



POLICY STATEMENT FOR BACKGROUND ACTORS WORKING NON-UNION IN CALIFORNIA

There are a number of wage-hour minimum requirements applicable to non-union employment, and Central Casting ("CC") is committed to following those minimums relevant to background actors ("BG") working non-union in California.

Timekeeping

All BG must accurately record their work hours on their vouchers. This includes start and end times, meal periods, and any overtime. Altering or falsifying time records is strictly prohibited.

Meal Periods

BG who work more than six (6) hours in a day are entitled to an unpaid, off-duty meal period of at least 30 minutes. This meal period must begin no later than the end of the sixth hour of work. Employees who work more than twelve (12) hours in a day are entitled to a second unpaid 30-minute meal period that must be taken not later than six (6) hours after the termination of the preceding meal period. Meal periods must be uninterrupted, and employees must be relieved of all duties during this time. If a BG is not provided his/her meal period, the meal period is provided late or the meal period is less than 30 minutes (meal period violations), the BG is entitled to one (1) hour of premium pay at the BG's regular rate of pay. BG are not entitled to more than one (1) meal premium a day regardless of the number of meal period violations.

Rest Periods

BG are entitled to a paid 10-minute rest break for every four (4) hours worked (or major fraction thereof). Rest breaks should be taken as close to the middle of each work period as practicable. BG are encouraged to take their rest breaks and are relieved of all duties during this time. If a BG is required by the production company to work during a rest break, the BG is entitled to one (1) hour of premium pay at BG's regular rate of pay. BG are not entitled to more than one (1) rest premium a day regardless of the number of rest break violations.

Recovery Periods

For indoor work, in conditions exceeding 82 degrees Fahrenheit, production companies must provide BG, as needed, the opportunity to take uninterrupted "cool-down" periods or recovery periods of at least five (5) minutes. BG must be relieved of all duties during the recovery periods. BG cannot be asked to waive or shorten a recovery period. Recovery periods do not replace the required ten (10)-minute rest periods. For each day a BG is not provided a needed recovery period, the BG is entitled to one (1) hour of premium pay at the BG's regular rate of pay. BG are not entitled to more than one (1) recovery premium a day regardless of the number of recovery period violations.

Overtime

Non-exempt employees are entitled to overtime pay as follows:

- **1.5 times** the BG's regular rate of pay for:
 - All hours worked over eight (8) in a workday
 - The first eight (8) hours on the seventh consecutive day of work in a workweek

- All hours over forty (40) in a workweek
- **2 times** the BG's regular rate of pay for:
 - All hours worked over ten (10) in a workday
 - All hours over eight (8) on the seventh consecutive day of work in a workweek

Reporting Time

If BG report to work as scheduled but are not put to work or are furnished with less than half of their usual or scheduled day's work, they will be paid for at least two (2) hours and no more than four (4) hours of reporting time pay at their regular rate of pay.

Paid Sick Leave

BG who are working are eligible to accrue and use paid sick leave under the following conditions:

- **Eligibility:** BG must (1) complete a one-time ninety (90)-day waiting period beginning from their CC registration date, and (2) work at least thirty (30) days for CC in California within a calendar year.
- **Accrual:** Sick time begins accruing from the first job worked, at a rate of one (1) hour for every thirty (30) hours worked, up to a maximum of eighty (80) hours (10 days) per calendar year.
- **Usage:** BG may use up to forty (40) hours (5 days) of sick leave per calendar year when booked on a show for which CC handles both casting and payroll. Sick leave may be used for the employee's own illness, preventive care, or to care for a family member. BG must notify CC (either Casting Director or Talent Relations) that BG is requesting to use paid sick leave.
- **Carryover:** Unused sick leave rolls over annually, capped at eighty (80) hours. However, the yearly usage limit remains at forty (40) hours.
- **Sick Pay:** BG may receive up to eight (8) hours of pay for a missed workday or two (2) hours for a missed fitting/interview. If a BG has less accrued time, they will be paid only for the hours accrued.

Acknowledgement of receipt and compliance

Please complete by signing the bottom portion and return with your registration form.

I, _____, hereby acknowledge that I have reviewed, understand, and am signing my acceptance of the policy for Non-Union Background Work in CA.

Registrant's signature

Date signed

