

NEGOTIATION CHECKLIST

This guide to negotiating a contract contains a series of questions to ask in order to know exactly what type of contract you are entering into and to equip you to negotiate your working conditions.

Initial contact with the production Is it an AQTIS 514 IATSE contract?

- Yes
- No: We encourage you to contact the AQTIS 514 IATSE labour relations team to determine whether the production falls within the union's jurisdiction:
info@aqtis514iatse.com

Which is the relevant collective agreement for this project?

- Film
- Television
- New media
- Commercials
- US productions (studio mechanics)
- US productions (camera)

What is your tax status?

- Employee
- Service provider (self-employed, incorporated or registered)

What is the contract type? (AQPM: Film – TV – New Media / or US Productions: Studio Mechanics – Camera)

- Daily (AQPM)
- Regular (AQPM)
- Daily (US)
- Weekly (US)

How many days of work?

What dates?

For AQPM productions, what are the guaranteed minimum hours?

- 4 hours: only for special schedules in film, TV dramas and commercials; at all times in non-drama TV
- 7 hours: only in non-drama TV
- 8 hours: film, TV dramas and commercials
- 10 hours: TV (drama and non-drama)
- LUMP SUM: TV drama 450K and more, film and commercials: some positions

NEGOTIATING POINTS AND BARGAINING CHIPS

- Number of guaranteed days
- Personal experience, previous projects
- Roles and responsibilities
- Your skills
- Nature of tasks to be performed
- Driving a vehicle
- Workload: composition of the team
- Personal equipment: negotiate rental if applicable

NEGOTIATION CHECKLIST

It is important to know the production budget, which gives you an idea of what ballpark you're in.

For AQPM and APP productions, what is the production budget?

TV DRAMA

- \$0 to \$199,999 per hour
- \$200,000 to \$449,999 per hour
- \$450,000 to \$599,999 per hour
- \$600,000 to \$799,999 per hour
- \$800,000 per hour and more
- \$1,000,000 per hour and more: foreign productions

FILM

- \$0 to \$2,999,999
- \$3,000,000 to \$5,999,999
- \$6,000,000 to \$9,999,999
- \$10,000,000 to \$14,999,999
- \$15,000,000 and more
- \$50,000,000 and more: foreign productions

TV NON-DRAMA

- \$0 to \$49,999 per hour
- \$50,000 to \$99,999 per hour
- \$100,000 to \$174,999 per hour
- \$175,000 to \$399,999 per hour
- \$400,000 per hour and more

COMMERCIALS

- Regular agreement
- Chapter 21 exemption: special conditions when there are 15 or fewer technicians

NEW MEDIA

- No budget-related provisions
- Salary by mutual agreement

US PROJECTS

Studio mechanics / Camera

- Tier A TV
- Tier B Feature film

For average salaries (per contract, tier and position) [CLICK HERE](#).

TIPS

In the case of a returning series, it can be a good idea to contact the technicians from the previous season to find out what they were paid.

Will you perform more than one task and/or position?

- No (not allowed on US productions)
- Yes - Which ones? (only for AQPM productions)
- If so, you are entitled to an additional 15% on the negotiated salary
- 25% for make-up artists and hair dressers (maximum of 1 combined position per 4 people)
- 35% in commercials

If need be, please contact us to determine whether the offer is consistent with the provisions in the collective agreements regarding combinations of tasks and positions.

NEGOTIATION CHECKLIST

Other points to check before signing on the dotted line, to avoid surprises

Other relevant questions:

- Day
- Night
- Indoor (studio)
- Indoor (on location)
- Outdoor
- Number of locations per day
- Who are the other members of the team?
- What equipment?
- 5-5 or 6-6 schedule?
- Preliminary contract

PRELIMINARY CONTRACT

WRITTEN exchange between the producer or the producer's representative and the technician, specifying **AT A MINIMUM**:

1. The position(s)
2. The hourly rate and/or lump sum
3. Type of contract: daily or regular
4. Number of guaranteed days of work (6-6)

If you were hired by a department head or another technician, make sure the producer is informed in writing.

Note: a preliminary contract is binding on both parties.

Points to check when signing the contract:

- Is my personal information accurate (contact information, member/permittee number, SIN)?
- Is the tax status correct ("employee" or "service provider")?
- Do I need a T2200 slip?
 - For all work-related expenses
 - To deduct the expenses from your income, you must keep your invoices

For AQPM projects, is the number of guaranteed days on the contract consistent with the original agreement?

- Is the position on the contract consistent with the original agreement?
- Is the salary what was negotiated?
- Are special clauses included, if relevant (e.g. equipment)?

The employment contract must be duly completed and signed by the beginning of the first day of work.

BEFORE signing the contract, ask the producer's representative to correct any incorrect information on the contract. If in doubt, contact the union advisor assigned to the production.

This document is intended only as a guide and should not be construed as a complete reference document on the collective agreements. We advise you to remain vigilant and to contact us if you have any questions.