

Central Kansas Film Production Region
WORKING CONDITION GUIDELINES

Monday, January 1, 2024

In an effort to create a more uniform code for working conditions and to avoid some of the misunderstandings occasionally associated with the nuances of short format productions such as television commercials, industrial, corporate and music video, Web and other short broadcast formats, We have prepared this list of negotiable, suggested guidelines for working conditions for use within the Central Kansas Film production region. These suggested guidelines were designed to be the basis from which producers may begin negotiations with all production companies and crew members prior to the commencement of a given production and in no way constitute a formal written contract.

1. The length of the standard **work day** is typically ten (10) hours and is considered a *Full Day*
2. **Overtime** - Time and one half of the hourly breakdown of the full day rate (1.5x) is normally charged from 10 hrs. to 12 hrs., double time (2x) from 12 to 14 hrs., double time and one half (2.5x) from 14 to 16 hrs. and triple time (3x) thereafter.
3. Since overtime is not charged until after 10 hours rather than eight, a one half hour **meal break** is customarily on the clock and a one hour meal break (where crew are allowed to leave the set) is off the clock.
4. Traditionally, a **one hour meal period** begins when it is called by production and ends 60 minutes later. A half hour meal period begins when called by production but ends 30 minutes after the last set crew person "last 'man" has cleared the end of the buffet line and sits down to eat.
5. **Meal penalties** are usually charged if a sitting meal break of at least one half hour is not provided at or before the end of the sixth hour after your call time or from the commencement of work following a sitting meal break. A **grace** period of 15 minutes is normally granted if needed to achieve a printable or acceptable take of the shot in progress at the end of the sixth hour.
Meal penalties are customarily charged in the following manner: First 15 minute period = \$7.50;
Second 15 min. period = \$10.00;
Each additional 15 min. period = \$12.50.
Penalties are no longer charged when a half hour sitting meal break is called or at each individual crew member's wrap time. A "walking meal" does not end a meal penalty situation.
6. It is customary to have drinking water available on set for all crew at all times.

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7. Crew are usually considered on the clock at their individual call times and off the clock when they are wrapped for the day unless they are working at a distant location. In this case, crew are on the clock from either their residence or a designated crew meeting point (DCMP) within the distant location boundary, and off the clock upon returning to their residence or DCMP. Drivers of production vehicles (grip truck, camera truck, crew vans, etc.) are considered "port to port" from the driver's origin (residence) unless specified otherwise prior to commencement of the job.
8. Mileage is not invoiced within the local metro area. **Distant location** is considered any location beyond a circle which is centered at the intersection of Douglas and Main streets and has a radius of 20 miles.
9. **Mileage rate** for all travel in personally owned vehicles is usually the same as the government standard mileage rate as it stands at the time the mileage is driven or the rate used for the previous tax year. For tax year 2024 the rate is \$.67.0 per mile.
10. The production company customarily provides adequate, individual **lodging** for overnight stays in distant locations and **per diem** of at least \$40.00 (\$10.00 each for breakfast and lunch and \$20.00 for dinner) depending on the cost of living standards for the area in which lodging is provided. Per Diem is not expected if production company pays all expenses such as meals, etc.
11. **Turnaround time** (the time between individual crew members out time one day and their call time the next day) is usually 10 hours. A flat rate charge of \$50.00 for each hour or partial hour of the shortage is the most equitable for all crew members.
12. While working at a distant location, **idle days** are commonly paid at a rate of 50% of each crew person's day rate, however, crew members must make themselves available for work in that location if they are called upon to do so. If called to work on a scheduled idle day, regular day rates should be in effect.
13. A **cancellation fee** of at least one day rate is customary if cancellation occurs within 24 hours of the call time for the job, or if the person being canceled had been previously "firmed" or "locked" for the job and had subsequently turned down other work offers for the day(s) in question. Crew members are expected to be honest and professional as to the legitimacy of the latter and should notify the holding production company when they receive other offers to work so that the holding production company may firm the booking or release the hold for that job. Upon being "firmed" for a job, freelance crew have the responsibility to

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make it clear that should cancellation occur from this point on, a cancellation fee will be billed.

14. A premium of \$75.00 is usually charged for **night shoots** on which the crew call is 12:00 noon or later and consists of a flat fee of \$75.00. This fee is not included in the calculation of any applicable overtime.
15. Travel days are defined as days other than shooting days booked for the express purpose of traveling to and from distant location. Situations in which the time from an individual crew member's residence to the distant location or lodging is five hours or less are usually charged at a half day rate. Any travel day in which travel time is greater than five hours is usually charged as a full day. Since drivers of production vehicles are considered working and not simply traveling, standard day rates apply.
16. As with most professional services, payment is customary upon completion of the work, however a grace period of up to thirty (30) days is extended to production companies provided crew members are made aware of the payment arrangements prior to the job.

Please understand that each of these points is open for negotiation prior to the commencement of any production. The guidelines as stated above will be considered in place unless other negotiations have been made prior to the commencement of the production.

In short, we want to work with you in any way we can to make your production experience in the Central Kansas region go as smoothly as possible. We simply want to know what professional courtesies are and are not going to be extended before we agree to give our time and professional experience to a given production. We hope you have a pleasant stay while you are here and feel as good about Wichita and Central Kansas when you leave as you did when you arrived.