii. is a 1<sup>st</sup> AD who has two hundred and fifty (250) days as a 1<sup>st</sup> AD since being placed on the Qualifications List, of which seventy (70) percent have been shooting days.

(F) UPM LIST (THIRD AREA)

A person will qualify for listing on the Third Area UPM List if he/she:

- i. has had no less than 125 days (of which 25 must have been physically spent on set or location) of work as a UPM, or performing substantially all of the duties of a UPM under the direct supervision of an Executive Producer, on commercials or any other

professional motion picture media including, but not limited to, music videos; or

- ii. is a 1<sup>st</sup> AD who has seventy-five (75) days as a 1<sup>st</sup> AD since being placed on the Qualifications List, of which seventy (70) percent have been shooting days.

6-305

## CROSS-LISTING

### (A) From Area to Area

Persons on one of the Area Commercial Qualification Lists indicated may, upon application, be added to the indicated List in the other Area.

#### From New York

##### Area List

1<sup>st</sup> AD

UPM

2<sup>nd</sup> AD

#### To Southern California

##### Area Commercial List

1<sup>st</sup> AD

UPM

2<sup>nd</sup> AD

#### From Southern California

##### Area List

1<sup>st</sup> AD

UPM

2<sup>nd</sup> AD

#### To New York

##### Area List

1<sup>st</sup> AD

UPM

2<sup>nd</sup> AD

There is no cross listing from the Third Area List to the New York or Southern California lists.

### (B) Basic Agreement Lists to Commercial Qualification Lists

#### From Basic Agreement

##### Lists (NY or S. Cal.)

1<sup>st</sup> AD

UPM

2<sup>nd</sup> AD (Pre-January 1, 1986)\*

2<sup>nd</sup> AD (Since January 1, 1986)\*

#### To Commercial Lists

##### (NY or S. Cal.)

1<sup>st</sup> AD

UPM or 1<sup>st</sup> AD

1<sup>st</sup> AD

2<sup>nd</sup> AD

#### From Basic Agreement

##### List (Third Area)

1<sup>st</sup> AD

UPM

2<sup>nd</sup> AD

#### To Third Area

##### Commercial List

1<sup>st</sup> AD

UPM or 1<sup>st</sup> AD

2<sup>nd</sup> AD



\* Persons placed on the New York or Southern California Basic Agreement Qualification List as 2<sup>nd</sup> ADs prior to January 1, 1986 shall be placed upon application on the 1<sup>st</sup> AD Southern California Area Commercial Qualification List.

- (C) Persons who have qualified for and are listed on the Basic Agreement New York or Southern California Qualification Lists for UPMs, 1<sup>st</sup> ADs or 2<sup>nd</sup> ADs (“Basic Lists”) may upon written application to the Commercial CQA, be listed on the New York or Southern California Commercial Qualifications List for the same category, as they are listed on the Basic Lists.

6-306

#### CQA APPLICATION PROCEDURE

- (A) The required employment referred to in this Article 6-300 must have been performed no earlier than twenty (20) years immediately preceding the date of the application.
- (B) The working days referred to above, for purposes of fulfilling the work requirements referred to in this Article 6-300, shall be considered without regard to whether such work was performed in the New York Area, Southern California Area or Third Area.
- (C) Any required employment under this Article 6-300 shall be considered by the CQA without regard to whether or not such employment was for an Employer who is or was a signatory to any agreement with the Guild.
- (D) An applicant for placement on the Qualification Lists shall have the burden of proving his/her eligibility. The application shall be in writing on a form approved by the CQA, and shall specify the Qualification List or Lists for which the applicant is applying. CQA may require such applicant to produce documentation to verify the information contained in the application. CQA may adopt other procedures for the processing of applicants not inconsistent with the requirements and procedures set forth in this Article 6-300.
- (E) The CQA shall determine, from the application and supporting documentation, if the applicant meets the requirements. If the CQA determines that the applicant satisfies the requirements, the CQA shall comply with paragraphs (G) (i) through (iv) below.
- (F) If the CQA determines that the applicant does not fulfill the requirements, he/she shall so notify the applicant and the Guild in writing, stating briefly

the reasons therefore. In the New York Area only, if the applicant fails to fulfill a category's requirements by reason of insufficient employment experience of one year or less, CQA shall also specify the number of days, weeks or months of employment lacking.

- (G) Applications which the CQA has determined satisfy the requirements set forth in this Agreement for placement on a Commercial Qualification Lists shall be processed as follows:
- i. The Administrator shall prepare and submit to the Guild a "Notice of Intended Placement" with respect to any applicant deemed qualified reflecting the factual basis on which the eligibility determination has been made including the number of qualifying days, employer(s), dates of employment and job classification.
  - ii. The Guild shall have thirty (30) days following issuance of the Notice of Intended Placement within which to challenge the determination of the Administrator. Such challenge shall be in writing to the Administrator with a copy to the applicant and shall specify the basis of the challenge. The Guild shall have the right upon request to review the applicant's entire working file. Said review shall occur within five (5) working days of the Guild's request.
  - iii. If no challenge is made within the period provided, the Administrator shall proceed with the placement and advise both the Guild and the applicant. The eligibility for placement of a person whose application has been challenged shall be resolved by the CQA, whose decision shall be final and binding.
  - iv. The Guild acknowledges that the CQA has no administrative responsibility under Article 14-601 of the Basic Agreement.

6-307

#### NEW YORK AREA GUARANTEE PROVISION FOR UNQUALIFIED APPLICANTS

- (A) Notwithstanding the provisions of 6-304 and 6-306 above, an Employer in the New York Area only may employ an "unqualified" applicant as a 1<sup>st</sup> AD, 2<sup>nd</sup> AD or UPM, provided that, with respect to the category for which such person is employed:
- i. CQA determines that the applicant failed to qualify because he/she lacks experience of one year or less; and

- ii. The Employer makes a written guarantee promising to employ the applicant continuously for a period of no less than the additional time he/she needs to become qualified. Such guarantee is subject to termination only by reasons of (1) the Employee's misconduct or (2) an unexpected or unavoidable major change in business circumstances (such as severe financial difficulty, substantial client loss, termination of, or major change in the nature of, the Employer's business) which necessitates the termination of the guarantee. Any dispute regarding the termination of such guarantee under the preceding sentence shall be taken up between representatives of the Guild, the Producer and the AICP, and if not resolved, may be submitted by any of them to arbitration (as the exclusive method of resolving such dispute) before an arbitrator selected in accordance with the voluntary labor arbitration procedures of the American Arbitration Association.
- (B) The Employer shall offer the Employee resumed employment for the remainder of the guarantee before hiring another person in that category, if the reasons for the termination of the guarantee (under clause (ii) above) have been removed, during one term of this Agreement.
- (C) If the applicant is so employed pursuant to the guarantee, works for such additional time and submits proof thereof as required by the CQA, the CQA will place the applicant's name on the appropriate Qualification List.
- (D) Any Employer who has made a written guarantee to an "unqualified" 1<sup>st</sup> AD, and who has wrongfully (as determined in an arbitration) breached such guarantee, shall not be entitled to avail itself again of the guarantee provisions for the rest of the term of this Agreement.
- (E) The Southern California Area Qualification List shall include those persons on the Directors Guild of America Contract Administration Trust Qualification Lists on or before the date of execution of this Agreement.

**ARTICLE 7**  
**MISCELLANEOUS PROVISIONS**

7-101 HAZARDOUS WORK ALLOWANCE

- (A) Members of the bargaining unit will not be required to jeopardize their working opportunities by having to perform work that is considered hazardous. However, should a bargaining unit member elect to perform work that is considered hazardous, adequate insurance and extra compensation will be provided, as outlined in Paragraph (C) of this Article 7-101. If a difference of opinion arises as to whether an assignment is hazardous, the same shall be settled between the Producer and the Guild.
- (B) The Producer shall provide suitable wearing apparel for abnormally cold or wet work.
- (C) The following allowances shall be paid if bargaining unit members agree to perform services on aerial flights, whether in an established commercial airline or private plane: \$150.00 per flight, but a maximum of \$300.00 per day. When flying in "combat zones," or submarine diving or other underwater diving, or shooting on any high speed camera platform on land or on water, the same allowances shall be paid. In the event any of the above services are performed, the Producer shall cover the Employee for the duration of the assignment by a personal accident insurance policy, insuring against death and/or dismemberment in the amount of \$500,000.00 payable to the beneficiary designated by the Employee and providing for a weekly indemnity of \$500.00 in the event of total disability, as such term is commonly understood in the insurance field, for a period of fifty two (52) weeks. A copy of a document evidencing such insurance shall be filed with the DGA.
- (D) It is understood that the allowances herein provided shall not be payable where the Employee is merely traveling by plane for purpose of being transported from one place to another even though he/she may, during the course of flight, perform work such as checking, reading, transcribing notes or the like.
- (E) When a Director, UPM, 1<sup>st</sup> AD or 2<sup>nd</sup> AD requires hospitalization while employed by the Employer, the nature and place of hospitalization shall be reported to the Guild as soon as possible.
- (F) It shall be the responsibility of the Employer to insure that optimum safety standards are maintained and that no unsafe equipment, procedures or

practices are allowed on the set or work site. Guild Employees shall cooperate with the Employer to maintain optimum safety procedures at all times.

7-102

#### STRIKES AND PICKET LINES

- (A) Notwithstanding anything to the contrary contained herein, in the event of any strike by any other union or by the Guild concerning members or matters not covered by this Agreement, the bargaining unit members covered by this Agreement shall not be required to perform duties not ordinarily performed by them prior to said strike.
- (B) The Producer will not discipline any bargaining unit member because of his/her refusal as an individual to cross any duly authorized picket line not in violation of this Agreement against the Producer.
- (C) The Guild agrees that during the term of this Agreement, it will not call or engage in or assist in any strike, slowdown or stoppage against the Producer by the Employees, provided, however, that if a valid and enforceable award in an arbitration is rendered and the Producer fails to challenge same by judicial procedure reasonably promptly, but not later than ten (10) days after mailing of the award by registered mail, and fails to comply therewith, then the Guild shall be free to withhold the services of its members, and the prohibition against strikes, slowdown or a stoppage herein set forth shall be of no further force and effect; provided further that the parties hereto agree to support the right of the Guild to withhold service pursuant to Article 1-301 (E) of this Agreement. The Guild agrees that it will use its best efforts in good faith to require Employees to perform their services for the Producer hereunder. Should any such strike, slowdown or stoppage occur, the Guild's sole obligation shall be, within twenty-four (24) hours after receipt of written notice thereof from the Producer, to use its best efforts to terminate the strike, slowdown or stoppage.
- (D) The Producer agrees that it will not order, authorize or ratify a lockout against the Employees during the life of this Agreement. Should any lockout occur, the Producer's sole obligation shall be, within twenty-four (24) hours after receipt of written notice thereof from the Guild, to terminate the lockout and re-employ the Employees. Upon failure of the Producer to do so within said twenty-four (24) hour period, the Guild, at its option, may treat the matter as a dispute under Article 2.

- (E) Notwithstanding any "No Strike" clause herein, failure on the part of the Producer to file the employment reports referred to herein shall be deemed, after reasonable notice by certified mail to the Producer, a breach of the contract sufficient for the Guild to withhold the services of the person or persons for whom reports have not been filed until this procedure is fully complied with.

7-103

#### HOLD HARMLESS

The Employer shall save the Director, UPM, 1<sup>st</sup> AD or 2<sup>nd</sup> AD, as the case may be, harmless from liability and necessary costs, including reasonable attorney's fees resulting from any injury to, or loss or damage suffered by any person, including any member of the cast or crew or any bystander, occurring in the photographing of a motion picture he/she directs or assists in directing, or in connection with which he/she renders services as a Director, UPM 1<sup>st</sup> AD or 2<sup>nd</sup> AD, as the case may be, provided, however, and subject to the conditions that:

- (A) This Article shall not apply in any instance in which such injury, loss or damage is the result of or caused by, in whole or in part, the gross negligence or willful misconduct of such Director, UPM, 1<sup>st</sup> AD or 2<sup>nd</sup> AD, as the case may be;
- (B) Immediately upon such Director's, UPM's, 1<sup>st</sup> AD's or 2<sup>nd</sup> AD's, as the case may be, or his/her representative's being informed of any claim or litigation, he/she shall notify the Employer of every demand, notice, summons, complaint or other process received by him/her or his/her representative; and
- (C) The Director, UPM, 1<sup>st</sup> AD or 2<sup>nd</sup> AD, as the case may be, shall cooperate fully in the defense of the claim or action, including the attending of hearings and trials, securing and giving evidence, and obtaining the attendance of witnesses.

7-104

#### SUBCONTRACTING

- (A) The Producer shall not subcontract any of the work or services over which the Guild has jurisdiction hereunder to anyone during the term of this Agreement, except to an Employer who employs Employees in categories covered by this Agreement under wages and economic benefits comparable to this Agreement or other DGA Agreements.
- (B) In the event a Producer (hereinafter "Primary Producer") subcontracts to any signatory Producer (hereinafter "Secondary Producer") any of the

work or services over which the Guild has jurisdiction hereunder, all monies received by the Secondary Producer for the performance of Guild work or services shall be subject to the contributions called for in this Agreement regarding Pension and Health Plans and Training Trust Funds. The Primary Producer shall submit directly to the respective Plans the above mentioned Pension, Health and Training Trust contributions.

- (C) In no event shall subcontracting release the Primary Producer from the responsibility to provide and maintain the minimum terms and conditions called for in this Agreement.
- (D) When formal negotiations following a commitment for employment are conducted in the United States under the auspices of the Producer for the employment of a Director, UPM, 1<sup>st</sup> AD or 2<sup>nd</sup> AD by a non-signatory producer, then Producer shall promptly notify the Guild of such negotiations.

7-105

#### PRODUCERS BOUND BY THIS AGREEMENT

- (A) This Agreement shall be binding upon the Producer signatory hereto, upon its non-signatory subsidiaries and affiliates engaged in the production of television commercials and upon all parties who, by reason of mergers, consolidation, reorganization, sale, assignment or the like, or by operation of law, shall succeed to become entitled to a substantial part of the business of the signatory Producer.
- (B) When a non-signatory producer contracts with a signatory Producer to finance or produce a television commercial and the signatory Producer fails to give notice to the Guild within ten (10) days, excluding Saturdays, Sundays or holidays, after the opening of the production account for such television commercial, that it is not to be covered by this Agreement, then the signatory Producer shall be obligated hereunder with respect to that commercial.

7-106

#### LATE PAYMENTS/BOND

To secure payment in full of wages and pension and health contributions, The Guild may, in its reasonable discretion, whenever it considers that a signatory Producer has not adequately established its ability to meet its financial obligations, require that a performance bond be posted in an amount sufficient for that purpose. If required, such performance bond shall cover not only obligations for wages and pension and health contributions, but also a reasonable amount for counsel fees and other litigation expenses which might be incurred in the event

the default of the signatory makes it necessary to institute suit for recovery. In the alternative, the Guild may, in its reasonable discretion, require a signatory Producer to provide a payroll guarantee for the scheduled number of shoot days to a recognized payroll company.

7-107 CONFORMITY TO LAW-SAVING CLAUSE

- (A) If any provision or the enforcement or performance of any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or enforced, or performed except to the extent permitted by law. If at any time thereafter such provision, or its enforcement, or performance, shall no longer conflict with the law, then it shall be deemed restored in full force and effect as if it had never been in conflict with the law.
- (B) If any provision of this Agreement or the application of such provision to any person or circumstances shall be held invalid, the remainder of this Agreement or the application of such provisions to other persons or circumstances shall not be affected thereby.

7-108 NO DISCRIMINATION

- (A) In accordance with applicable federal, state and local law, neither the Producer nor the Guild will discriminate on the basis of race, sex, sexual orientation, religion, color, national origin, physical handicap or Guild membership against any Employee or person qualified for employment under the term of this Agreement.
- (B) The Producers shall work diligently and make good faith efforts and the Guild shall cooperate with the Producers to increase the number of working racial and ethnic minority and women Directors, Unit Production Managers and Assistant Directors; provided, however, no Producer shall be required to employ any individual.
- (C) To further the goals and objectives of Paragraph (B), on or before July 1, 2016, the AICP will establish and maintain a Diversity Program designed to expand employment opportunities for racial and ethnic minority and women Directors. Effective November 29, 2015, each Producer will contribute an amount equal to 0.15% of salary as defined in Article 3-104 for each Director, Unit Production Manager, and Assistant Director to finance the Diversity Program. The parties agree that the Producer contributions required under this Paragraph (C) shall be remitted to the DGA Commercial Contract Administration Trust (“Trust”), the entity that



employs the Commercial Qualifications Administrator (“CQA”) described in Article 6-300 of the Agreement, in the same manner as contributions to the CQA under Articles 6-303 (B) and 6-101 (B) are remitted. The Trust will hold the amounts in a segregated, interest bearing account for uses and the benefit of the Diversity Program.

- (D) Recognizing that the commercial production industry has a unique creative culture, the Diversity Program will establish minimum criteria. The Diversity Program will give good faith consideration to following criteria:
  - (i) Outreach to under-represented minorities and women with potential for success in the Diversity Program;
  - (ii) Foster relationships between program participants, Executive Producers at commercial production companies and where appropriate other production related executives in the commercial production industry;and
  - (iii) Shadowing, mentoring and other directorial opportunities (which may include “Spec Spots”) for program participants.
- (E) The parties further agree that the Diversity Program is intended to supplement the development of the program participants and is not required to provide full-time training or employment to program participants during their participation in the Diversity Program.
- (F) High level production executives at AICP production companies, representatives of the AICP and representatives of the DGA shall meet to discuss efforts to promote diversity in the hiring of DGA-represented classifications. Initially, the main purpose of each meeting will be to ensure regular communication which will enable development, support and improvement of the Diversity Program. The parties will also establish criteria to evaluate the success of the Diversity Program. During the first year of the Agreement, a meeting will be held once every six months. Thereafter, a meeting will be held at least once per year. Additional meetings may be scheduled by mutual agreement of the AICP and the Guild.
- (G) In addition to meetings set forth in 7-108 (F), representatives of the DGA and the AICP Advisory Board, including the administrator of the Diversity

Program, shall meet three times annually, if practicable, to discuss progress of the Program and explore opportunities for the Parties to support further development and expansion of the Program.

- (H) Should an Arbitrator determine the Producers failed to comply with the provisions of Article 7-108 (B), the AICP failed to comply with the provisions of Article 7-108 (D) or (F), or the Guild failed to comply with the provisions of Article 7-108 (B) or (F), the Arbitrator's remedy shall be limited to ordering compliance with the applicable provision. In the event of subsequent failures to comply with Article 7-108 (D) or (F), the Arbitrator may order further remedies which may include the assessment of damages.

7-109           MINIMUM TERMS AND CONDITIONS

Nothing in this Agreement shall prevent any member of the bargaining unit from negotiating with and obtaining from the Producer better conditions and/or terms of employment than those provided for in this Agreement. The terms herein provided are minimum and not maximum.

7-110           MANAGEMENT RIGHTS

- (A) The supervision of the working force, the right to employ, hire, suspend, discharge, layoff, etc. is vested exclusively in the Producer provided, however, that such authority will not be used to derogate from or impair the rights of Directors as set forth in this Agreement.
- (B) Subject to the limitations contained herein, the Guild recognizes that the Producer has the responsibility to control the operations of his/her company, to determine the number of Directors required, the locations of production, the sources, materials and supplies and the dispositions of its productions, and that all rights of management are reserved to and retained by the Producer.

7-111           NON-COMMERCIAL PRODUCTIONS

- (A) The terms and conditions of employment for paragraphs (i) and (ii) below shall be governed by the DGA Basic Agreement and when productions in these categories are made, the Producer, with respect thereto shall be bound in all respects by said Basic Agreement.
  - i. The direction of feature motion pictures, or TV motion pictures, or other motion pictures expressly made or used for entertainment

purposes shall herein be referred to as "theatrical or television motion pictures."

- ii. The direction of any non-fiction motion picture or motion picture segment of a news or informational nature (i.e., not intended primarily as entertainment), which has a narrative sequence, whether planned or photographed at random - whether sound or silent - whether or not scripted - whether containing stock footage or footage shot by others, so long as it is assembled for telecast, shall herein be known and referred to as "Non-Fiction Television Production."

(B) The terms and conditions of employment for paragraphs (i) and (ii) below, shall be governed by the DGA Industrial and Government Supplement of 2009 (see Exhibit D) When a production in these categories is made, the Producer, with respect to such production, may elect to be bound in all respects by said Supplement by signing and providing a copy of Exhibit D to the Guild prior to the start of production.

- i. The direction of all plotted and/or scripted, staged or dramatic situations, sound or silent, but not intended for theatrical or TV release, and known in the industry as industrial, sales or any other sponsored motion picture shall herein be referred to as "Non-Theatrical Production."
- ii. Government, Non-scripted, Documentary and Classroom Productions. This category shall include:
  - (1) The direction of material which requires no staging of scripted and/or plotted situations, but recording existing actions or processes which are normally in progress, known in the motion picture industry as "nuts and bolts."
  - (2) Any motion picture which is produced for any government agency or any branch of the Armed Services.
  - (3) Any production of a non-theatrical nature for use in schools and not intended for TV or theatrical release and not carrying any trademark, logo or any sponsor's message or identification whatsoever.

**AICP Companies: see Paragraph 6 (B) of the AICP Sideletter.**

7-112 EMPLOYMENT ON 'LIVE & TAPE' COMMERCIALS

An Employee who performs any of the duties of a Director set forth in Article 2, Section A of the DGA Freelance Live and Tape Television Agreement ("FLTTA") on a commercial shall receive no less than the applicable minimum salary for a twelve hour day as set forth in Sideletter 2 of the FLTTA for each day of employment. All other terms and conditions of employment shall be the terms and conditions applicable to Directors under the NCA, except that Paragraph 1 of the AICP Sideletter will not apply to Directors performing FLTTA Article 2, Section A duties only.

For the avoidance of confusion, the Director of a commercial who performs the duties set forth in Article 1-301 of the NCA, but also performs duties by FLTTA Article 2, Section A incidental to his or her primary assignment, shall continue to be covered in full by the terms of the NCA and AICP Sideletter.

An Employee who performs any of the duties of an Associate Director or Stage Manager set forth in FLTTA Article 2, Sections B & C on a commercial shall receive no less than the applicable minimum salary for a twelve hour day as set forth in FLTTA Article 10, Part 2, Sections A & B for each day of employment. Additional Stage Managers shall receive no less than the Second Assistant Director minimum salary set forth in Article 5-201 of the NCA for each day of employment. All other terms and conditions of employment shall be the terms and conditions applicable to Assistant Directors under the NCA, except that Associate Directors and Stage Managers shall not be required to be on a Commercial Qualification List. Associate Directors and Stage Managers must meet employment criteria set forth in FLTTA Article 10, Part 3, Section A.

7-113 STUDY COMMITTEE

The parties shall form a study committee composed of an equal number of representatives of the AICP and the DGA (not to exceed 8) to study criteria and guidelines in light of industry and OSHA safety standards for use in the television commercial production industry.

7-114 PRODUCTION SERVICES

The Guild shall give good faith consideration to an Employer's request to provide production services, as that term is commonly understood in the commercial industry, to non-signatory foreign production companies producing commercials intended solely for foreign markets outside the United States and Canada. In such situations, the Employer shall employ First and Second Assistant Directors as set forth in this Agreement.

7-115 NON-DISCLOSURE AGREEMENTS

Employees may be required to sign the Non-Disclosure Agreement set forth in Exhibit “J”. Such Agreements shall be for the exclusive purpose of ensuring confidentiality, and shall neither limit an Employee’s ability to perform covered duties, nor grant any party the right to utilize the Employee’s voice, likeness, actions and statements in any audio, video, or photographic display or other recording.

Nothing herein shall preclude any party from contracting separately with an Employee for the right to utilize his or her voice, likeness, actions and statements in audio, video, or photographic displays or other recordings.

7-116 WAIVER OF NEW YORK CITY EARNED SICK TIME ACT

In consideration of the fact Employees employed under this Agreement are entitled to contributions for pension and health plan coverage, vacation pay, and premium pay, including for work on holidays and on Employees’ sixth and seventh day of work in a workweek, the Guild expressly waives the application of the New York City Earned Sick Time Act of 2013 to all Employees employed under this Agreement.

7-117 TERMINATION OF SIGNATORY STATUS

Except as provided in Article 7-114, if the Guild determines that the Producer is not exercising operational control over the production of a commercial in the United States as a *bonafide* Producer, the Guild may, in addition to other remedies available under the terms of this Agreement, terminate the Producer’s signatory status pursuant to the expedited arbitration procedures of the American Arbitration Association, such hearing to begin no later than thirty (30) days from service of the Notice of Arbitration.

For the purposes of this section, indications of operational control include the following: (i) the Producer is the common law employer of the Director and Assistant Director(s) (which may include their loan-out companies as defined in Article 3-103 (C)), (ii) the Producer has agreements with the stages and/or locations where production is scheduled, and (iii) the Producer establishes and controls the budget.

The Employer has the burden of proof to establish that the Employer is a *bonafide* Producer. The Arbitrator’s authority under this Expedited Arbitration Procedure is limited to the sole question of whether the Guild’s determination under Article 7-117 of this Agreement, that an Employer is not the *bonafide* Producer of a

commercial, was unjustified. The Arbitrator shall have no power to award monetary damages, injunctive relief, or any other remedy under this Expedited Arbitration Procedure.

## **ARTICLE 8**

### **LOW BUDGET COMMERCIALS**

#### 8-100 LOW BUDGET COMMERCIALS

On a Low Budget commercial, salaries for Directors and other DGA-represented Employees shall be individually negotiated. Pension and Health contributions for Directors shall be paid on total gross compensation as defined in Article 3-104 or the minimum rates of pay set forth in Article 4 of this Agreement, whichever is greater. Pension and Health contributions for UPMs and Assistant Directors shall be paid on the minimum rates of pay set forth in Article 5 of this Agreement.

A Low Budget commercial is defined as a commercial whose total costs as set forth on the AICP Film Production Cost Summary do not exceed \$75,000 for a one-day shoot, or \$150,000 for a two-day shoot or \$225,000 for a three-day shoot. No single day's costs may exceed \$75,000.

Producer shall submit to the Guild, no later than thirty (30) days after the last shoot day, the AICP Film Production Cost Summary. Upon request, the Producer will submit verification of the final budget for such commercial. The Guild shall have the right to audit records relating to the cost of the commercial.

**AICP Companies: See Paragraph 9 of the AICP Sideletter.**

#### 8-200 LOW BUDGET NON-TRADITIONAL COMMERCIALS

In addition to the provisions contained in Article 8-100, the following additional provisions shall apply to low budget commercials that do not use traditional production methods.

- A. A low budget non-traditional commercial, as defined in this Article 8-200, is a commercial that does not use traditional production methods and whose costs do not exceed \$50,000 on any single shoot day and whose total production costs do not exceed \$500,000 for an advertising campaign.
- B. Not less than forty-eight (48) hours before the first day of production, the Producer shall provide, if available, the Guild with a copy of (i) the budget as awarded by the agency or client, (ii) production schedule, and (iii)

agency or client contract. In the event a document is not available at such time, the Producer will provide a copy of the document as soon as it becomes available.

- C. In consideration of the nascent nature of low budget non-traditional commercial production, the parties agree to revisit these provisions in the negotiations for a successor agreement and to make appropriate adjustments to reflect changes in production that occur during the term of this Agreement.

**AICP Companies: see Paragraph 8 of the AICP Sideletter.**

**ARTICLE 9**  
**SPEC SPOTS AND PSAs**

9-101 SPEC SPOTS

For Directors and all other DGA-represented Employees, salaries shall be individually negotiated and shall be subject to pension and health contributions on the actual negotiated salaries. "Specs Spots" are defined as commercials self-funded by the Producer which are produced without an agency production contract. Salaries shall revert to scale if the "Spec Spot" is sold pursuant to a contract with the agency or client.

9-102 PSAs

On a PSA, as that term is commonly understood in the industry, Directors shall be exempt from minimum salaries and shall be subject to pension and health contributions on the actual negotiated salaries. All other DGA-represented Employees shall be employed under the Agreement. The Guild shall give good faith consideration to a Producer's request for a waiver of all other DGA-represented Employees' minimum salaries.

**ARTICLE 10**  
**DURATION OF AGREEMENT**

10-100      DURATION OF AGREEMENT

(A) This Agreement shall be effective as of December 1, 2017 and shall terminate at midnight on November 30, 2020, unless sooner terminated as herein provided. The parties agree that sixty (60) days prior to November 30, 2020, they shall in good faith negotiate with respect to a new agreement to take place upon termination hereof.

(B) AICP Member production companies who are parties to the 2014 NCA and who have as of April 1, 2018 submitted written authorizations to AICP shall be party signatories to the 2017 NCA. AICP production companies who are not party signatories to the 2014 NCA, and new AICP production companies members, after the effective date of the 2017 NCA may become party signatories to the 2017 NCA at anytime during the term thereof by filing signatory documents with the AICP.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Association of Independent Commercial Producers, Inc.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Directors Guild of America, Inc.

By: \_\_\_\_\_

Dated: \_\_\_\_\_



**Exhibit "A"**

Director, Unit Production Manager,  
First Assistant Director and Second Assistant Director

**DEAL REPORTING MEMORANDUM**

Date: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_ Director

\_\_\_\_\_  
Social Security Number

\_\_\_\_ Unit Production Manager

\_\_\_\_\_  
Address

\_\_\_\_ First Assistant Director

\_\_\_\_\_

\_\_\_\_ Second Assistant Director

Your start date for such employment in the above capacity is: \_\_\_\_\_

Your salary is \_\_\_\_\_ per week, for a period of \_\_\_\_\_

This memorandum is only a reporting form and not a contract of employment. The Employer reserves the right to discharge the Employee at any time subject only to the obligation to pay the balance of any compensation for work performed which may be due, to the extent same may be required by the DGA National Commercial Agreement of 2017, to which this employment is subject.

By: \_\_\_\_\_  
Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Signatory Producer

By: \_\_\_\_\_

Title \_\_\_\_\_

Exhibit "B"



**DGA  
COMMERCIAL PROJECT  
LISTING FORM**

This signed form must be submitted *prior to the first day of shooting, via fax or email*, to the DGA office nearest the location of the work being performed.

|  |   |
|--|---|
| DGA West Coast Office<br>Attn: Reports/Compliance<br>7920 Sunset Boulevard, Suite 500<br>Los Angeles, CA 90046<br>EMAIL: cplf@dga.org<br>PH: (310) 289-2000<br>FAX: (310) 289-5393 | DGA East Coast Office<br>Attn: Reports/Compliance<br>110 W. 57 <sup>th</sup> Street<br>New York, NY 10019<br>EMAIL: cplf@dga.org<br>PH: (212) 258-0800<br>FAX: (212) 581-0219 |
|--|---|

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zipcode:** \_\_\_\_\_

**Contact Name & Phone:** \_\_\_\_\_

| DGA Category       | Name<br>(print legibly – first, middle & last) | Prep Dates | Shoot Dates |
|--------------------|--|------------|-------------|
| Director           |  |            |             |
| 1 <sup>st</sup> AD |  |            |             |
| 2 <sup>nd</sup> AD |  |            |             |
| Other (Specify)    |  |            |             |
| Other (Specify)    |  |            |             |

**Product Name:** \_\_\_\_\_

**Commercial Title:** \_\_\_\_\_

**City/State where work is to be performed:** \_\_\_\_\_

**Shooting Dates on Stage:** \_\_\_\_\_ **Shooting Dates On Location:** \_\_\_\_\_

**# Principal Actors, per day (date/#):**    /    /    /

**# Extra Performers, per day (date/#):**    /    /    /

|   |                    |
|---|--------------------|
| Is this a tabletop production?  | (Check if applies) |
| Is this a spec spot?  |                    |
| Is this a PSA?  |                    |
| Is this a Low Budget production as defined in Article 8-100?                          |                    |
| If so, total budget (excluding "Editorial and Finishing" & "Talent Costs & Expenses") | \$                 |
| Is this a Low Budget non-traditional production as defined in Article 8-200?          |                    |

**Name/Title (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Exhibit "C"

DGA Form:  
Commercial Director  
Notice of Employment

Attn: Bruce Anderson



National Office  
7920 Sunset Blvd.  
Los Angeles, CA 90046  
PHONE: 310-289-5349  
EMAIL: brucea@dga.org

This shall serve as notification that our signatory company, \_\_\_\_\_,  
is employing for the first time the director named below.

|                         |  |
|-------------------------|--|
| Director Name:          |  |
| Social Security #:      |  |
| Address:                |  |
| City:                   |  |
| State/Province:         |  |
| Country:                |  |
| Postal Code:            |  |
| Telephone:              |  |
| Commercial Project:     |  |
| Commercial Shoot Dates: |  |
| Number of Shoot Days:   |  |

**AICP companies only:** Please check the box only if you choose to defer the Guild membership of the above-mentioned Director

A Director who elects to defer Guild membership shall become a member of the Directors Guild of America no later than **one year** from the Director's first shoot date under this or any prior Notice of Employment, or **ten (10) commercial shoot days**, whichever comes first. It is understood that the Director's comprehensive commercial employment, not merely employment with this company, shall count toward said grace period.

All commercial employment, regardless of the Director's DGA membership status at the time of such employment, shall adhere to the provisions of the DGA-AICP National Commercial Agreement, including but not limited to minimum salaries, pension & health contributions, and staffing.

Signed: \_\_\_\_\_

Company Title: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**Exhibit “D”**

**DGA INDUSTRIAL SUPPLEMENT**  
**TO THE NATIONAL COMMERCIAL AGREEMENT OF 2017**

This supplement is for the production of motion pictures as defined in Article 7-111 (B) of the National Commercial Agreement of 2017.

Except as modified herein, Signatories to this supplement shall be bound by each and every provision of the DGA National Commercial Agreement of 2017 except that they shall be exempt from Articles 5-103 (A) (ii), (iii) and (iv) of the Agreement.

**7-111 (B) (i) Non-Theatrical Industrial and Religious Motion Pictures**

(A) The direction of all plotted and/or scripted, staged or dramatic situations, sound or silent, but not intended for theatrical or TV release, and known in the industry as industrial, sales or any other sponsored motion picture shall herein be referred to as “Non-Theatrical Production”.

(B) The minimum salary scales for Directors are as follows\*:

a. Weekly

|              |            |
|--------------|------------|
| Dec. 1, 2017 | \$5,322.04 |
| Dec. 1, 2018 | \$5,481.70 |
| Dec. 1, 2019 | \$5,646.15 |

b. Daily  
(25% of the weekly rate)

|              |            |
|--------------|------------|
| Dec. 1, 2017 | \$1,330.51 |
| Dec. 1, 2018 | \$1,370.43 |
| Dec. 1, 2019 | \$1,411.54 |

---

\* The DGA shall have the right to allocate up to one-half percent (0.5%) of the negotiated wage increases in each of the second and third years of the Agreement to the Employer contribution rate to the Directors Guild of America-Producer Pension Plan or to the Directors Guild of America-Producer Health Plan. The DGA shall give notice of any such election applicable to the second and third years of the Agreement to the AICP at least six (6) months prior to December 1, 2018 and December 1, 2019, respectively.

- c. Term Contract – 26 Week Guaranteed  
(90% of the weekly rate)  
Dec. 1, 2017 \$4,789.83  
Dec. 1, 2018 \$4,933.53  
Dec. 1, 2019 \$5,081.53
  
- d. Term Director – 52 Weeks Guaranteed  
(90% of 26 Week Guarantee)  
  
Dec. 1, 2017 \$4,310.85  
Dec. 1, 2018 \$4,440.17  
Dec. 1, 2019 \$4,573.38
  
- e. It is understood that there will be unlighted “on camera” days in (d.) above, however, in the event such Term Director directs a commercial, he shall be compensated for each day worked in preparation, shooting, and completion at the daily rate, in addition to his regular weekly salary.
  
- f. The above scales are applicable for primary uses only: i.e., for use known in the industry as industrial, sales, or other sponsored motion pictures. If the motion picture is ever used for theatrical release and the Producer receives compensation therefore, the Producer will pay or guarantee that the purchaser of the motion picture will pay the Director additional compensation based on the DGA Basic Agreement. If the motion picture is ever used for TV release and either the Producer, the purchaser (client), the distributor for exhibitor thereof gives or receives compensation in connection with the exposure of the motion picture (exclusive of normal service charges), the Producer will pay or guarantee that the purchaser of the motion picture (the Producer’s client) will pay the Director additional compensation as set forth in the DGA Basic Agreement for a production of the type described in Article 7-111 (A) (ii) for said picture and shall also pay a guarantee that the purchaser of the motion picture (the Producer’s client) will pay the Director additional compensation for each such reuse thereof in accordance with the schedule in the applicable provision of the rerun payment as provided in the DGA Basic Agreement, the first broadcast of said motion picture in any city in the United States and Canada, it shall be in its third run, and so forth seriatim for the purposes of the rerun fees applicable under the said applicable provisions.
  
- (C) Screen Credit shall be given to the Director immediately next to the body of the show with sufficient exposure time and on an unencumbered frame whenever screen credit is given to anyone other than the Sponsoring Company or the Production Company.

(D) AD/UPM Salary Scales\*

The minimum salary scales for Unit Production Managers (UPM) and First Assistant (1<sup>st</sup> AD) and Second Assistant (2<sup>nd</sup> AD) Directors shall be as follows:

| Effective:                | Dec. 1, 2017 | Dec. 1, 2018 | Dec. 1, 2019 |
|---------------------------|--------------|--------------|--------------|
| UPM Weekly                | \$2,656.52   | \$2,736.22   | \$2,818.31   |
| UPM Daily                 | \$664.13     | \$684.05     | \$704.57     |
| 1 <sup>st</sup> AD Weekly | \$2,893.85   | \$2,980.67   | \$3,070.09   |
| 1 <sup>st</sup> AD Daily  | \$723.46     | \$745.16     | \$767.51     |
| 2 <sup>nd</sup> AD Weekly | \$1,409.14   | \$1,451.41   | \$1,494.96   |
| 2 <sup>nd</sup> AD Daily  | \$362.84     | \$373.73     | \$384.94     |

**7-111 (B) (ii) Government, Non-Scripted, Documentary and Classroom Productions**

(A) The above category shall include:

- a. The direction of material which requires no staging of scripted and/or plotted situations, but recording existing actions or processes which are normally in progress, known in the motion picture industry as “nuts and bolts.”
- b. Any motion picture which is produced for any government agency or any branch of the Armed Services.
- c. Any production of a non-theatrical nature for use in schools and not intended for TV or theatrical release and does not carry any trademark, logo or sponsor’s message or identification whatsoever.

(B) The minimum salary scales for Directors are as follows\*:

a. Weekly

|              |            |
|--------------|------------|
| Dec. 1, 2017 | \$4,790.38 |
| Dec. 1, 2018 | \$4,934.09 |
| Dec. 1, 2019 | \$5,082.11 |

Daily employment rate shall be ¼ of the Weekly.

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\* Refer to footnote on page 64.

\* Refer to footnote on page 64.

b. Term Contract – 26 weeks Guaranteed

Dec. 1, 2017 \$4,311.36

Dec. 1, 2018 \$4,440.70

Dec. 1, 2019 \$4,573.92

c. Excluding Government motion pictures, this fee is applicable to the primary use only. Such motion picture may not be used either for theatrical or TV release, unless the terms and conditions provided in Non-Theatrical Industrial and Religious Motion Pictures above for theatrical or TV release of Non-Theatrical Industrial and Religious Motion Pictures are satisfied with respect to such Government, Non-Scripted, Documentary and Classroom Production motion pictures.

(C) Screen Credits. In order to advance the interests of the Producers, the bargaining unit and the Motion Picture Industry, the parties mutually agree to use their best efforts to accomplish the following objectives:

a. Except as otherwise provided in this paragraph C., screen credit shall be given to the Director, immediately next to the body of the show, with sufficient exposure time and on an unencumbered frame, except on television commercials. The parties shall also mutually confer on a program for publicity and advertising designed to enhance the prestige of the Director and to accord him appropriate recognition of his work.

b. In the instances where the entertainment motion pictures are produced, the DGA Basic Agreement will be observed with respect to screen credit for Directors, Unit Production Managers and First Assistant Directors.

c. Screen credits of appropriate size and prominence with relation to other credits shall be given the Unit Production Manager and First Assistant Director whenever credits are given to the Director, provided that the sponsor, if any, does not object thereto.

d. To the extent consistent with existing labor agreements, the Producer shall restrict the use of the words “Directed by” to those who perform the functions covered by this Agreement.

- (D) The minimum salary scales for Unit Production Managers (UPMs) and First and Second Assistant Directors (1<sup>st</sup> ADs, 2<sup>nd</sup> ADs) shall be as follows\*:

Weekly

| Effective:         | Dec. 1, 2017 | Dec. 1, 2018 | Dec. 1, 2019 |
|--------------------|--------------|--------------|--------------|
| UPM                | \$2,121.99   | \$2,185.65   | \$2,251.21   |
| 1 <sup>st</sup> AD | \$2,326.31   | \$2,396.10   | \$2,467.98   |
| 2 <sup>nd</sup> AD | \$1,158.89   | \$1,193.66   | \$1,229.47   |

Daily employment shall be ¼ of the weekly salary.

This agreement shall be effective as of December 1, 2017 and shall be terminated at midnight on November 30, 2020. The parties agree that sixty days prior to the termination of this Agreement, they shall meet and negotiate in good faith with respect to a new Agreement.

Producer: \_\_\_\_\_  
Print name of company

By: \_\_\_\_\_  
President

Directors Guild of America, Inc.

By: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

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\* Refer to footnote on page 79.



**Exhibit “E”**

**MIDWEST SIDELETTER TO THE  
DIRECTORS GUILD OF AMERICA, INC.  
NATIONAL COMMERCIAL AGREEMENT OF 2017**

This Sideletter (herein called the “Midwest Sideletter”) is entered into between the Directors Guild of America, Inc. (herein called the “Guild”) and the Midwest Chapter of the Association of Independent Commercial Producers, Inc. (herein called the “AICP-MW”) on behalf of those AICP Midwest Chapter Members who have authorized the AICP-MW to be their representative for the purposes of collective bargaining and Midwest Producers who are not members of the AICP who independently agree to be bound by the terms of the National Commercial Agreement of 2017.

This Midwest Sideletter will supplement and be part of the Directors Guild of America, Inc. National Commercial Agreement of 2017 (herein called the “Agreement”). AICP Midwest Chapter Members shall also be covered by the terms and conditions of the AICP Sideletter to the National Commercial Agreement of 2017.

The terms of this Midwest Sideletter are exclusively for the benefit of, and are applicable to, only those commercials produced in the Midwest Area as defined below, Producers (herein call “Midwest Producers”) who now maintain or hereafter establish, and who continue to maintain for the term of the Agreement, their principal business office and base of operations in the Midwest Area. The Midwest Area is defined as the States of Arkansas, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Michigan, Minnesota, Mississippi, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, Tennessee, central and eastern Texas and Wisconsin.

**1) Staffing**

In consideration of the historical hiring patterns in the Midwest, the Guild and AICP-MW agree the mandatory 2<sup>nd</sup> AD staffing provisions of the National Commercial Agreement Article 5-103 (A) shall not apply to commercials produced in the Midwest Area by Midwest Producers and shall be deemed replaced by the following provisions.

- A. The Second Assistant Director is the one who is assigned by the Producer as an assistant to the First Assistant Director in conducting the business of the set of the location site. As such, the Second Assistant Director shall perform such duties as may be reasonably required of him by the First Assistant Director, Director or the Producer.

- B. The duties of Assistant Directors are exclusive to them and may be performed only by a DGA-represented Employee employed in that category pursuant to the Guild Security provision of this Agreement and no one other than an Employee employed in a DGA category may assist the Assistant Director. However, this language shall not be construed as prohibiting the delegation by the Producer of routine ministerial functions to others.
- C. In consideration of the above, Producers agree to make a good faith effort to increase employment opportunities for Second Assistant Directors. A Producer will not unreasonably deny a First Assistant Director's request for a Second Assistant Director. Where the Producer employs a person who is a DGA 2<sup>nd</sup> AD to perform location scouting, such person shall be employed as a Second Assistant Director and all terms and conditions of the Agreement shall apply.

**2) First AD Preference of Employment-Low Budget Commercials**

The following terms shall apply to employment of 1<sup>st</sup> ADs on low budget commercials shot in the Midwest Area by Midwest Producers. All other provisions of the Agreement shall apply.

- A. A low budget commercial for purposes of this paragraph 2 is a commercial whose average shoot day costs do not exceed \$60,000 and whose total production costs do not exceed \$180,000. Such costs shall include the actual Director salary for the job.
- B. In the event the Producer is unable to find an available 1<sup>st</sup> AD who is qualified as defined in Article 6 of the Agreement and who resides within 75 miles of the low budget shoot location, the Producer may employ any individual who resides within said radius. Prior to the engagement of such an individual, the Producer shall provide the following information in writing to the Guild office closest to the production:
  - i. a list of qualified 1<sup>st</sup> ADs the Producer contacted.
  - ii. Verification of the production costs of the low budget commercial. Such verification shall be in the form of a third party confirmation of the production costs such as an agency approved budget top sheet or letter from a client.
- B. All salaries and terms and conditions of employment including the Guild Security provisions as set forth in the Agreement shall apply to the employment of any 1<sup>st</sup> AD employed under this paragraph 2.

**3) Applicable Term**

Except as otherwise provided in this Midwest Sideletter, all terms of the Directors Guild of America National Commercial Agreement of 2017 shall apply. The term of this Midwest Sideletter is December 1, 2017 to November 30, 2020.

Association of Independent Commercial Producers  
Midwest Chapter

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Directors Guild of America, Inc.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**Exhibit “F”**

Matt Miller  
AICP  
3 West 18<sup>th</sup> Street  
5<sup>th</sup> Floor  
New York, NY 10011

Dear Matt:

This is to confirm the following understandings reached during the negotiations of the 2005 National Commercial Agreement with respect to the Sideletter clarifying the criteria for placement on the Second Assistant Director Qualifications Lists.

1. The Sideletter will apply to applications received on or after January 1, 2006;
2. [Deleted].
3. The Commercial Qualification Administration Board will instruct the CQA to comply with the obligations in Section 6-306 (G) to submit the “Notice of Intended Placement” to the Guild and to refrain from communicating with the applicant until after the Guild has reviewed the application and the CQA has considered the Guild’s objection, if any, to the application.

Sincerely,

Russell Hollander

**SECOND ASSISTANT DIRECTOR QUALIFICATION LIST  
SIDELETTER TO THE DIRECTORS GUILD OF AMERICA  
NATIONAL COMMERCIAL AGREEMENT OF 2017**

Reference is made to the provisions of Articles 6-304 (C) and (D) of the National Commercial Agreement which address the criteria for placement on the Second Assistant Director Qualification Lists.

The parties have agreed to this Sideletter to assist them in interpreting the term “direct production experience” and the phrase “on the set of commercials or any other professional motion picture media” in light of the practices in the commercial industry.

The following experiences shall be accepted as satisfying the “set day” requirement contained in Articles 6-304 (C) and (D):

1. Days worked as a unit production manager, assistant director, associate director, stage manager or production assistant on set during the recording of any program, which if produced by an employer signatory to the Basic Agreement or Freelance Live and Tape Television Agreement, would be a covered program under the applicable agreement.
2. Days worked as a unit production manager, assistant director, associate director, stage manager, production supervisor, production coordinator or production assistant on set during the recording a television commercial, which if produced by an employer signatory to the National Commercial Agreement would be a covered program under that Agreement.
3. Days worked as a unit production manager, assistant director, associate director, stage manager, production coordinator or production assistant on set during the recording of a music video or any other professional motion picture media other than those set forth in paragraphs (1) and (2) above.

In addition to those experiences set forth above, the following experiences shall be accepted as satisfying the “direct production experience” requirement contained in Articles 6-304 (C) and (D):

4. Days worked performing production duties as a unit production manager, assistant director, associate director, stage manager or production assistant during preparation of a program, which if produced by an employer signatory to the Basic Agreement or Freelance Live and Tape Television Agreement, would be a covered program under the applicable agreement. Except where an applicant is employed as a unit production manager or assistant director, the maximum number of preparation days that shall be accepted as satisfying the “direct production experience” requirement shall not exceed

the guaranteed preparation period for assistant directors or associate directors under the Basic Agreement or Freelance Live and Tape Television Agreement, as applicable.

5. Days worked as a unit production manager, assistant director, associate director, stage manager, production supervisor, production coordinator or production assistant during preparation of a commercial, which if produced by an employer signatory to the National Commercial Agreement would be a covered program under that Agreement. Except where an applicant is employed as an assistant director, the maximum number of preparation days that shall be accepted as satisfying the “direct production experience” requirement shall not exceed two times the guaranteed preparation period for first assistant directors under the National Commercial Agreement; provided, however, that days worked during preparation shall not count unless an assistant director was employed on such day.
6. Days worked as a unit production manager, assistant director, associate director, stage manager, production coordinator or production assistant during the preparation of a music video or any other professional motion picture media other than those set forth in paragraphs (4) and (5) above. Except where an applicant is employed as an assistant director, the maximum number of preparation days that shall be accepted as satisfying the “direct production experience” requirement shall not exceed two times the guaranteed preparation period for first assistant directors under the National Commercial Agreement; provided, however, that days worked during preparation shall not count unless an assistant director was employed on such day.

Association of Independent Commercial Producers, Inc.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Directors Guild of America, Inc.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**Exhibit “G”**

**AICP SIDELETTER TO THE  
DIRECTORS GUILD OF AMERICA, INC.  
NATIONAL COMMERCIAL AGREEMENT OF 2017**

This Sideletter (herein called the “AICP Sideletter”) is made and entered into in the City of New York, State of New York between the Association of Independent Commercial Producers, Inc. (herein called the “AICP”) on behalf of those AICP member Producers who have authorized the AICP to be their representative for the purposes of collective bargaining and the Directors Guild of America, Inc. (herein called the “Guild”). This AICP Sideletter will supplement and be part of the Directors Guild of America, Inc. National Commercial Agreement of 2017 (herein called the “Agreement”). The AICP Sideletter and the Agreement together constitute the Directors Guild of America, Inc.-AICP National Commercial Agreement of 2017 (herein called the “DGA-AICP Agreement”).

The terms of this AICP Sideletter are exclusively for the benefit of, and are applicable to, only those Producers who are now, and remain for the term of the Agreement, members in good standing of the AICP. The terms of this Sideletter which are exclusive to AICP members shall apply only so long as the Producer remains a member in good standing. In the event a Producer’s AICP membership is terminated for any reason, such Producer shall be subject to the terms of the DGA National Commercial Agreement excluding this AICP Sideletter effective the first day of the month following the AICP’s written notification to the Guild and the Pension and Health Plans that such termination of AICP membership has occurred.

This AICP Sideletter and the Agreement together represent the entire agreement between the parties. The terms of the AICP Sideletter shall prevail over any provision of the Agreement which is inconsistent with this AICP Sideletter.

**1) Pension and Health**

Articles 3-103 and 3-104 of the Directors Guild of America, Inc. National Commercial Agreement of 2017 are deleted and replaced with the following:

**AICP 3-103 LOAN-OUTS**

- (A) When a Producer borrows the services of an Employee from a loan-out company, as defined in paragraph (C) below, and such Employee renders services covered by this Agreement, the Producer shall make pension and health contributions directly to the Directors Guild of America-Producer Pension and Health Plans (“Plans”) on behalf of the loan-out company.

- (B) Contributions shall be based on the presumed salaries defined in AICP Article 3-104 below.
- (C) The term “loan-out” means a company which is controlled by the Employee and loans the Employee’s services to the Producer.

AICP 3-104 DEFINITION OF SALARY FOR PENSION AND HEALTH CONTRIBUTIONS

(A) **Principal/Director**

- i. For the period December 1, 2017 through November 30, 2018, Producer shall make contributions to the Plans for a Principal Director based on presumed annual earnings of \$182,791. Effective December 1, 2018, Producer shall make contributions to the Plans for a Principal Director based on presumed annual earnings of \$186,447. Effective December 1, 2019, Producer shall make contributions to the Plans for a Principal Director based on presumed annual earnings of \$190,176. A Principal Director is an individual who, either alone or in combination with his or her spouse, parents, siblings and/or lineal descendants (collectively “Family”) owns, directly or indirectly through other entities, 10 percent (10%) or more of the equity of the Producer. However, the individual shall not be a Principal Director if the Plans determine that all of the following conditions are met during the calendar year in question: (i) the individual does not own, directly or indirectly through other entities, any equity in the Producer, and (ii) another Family member owns, directly or indirectly through other entities, equity of the Producer, is performing DGA covered work for the Producer and is subject to contributions as set forth in this paragraph (i) or in Article 3-104 (D).
- ii. Any Principal Director who believes he or she will earn less total gross compensation pursuant to the provisions of Article 3-104 (D) than the presumed annual earnings set forth in paragraph (i) above may exercise an option, upon written notice to the Plans and the Guild served not later than January 20 of each calendar year, to pay contributions on total gross compensation pursuant to the provisions of Article 3-104 (D). If ten percent (10%) or more of the Principal Directors having companies represented by the AICP exercise such option, the Guild may terminate the option for the following calendar year.



**(B) Directors other than Principal/Directors**

For the period from December 1, 2017 through November 30, 2020, Producer shall make contributions for any Director other than Principal Directors based a presumed salary of \$9,500 per shoot day.

**(C) Principal Unit Production Managers, Principal Assistant Directors and Staff Unit Production Managers, and Staff First Assistant Directors**

- i. For the period from December 1, 2017 through November 30, 2018, Producer shall make contributions to the Plans for Principal UPMs (UPMs), Principal ADs (both 1<sup>st</sup> AD and 2<sup>nd</sup> ADs), Staff UPMs, and Staff 1<sup>st</sup> ADs based on presumed annual earnings of \$147,125. Effective December 1, 2018 through November 30, 2019, Producer shall make contributions to the Plans for Principal UPMs (UPMs), Principal ADs (both 1<sup>st</sup> AD and 2<sup>nd</sup> ADs), Staff UPMs, and Staff 1<sup>st</sup> ADs based on presumed annual earnings of \$150,067. Effective December 1, 2019, Producer shall make contributions to the Plans for Principal UPMs (UPMs), Principal ADs (both 1<sup>st</sup> AD and 2<sup>nd</sup> ADs), Staff UPMs, and Staff 1<sup>st</sup> ADs based on presumed annual earnings of \$153,069.
- ii. A Principal UPM or Principal Assistant Director is an individual who, either alone or in combination with his or her spouse, parents, siblings and/or lineal descendants (collectively “Family”) owns, directly or indirectly through other entities, 10 percent (10%) or more of the equity of the Producer. However, an individual shall not be a Principal UPM or Principal Assistant Director if the Plans determine that all of the following conditions are met during the calendar year in question: (i) the individual does not own, directly or indirectly through other entities, any equity in the Producer, and (ii) another Family member owns, directly or indirectly through other entities, equity of the Producer, is performing DGA covered work for the Producer and is subject to the provisions of paragraph (i) above or Article 3-104 (D).
- iii. A Staff UPM or Staff 1<sup>st</sup> AD is one who performs work as a UPM or 1<sup>st</sup> AD who may also perform other non-Guild covered services for a Producer under a guarantee of no less than twenty-six (26) weeks.

**(D) Staff Second Assistant Director**

- i. For the period from December 1, 2017 through November 30, 2018, Producer shall make contributions to the Plans for the Staff 2<sup>nd</sup> AD on a presumed annual salary of \$84,708. Effective December 1, 2018, Producer shall make contributions to the Plans for the Staff 2<sup>nd</sup> AD on a presumed annual salary of \$86,402. Effective December 1, 2019, Producer shall make contributions to the Plans for the Staff 2<sup>nd</sup> AD on a presumed annual salary of \$88,130.
- ii. A Staff 2<sup>nd</sup> AD is one who performs as a 2<sup>nd</sup> AD who may also perform other non-Guild covered services for a Producer under a guarantee of no less than twenty six (26) weeks.

**(E) All Other Assistant Directors**

The Producer shall make contributions for any UPM or AD, other than a Principal UPM or Principal AD or Staff AD based upon the individual's total gross compensation (including but not limited to initial compensation, profit participation or other production related compensation).

**2) Audit Limitations**

Notwithstanding the provisions of Article 3-108, the following shall apply with respect to Pension and Health Plan audits of the Producer:

- (A) Any Producer which makes contributions for an Employee based on presumed earnings, according to and in strict compliance with the provisions above, shall not be subject to an audit by the Plans with respect to the Employees' actual earnings during the relevant period.
- (B) The Plans reserve the right to audit any Producer which makes contributions based on the presumed shoot day rate for Directors other than Principal Directors as set forth in the above AICP Article 3-104 (B).
- (C) The above paragraphs (A)-(B) are not intended to and do not modify any of the terms of the Directors Guild of America-Producer Pension and Health Trust Agreements.

### 3) **Staffing**

Notwithstanding the terms of Articles 1-303 and 1-304, and Article 5-100 of the Directors Guild of America, Inc. National Commercial Agreement of 2017, the Agreement shall be deemed modified for members of the AICP in the following respects:

- (A) Members of the AICP shall not be required to employ a 1<sup>st</sup> AD on any particular production unit unless there are more than six (6) persons (of whom not more than two (2) may be a member of the cast), exclusive of the Director, employed by the AICP member for said production unit.
- (B) The AICP member shall not be required to hire a 1<sup>st</sup> AD for one (1) day's preparation on jobs for which the shooting takes less than five (5) hours. In the event that the shooting on such job exceeds five (5) hours in duration, the 1<sup>st</sup> AD shall be paid for the preparation time as though the same had been performed on a separate day from the shooting and shall be paid the applicable flat daily rate for each preparation and shooting day.
- (C) Notwithstanding the provisions of (B) above, the AICP member shall not be required:
  - i. to employ a 1<sup>st</sup> AD for preparation on a one-day shoot of any of the following jobs:
    - 1. Limbo Product shots, where no cast is involved.
    - 2. Minor re-shooting.
    - 3. Stop motion photography.
  - ii. to employ a 1<sup>st</sup> AD for pick up shots ("winging" as generally understood in the Industry).
- (D) With regard to Article 5-103 (D) concerning location scouting, this provision shall be operative with regard to AICP members to the extent and upon condition that it is uniformly applied and enforced with respect to other DGA signatory producers in the television commercial industry who are not AICP members.
- (E) The staffing provisions of the Agreement relating to 2<sup>nd</sup> ADs under Article 1-304 and Article 5-103 (A) shall not apply to "table top" productions.
- (F) With regard to the assignment of a 2<sup>nd</sup> AD on one day of shooting on each commercial production as provided in Article 5-103 (A) such day of assignment

can be the same day on which the 2<sup>nd</sup> AD performs any other work, such as work described in sub-paragraphs (i), (ii) or (iii) of Article 5-103 (A).

**4) Training Program and Qualification Lists**

Notwithstanding the terms of Articles 6-100, 6-200 and 6-300 of the Directors Guild of America, Inc. National Commercial Agreement of 2017, the Agreement shall be deemed modified with respect to members of the AICP in the following respects:

- (A) The parties agree to study any problems arising under Article 6-300 of the Agreement.
- (B) In unusual circumstances, the AICP may, on no more than fifteen (15) occasions over the life of the Agreement, and with prior notice to the Guild, designate a competent 1<sup>st</sup> AD, 2<sup>nd</sup> AD or UPM as eligible to work on commercials in the New York, Southern California and Third Areas. Notwithstanding the criteria set forth in Article 6-300 of the Agreement, such individuals shall be eligible to be employed on commercials in the category or any lesser category with any Producer signatory to the National Commercial Agreement of 2017.

**5) Most Favored Nations Clause**

The Guild agrees that if, during the term of this Agreement, it enters into a contract with any Producer whose business is comparable to and in competition with the Producer herein, granting to such other Producer more favorable rates, terms or conditions of employment than those provided for in this Agreement, the Guild will notify the AICP, and the AICP shall have the option to adopt such more favorable rates, terms or conditions.

The above terms in this paragraph 5 do not apply to the DGA Midwestern Commercial Agreement.

**6) Non-Commercial Productions**

- (A) Music videos are not covered by this AICP Sideletter or the Agreement. Pension and health contributions are not to be made for music videos unless an individual Producer has entered into a separate written agreement with the Guild covering music videos which requires the payment of such contributions.
- (B) The provisions of Article 7-111 (B) of the Agreement are not covered by this AICP Sideletter or the Agreement. Pension and health contributions are not to be made for productions as defined in Article 7-111 (B) unless an individual Producer has entered into a separate written agreement (See Exhibit D) with the

Guild covering such productions which requires the payment of such contributions.

**7) Safety Bulletins**

The AICP has been provided with copies of the CSATF Industry Safety Bulletins. To the degree possible the AICP will promote utilization of such Bulletins as guidelines for safe practices in the commercial industry.

**8) Non-Traditional Commercials**

The Guild will give good faith consideration to requests for waivers, which shall not be unreasonably denied, to extend the terms of Section 8-200 to non-traditional commercials whose total production costs exceed \$500,000 but are less than or equal to \$750,000, provided that the budget for any single shoot day does not exceed \$50,000. The Guild shall also give good faith consideration to requests for waivers, which shall not be unreasonably denied, of minimum staffing under Sections 8-100 and 8-200 where the Director or First Assistant Director can perform all covered duties without assistance.

**9) Low-Budget Commercials**

(A) A Low Budget commercial is defined as a commercial whose total production costs (excluding “Editorial and Finishing”, “Talent Costs & Talent Expenses” and any budgetary overage incurred after production has commenced for which the Employer does not receive payment) as set forth on the AICP Film Production Cost Summary (hereinafter “Production Costs”) do not exceed \$125,000 per shoot day and total production costs cannot exceed \$625,000. The Guild will give good faith consideration to requests by the Producer for waivers, which shall not be unreasonably denied, from the preceding sentence where the total production costs exceed \$625,000.

(B) Low Budget Commercials shall be divided into four different tiers based on daily Production Costs as follows:

Tier 1: Low Budget commercials whose Production Costs are less than \$50,000 per shoot day.

Tier 2: Low Budget commercials whose Production Costs are equal to or greater than \$50,000 but less than \$80,000 per shoot day.

Tier 3: Low Budget commercials whose Production Costs are equal to or greater than \$80,000 but less than \$100,000 per shoot day.

Tier 4: Low Budget commercials whose Production Costs are equal to or greater than \$100,000 but less than \$125,000 per shoot day.

(C) Salary and Other Terms and Conditions of Employment

- (i) Tier 1: The following provisions of the NCA, as modified below and by this AICP Sideletter, shall apply to Tier 1 Low Budget commercials whose Production Costs are less than \$50,000 per shoot day:
  - (a) Article 1 (Recognition and Guild Shop)
  - (b) Article 2 (Disputes)
  - (c) Article 3 (Pension and Health Plans), except that pension and health contributions (i) for Directors other than Principal Directors will be remitted on the Director's total gross compensation as defined in Article 3-104 or on the minimum rates of pay set forth in Article 4, whichever is greater; and (ii) for Unit Production Managers and Assistant Directors other than Principal and Staff Unit Production Managers and Assistant Directors will be remitted on actual salary. All other provisions of Article 3, as amended by this AICP Sideletter, shall apply in their entirety.
  - (d) Article 4 (Minimum Salaries and Working Conditions of Directors): The Director's salary will be subject to negotiation between the Producer and Director, and the Producer will comply with Article 4-109 (Copy of Spot) and 4-110 (Work In Excess of 18 Hours). No other provisions of Article 4 will apply.
  - (e) Article 5 (Staffing, Minimum Salaries and Working Conditions of Unit Production Managers, First Assistant Directors and Second Assistant Directors): The salary of Unit Production Managers, First Assistant Directors and Second Assistant Directors will be subject to negotiation between the Producer and individual Employee. Overtime will be paid in accordance with applicable federal and state law. The Producer will comply with Articles 5-102 (First Assistant Director Staffing), 5-201 (D) (Notification of Rate), 5-301 (Work Day), 5-304 (Work In Excess of 18 Hours), 5-305 (Rest Period) and 5-313 (E) (Federal and State Labor Law). No other provision of Article 5 will apply.
  - (f) Article 6-300 (Commercial Qualification Lists), except the Producer may employ a Unit Production Manager, First Assistant

Director or Second Assistant Directors in any category and in any geographic region provided the Employee is on one of the nine (9) separate qualification lists identified in Article 6-301 (A).

- (g) Article 7 (Miscellaneous Provisions).
- (ii) Tier 2: All provisions of the NCA, as amended by this AICP Sideletter, shall apply to Tier 2 Low Budget commercials whose Production Costs are equal to or greater \$50,000 but less than \$80,000 per shoot day, except as modified below:
  - (a) Article 3 (Pension and Health Contributions) is modified to provide that pension and health contributions (i) for Directors other than Principal Directors will be remitted on sixty (60) percent of the presumed salary per shoot day as set forth in Paragraph 1 (B) of this AICP Sideletter; and (ii) for Unit Production Managers and Assistant Directors other than Principal and Staff Unit Production Managers and Assistant Directors will be remitted on the minimum rates of pay set forth in Article 5 of the NCA. All other provisions of Article 3, as amended by this AICP Sideletter, shall apply in their entirety.\_
  - (b) Article 4 (Minimum Salaries and Working Conditions of Directors) is modified (i) to provide the Director's salary will be subject to negotiation between the Producer and Director and (ii) to eliminate the requirements of Article 4-106 (F) (Director's Travel Time). All other provisions of Article 4, as amended by this AICP Sideletter, shall apply in their entirety.
  - (c) Article 5 (Staffing, Minimum Salaries and Working Conditions of Unit Production Managers, First Assistant Directors and Second Assistant Directors) is modified (i) to provide salary of Unit Production Managers, First Assistant Directors and Second Assistant Directors will be subject to negotiation between the Producer and individual Employee; and (ii) to amend Article 5-310 (D) (Unit Production Manager and Assistant Director Travel Time) to provide that ADs and UPMs will travel in the same class as the Director. All other provisions of Article 5, as amended by this AICP Sideletter, shall apply in their entirety.
  - (d) Article 6-101 (B) (Training Program) does not apply to Tier 2 Low Budget commercials.

- (iii) Tier 3: All provisions of the NCA, as amended by this AICP Sideletter, shall apply to Tier 3 Low Budget commercials whose Production Costs are equal to or greater \$80,000 but less than \$100,000 per shoot day, except as modified below:
  - (a) Article 3 (Pension and Health Contributions) is modified to provide that pension and health contributions (i) for Directors other than Principal Directors will be remitted on eighty (80%) percent of the presumed salary per shoot day as set forth in Paragraph 1 (B) of this AICP Sideletter; and (ii) for Unit Production Managers and Assistant Directors other than Principal and Staff Unit Production Managers and Assistant Directors will be remitted on the minimum rates of pay set forth in Article 5 of the NCA. All other provisions of Article 3, as amended by this AICP Sideletter, shall apply in their entirety.
  - (b) Article 4 (Minimum Salaries and Working Conditions of Directors) is modified (i) to provide the Director's salary will be subject to negotiation between the Producer and Director but shall not be less than eighty (80%) of the minimum rates set forth in Article 4-101 of the NCA and (ii) to eliminate the requirements of Article 4-106 (F) (Director's Travel Time). All other provisions of Article 4 except as amended by this AICP Sideletter, shall apply in their entirety.
  - (c) Article 5 (Staffing, Minimum Salaries and Working Conditions of Unit Production Managers, First Assistant Directors and Second Assistant Directors) is modified (i) to provide salary of Unit Production Managers, First Assistant Directors and Second Assistant Directors will be subject to negotiation between the Producer and individual Employee but shall not be less than eighty (80%) percent of the minimum rates set forth in Article 5-201 (A); and (ii) to amend Article 5-310 (D) (Travel Time) to provide that ADs and UPMs will travel in the same class as the Director. All other provisions of Article 5, as amended by this AICP Sideletter, shall apply in their entirety.
  - (d) Article 6-101 (B) (Training Program) does not apply to Tier 3 Low Budget commercials.
- iv. Tier 4: All provisions of the NCA, as amended by this AICP Sideletter, shall apply to Tier 4 Low Budget commercials whose Production Costs



are equal to or greater than \$100,000 but less than \$125,000 per shoot day, except as modified below:

- (a) Article 3 (Pension and Health Contributions) is modified to provide that pension and health contributions for Unit Production Managers and Assistant Directors other than Principal and Staff Unit Production Managers and Assistant Directors will be remitted on the minimum rates of pay set forth in Article 5 of the NCA. All other provisions of Article 3, as amended by this AICP Sideletter, shall apply in their entirety.
  - (b) Article 4 (Minimum Salaries and Working Conditions of Directors) is modified (i) to provide the Director's salary will be subject to negotiation between the Producer and Director but shall not be less than ninety (90%) of the minimum rates set forth in Article 4-101 of the NCA and (ii) to eliminate the requirements of Article 4-106 (F) (Director's Travel Time). All other provisions of Article 4 except as amended by this AICP Sideletter, shall apply in their entirety.
  - (c) Article 5 (Staffing Minimum Salaries and Working Conditions of Unit Production Managers, First Assistant Directors and Second Assistant Directors) is modified (i) to provide salary of Unit Production Managers, First Assistant Directors and Second Assistant Directors will be subject to negotiation between the Producer and individual Employee but shall not be less than ninety (90%) percent of the minimum rates set forth in Article 5-201 (A); and (ii) to amend Article 5-310 (D) (Travel Time) to provide that ADs and UPMs will travel in the same class as the Director. All other provisions of Article 5, as amended by this AICP Sideletter, shall apply in their entirety.
  - (d) Article 6-101 (B) (Training Program) does not apply to Tier 4 Low Budget commercials.
- (C) Producer must submit to the Guild, no later than thirty (30) days after the last shoot day, the AICP Film Production Cost Summary. Upon request, the Producer will submit verification of the final approved budget and approved overage document for such commercial. The Guild has the right to audit records relating to the cost of the commercial. Budgetary documents and information provided will be kept confidential.

**10) Safety Committee**

During the negotiations for the 2011 National Commercial Agreement the Directors Guild of America expressed concern that guidelines governing safety meetings and procedures on the set have been handled disparately, and in many cases, have lacked clarity with respect to the nature of the responsibility of Assistant Directors as safety officers.

To address this concern, a committee comprised of an equal number of authorized AICP member company representatives and DGA representatives shall meet no later than May 1, 2012 for the purpose of creating a single set of recommended safety guidelines for use by all companies signatory to the DGA National Commercial Agreement. The document will be completed no later than August 1, 2012. The AICP agrees to disseminate the Guidelines to its member companies no later than September 1, 2012.

**11) First Assistant Director Committee**

During the negotiations for the 2011 National Commercial Agreement the Association of Independent Commercial Producers expressed its concern about the ability of its member companies to compete in the domestic and international marketplace. In particular, the AICP raised concerns about cost inefficiencies involved in employing and transporting First Assistant Directors to domestic and foreign distant locations. To address these concerns, the AICP and DGA agree to meet during the term of this Agreement within sixty (60) days of the request of either party to exchange information and explore suggestions that will improve the ability of AICP companies to compete for commercials shot on distant location and to increase work opportunities for First Assistant Directors.

**12) Director Deferral Program**

Notwithstanding the Guild Shop provisions set forth in Article 1-102 of the Agreement, Directors engaged to direct commercials may elect to defer becoming a member of the Directors Guild to not later than ten (10) shoot days or one (1) year from the Directors first shoot day, whichever is earlier. The ten (10) day, one (1) year period applies per Director regardless of the number of companies for which the Director works. The above provisions apply only to Directors who are not, and have not previously been, members of the Guild.

A Producer shall notify the Guild in writing within forty-eight (48) hours of entering into an agreement to engage or represent a new Director. The Guild will provide written notice to the AICP of problems relating to the above provisions and the AICP will meet with the Guild to resolve such problems.

Except as specifically modified above, all terms and conditions of the NCA will apply.

In addition to any other remedies available to the Guild under the DGA-AICP Commercial Agreement, the Guild may revoke this provision prospectively with respect to individual Employers who on two or more occasions fail to comply with the forty-eight (48) hour notice requirement or fail to file Commercial Project Listing Forms, or fail to comply with the Guild Shop provisions set forth in Article 1-102 of the Agreement, as modified herein with respect to jobs performed under this provision. The Guild will give an Employer written notice of the Employer's failure to comply with these provisions prior to revoking this provision.

In addition to the above, the AICP sent a letter to AICP Companies concerning the problem of "double breasting" and the Guild's intent to enforce Article 7-105.

### **13) Geographical Scope**

During the negotiations for the 2005 and 2011 National Commercial Agreements, the Association of Independent Commercial Producers expressed its concern that on many occasions there is insufficient time to apply for a work permit or visa in connection with commercials shot entirely outside North America. The AICP asserted that its member companies cannot employ an American First Assistant Director outside North America absent a valid work permit or visa. In many instances, the Producer does not have sufficient lead time to apply for and/or receive a response to a work permit or visa application before the first day of production. To address this concern, the parties agree as follows:

- (A) Notwithstanding the Geographical Scope provisions set forth in Article 1-202 of the Agreement, an Employer shall not be required to transport a First Assistant Director from the United States where the commercial involves three or fewer foreign shoot days outside North America or where the commercial's total production costs (excluding "Editorial and Finishing" and "Talent Costs & Expenses") as set forth on the AICP Film Production Cost Summary do not exceed \$350,000.
- (B) The Employer shall comply with its obligation under Article 1-202 of the Agreement to provide the Guild with prompt written notice when a First Assistant Director is not transported pursuant to this provision, and shall also file a Commercial Project Listing Form as required by Article 1-102 (C) of the Agreement.
- (C) In such situations, the Employer shall give preference of employment to DGA First Assistant Directors (i) who reside in the country where production is taking place; or (ii) who hold a work permit or are otherwise eligible to work in said country and are eligible for employment as a local hire (i.e., the assignment does not require that the Employee be transported to that country for employment).

The Guild will maintain a list of First Assistant Directors who satisfy these requirements. A First Assistant Director employed pursuant to this provision who does not live within commuting distance of the location of the commercial may, subject to individual negotiation, be employed as a local hire pursuant to this Agreement.

- (D) On a commercial shot entirely outside North America where the Employer transports a First Assistant Director from the United States where the total production costs (excluding “Editorial and Finishing” and “Talent Costs & Expenses”) as set forth on the AICP Film Production Cost Summary do not exceed \$500,000, the terms and conditions of the First Assistant Director’s employment shall be individually negotiated. Pension and Health contributions shall be paid on the minimum rates of pay set forth in Article 5 of this Agreement. Producer shall submit to the Guild, no later than thirty (30) days after the last shoot day, the AICP Film Production Cost Summary. Upon request, the Producer will submit verification of the final budget for such commercial. The Guild shall have the right to audit records relating to the cost of the commercial.
- (E) In addition to any other remedies available to the Guild under this Agreement, the Guild may revoke the terms of this provision on written notice to the Employer and the AICP prospectively for the balance of the term of this Agreement with respect to individual Employers who on two occasions fails to file a Commercial Project Listing Form for commercials produced outside the United States. The Guild will give the AICP and the Employer written notice of the Employer’s failure to comply prior to revoking the terms of this provision.
- (F) The AICP has agreed to remind Producers that they are mandated by NCA Section 1-303 (B) to complete and submit to the Guild prior to the first day of shooting, a DGA Commercial Project Listing Form for every project covered by this Agreement. The AICP has also agreed to remind Producers that failure to do so on any two occasions may result in the revocation of the terms of this provision for the balance of the term.

#### **14) Unit Production Managers**

This shall confirm the understandings reached during negotiation of the National Commercial Agreement of 2005 concerning responsibilities and duties of Unit Production Managers on television commercial productions.

- (A) The Guild continues to believe that the UPM responsibilities and duties set forth in Articles 1-302 (A) and (B) respectively may be performed only by persons covered by the Agreement as required by Article 1-305. The Guild expects that any person who performs the duties of a UPM, as commonly utilized and

understood in the motion picture industry, will be designated and employed as a UPM under the terms and conditions set forth in the Agreement.

- (B) Notwithstanding Paragraph A, the Guild acknowledges that a long standing practice exists within the television commercial industry where some Employers assign these duties and responsibilities to a person or a number of different persons so that there is no one person designated as a Unit Production Manager as that position is commonly utilized and understood in the motion picture industry. In these situations, the determination of whether an individual should be covered as UPM should as an initial matter be discussed in good faith and determined by the Employee and Employer involved, inasmuch as they are in the best position to determine the precise duties and responsibilities to be performed by the Employee on a particular commercial.
- (C) Consistent with the foregoing, each Employer will continue to cover as UPMs those Employees who have in the past been designated by that Company as a UPM on commercials when the Employee performs UPM duties and has overall responsibility as a UPM.
- (D) Any request by a qualified Employee to be covered as a UPM to an Employer that has not regularly designated that Employee as a UPM in the past will be discussed in good faith between the Employee and Employer involved. The Guild and AICP agree and expect those individual discussions will result in Employees being covered as UPMs when they are hired to perform the duties set forth in Article 1-302 (B) and have overall responsibility as a UPM as commonly utilized and understood in the motion picture industry. Similarly, the Guild and AICP expect that employees who do not perform the duties set forth in Article 1-302 (B) and do not have overall responsibility as a UPM as commonly utilized and understood in the motion picture industry will not be covered as UPMs.

**15) Director Creative Rights**

On or before July 1, 2015, the parties agree to establish a joint AICP/DGA Commercial Directors Creative Rights Committee to explore opportunities to enhance valuation of the Director and protect against possible erosion of the Director's role in the production of commercials.

**16) First Assistant Director Overtime\***

Notwithstanding the terms of Article 5-303, the Agreement shall be deemed modified for members of the AICP with respect to First Assistant Directors only in the following respects:

- (A) For purposes of the thirteenth (13<sup>th</sup>), fourteenth (14<sup>th</sup>) and fifteenth (15<sup>th</sup>) consecutive work hours, overtime payment shall be made in half-hour increments. The thirteenth (13<sup>th</sup>) consecutive work hour shall be paid at the rate of one-eighth (1/8<sup>th</sup>) of the Employee's daily rate. The fourteenth (14<sup>th</sup>) consecutive work hour shall be paid at the rate of one-seventh (1/7<sup>th</sup>) of the Employee's daily rate. The fifteenth (15<sup>th</sup>) consecutive work hour shall be paid at the rate of one-sixth (1/6<sup>th</sup>) of the Employee's daily rate.
- (B) On any day in which such Employee continues on the job beyond fifteen (15) hours from the time of his or her call, he/she shall receive a premium of one day's pay (crediting the Employer toward such premium with the sums payable under the preceding paragraph AICP Sideletter 16 (A)) for each five (5) hour segment or portion thereof. Where an Employee works beyond the fifteenth (15<sup>th</sup>) hour, such five (5) hour segment shall be deemed to have commenced after the twelfth (12<sup>th</sup>) hour.
- (C) All premium pay shall be paid simultaneously with the regular salary for the payroll week in which it was earned.
- (D) Examples: An Employee who works 13 hours shall receive his/her day rate plus 1/8<sup>th</sup> of the day rate. An Employee who works 13 1/2 hours shall receive his/her day rate plus 11/56<sup>th</sup> (1/8<sup>th</sup> plus 1/14<sup>th</sup>) of the day rate. An

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\* Daily rates of pay for First Assistant Directors are based upon a guaranteed 12-hour work day. For purposes of any applicable wage and hour provisions, an Employee's hourly rate of pay shall equal 1/14<sup>th</sup> of the Employee's daily rate for the first eight hours of work, 1.5 times the Employee's hourly rate for the ninth through twelfth hours of work, and the following multipliers for hours worked beyond the twelfth hour:

| Hour | Multiplier |
|------|------------|
| 13   | 1.750      |
| 14   | 2.000      |
| 15   | 2.333      |
| 16   | 7.917      |
| 17   | 0.000      |
| 18   | 14.00      |

For purposes of any applicable wage and hour provisions, any payment in excess of the Employee's hourly rate for any consecutive work hour after the 8<sup>th</sup> consecutive work hour shall be considered a daily overtime premium.

Employee who works 14 hours shall receive his/her day rate plus 15/56<sup>th</sup>  
(1/8<sup>th</sup> plus 1/7<sup>th</sup>) of the day rate.

**17) Applicable Term**

Except as otherwise provided in this AICP Sideletter, all terms of the Directors Guild of America National Commercial Agreement of 2017 shall apply. The term of this AICP Sideletter is December 1, 2017 to November 30, 2020.

Association of Independent Commercial Producers, Inc.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Directors Guild of America, Inc.

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**Exhibit "H"**

**TECH SCOUTS SIDELETTER**

Matt Miller  
President and Chief Executive Officer  
Association of Independent Commercial Producers, Inc.  
3 West 18th Street, 5th Floor  
New York, New York 10011

Re: Tech Scouts

Dear Mr. Miller:

During the negotiations for the 2009 National Commercial Agreement, the Guild raised its concerns about the impact of tech scouts on the 1<sup>st</sup> AD's ability to adequately prep a commercial. The AICP agreed to remind Producers that they are mandated by NCA Section 5-308 (D) to make a reasonable effort to schedule tech scouts so that they do not conflict with the 1<sup>st</sup> AD's preparation time. The AICP also agreed to remind Producers that on those occasions when a tech scout is scheduled such that the 1<sup>st</sup> AD cannot complete his or her remaining preparation during a regular work day, the 1<sup>st</sup> AD will, at the Producer's option, (i) be provided another day to prep if there is an available date between the tech scout and the first shoot day or (ii) be paid applicable overtime or rest period invasion penalties as required by the Agreement.

This letter confirms that the AICP fulfilled its commitment as agreed and sent a Labor Bulletin to production companies on February 1, 2010.

Sincerely,

Russell Hollander  
National Executive Director

Agreed:

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Matt Miller



**Exhibit "I"**

**LOCATION SCOUTS SIDELETTER**

Matt Miller  
President and Chief Executive Officer  
Association of Independent Commercial Producers, Inc.  
3 West 18th Street, 5th Floor  
New York, New York 10011

Re: Location Scouts

Dear Mr. Miller:

Notwithstanding Article 5-103(D) or any other provision of this Agreement, the parties agree that the following individuals shall continue to have contributions made to the DGA Pension and Health Plans in accordance with Article 3 of this Agreement when they are employed to perform location scouting:

John Maher  
Daniel Strol  
Sasha Tsyrlin

When employed to perform location scouting by a Producer that is signatory to an Agreement with Teamsters Local 817 and to this Agreement, the individuals covered by this Sideletter shall be required to provide the Producer with a copy of the Letter Agreement among the Guild, the AICP and Teamsters Local 817 which provide that Pension and Health contributions are to be made to the DGA Pension and Health Plans instead of the Motion Picture Industry Pension and Health Plans. All other provisions of the Teamsters 817 Agreement shall apply and shall control the terms and conditions of employment of the above named individuals.

Sincerely,

Russell Hollander  
National Executive Director

Agreed:

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Matt Miller

**Exhibit “J”**

**NON-DISCLOSURE AGREEMENT**

The undersigned employee:

- (A) acknowledges that pursuant to the confidentiality/non-disclosure Article contained in the collective bargaining agreement by which Employee is covered:

In recognition of the confidentiality requirements imposed on the Employer by the advertising agencies and their clients, Employees covered by this Agreement shall, with respect to any commercial production on which they are employed hold in strictest confidence all non-public information, trade secrets, creative material and production techniques and shall not disparage or give out unauthorized publicity concerning any aspect of the production process except as protected or required by applicable labor laws, rules and regulations. Employer strictly forbids the capturing of images and/or recordings except as authorized by Employer as an essential function of Employee’s specific job; and

- (B) agrees to comply with the provisions of the confidentiality/non-disclosure Article contained in the collective bargaining agreement by which Employee is covered with respect to the commercial production described below.

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Production Company

\_\_\_\_\_  
Category

\_\_\_\_\_  
Description of Commercial

\_\_\_\_\_  
Signature of Employee

## Code of Preferred Practices Commercials

*This code of Preferred Practices comprises a set of guidelines for Directors, Advertising Agencies and Production Companies. It is presented to the Industry by the Directors Guild of America. Although the guidelines set forth in the Code are voluntary, they express an industry consensus concerning preferred industry practice. It is understood that these practices will not necessarily apply in all instances to all Directors, all Advertising Agencies and all Production Companies. The Code is separate and apart from the DGA National Commercial Agreement and does not reduce or enlarge any rights contained therein.*

1. At the commencement of the bidding process, the Agency shall fully disclose the status of project, including whether the commercial has received the necessary client (and with respect to pharmaceuticals, FDA) approvals and all intended uses of the material.
2. In the event that treatments are requested by more than three (3) Directors, each Director shall be notified of the number of Directors from whom treatments are being requested at the time the Director is asked to provide a treatment. If the number of Directors from whom treatments has been requested exceeds three (3) Directors after a Director has been asked to submit a treatment, the Director shall be provided with such information within 24 hours.
3. As an act of courtesy, a Director who has been asked to submit a bid or treatment for a project will be informed when a project has been awarded (orally or in writing) to another Director on the same day the project is awarded.
4. After a commercial has been awarded to a Director, the Director has the right to resign from the project if the awarded commercial script is replaced by another script or the awarded script has been rewritten beyond recognition.
5. The Director shall have the right to select the First Assistant Director, Director of Photography and Production Designer. The Director shall be consulted on the employment of all other key personnel, and shall be included in the selection of the casting director, colorist and the editor where the casting director, colorist or editor has not already been contractually hired.
6. The Director shall be sole person on set to provide notes to performers and crew.
7. During photography, the Director has the right to determine who is present at the Director's monitor.
8. The Director shall be provided a reasonable period of time not less than twenty-four (24) hours per spot after the footage has been prepared and readied to be cut to deliver the first

cut. No one other than the Director and editor shall be involved in the edit until the Director has delivered the first cut or the exclusive edit period has expired, unless the Director notifies the Producer that the Director cannot deliver a first cut within the exclusive edit period. In the event the Director is unable to provide a first cut within the exclusive edit period, the Director shall be provided an opportunity to deliver his or her notes to the editor and the editor shall prepare a cut pursuant to Director's notes.