

The post production schedule should define a specific duration and finish date for a project's completion beyond which the fee should be re-negotiated at the appropriate rate (daily or weekly).

Additional Rates Chargeable Unsociable Hours/Overtime

It is generally accepted that the normal working day is between the hours of 9am and 6pm, inclusive of a 1 hour lunch break.

Reasonable working hours can fall between 7am and 8pm by negotiation. When a shift extends beyond these hours overtime rates should apply.

Recommended rates are:

- First two hours at T1.5
- all hours thereafter at T2

Work conducted outside these hours (as distinct from overtime) e.g. overnight shifts, should attract a penal rate of T1.25.

Public holidays should be charged at T2 or T1.5 plus a day off in lieu if possible within the duration of the production.

Pre-production/Meetings

Editors should expect compensation for attending and providing input to any pre-production and pre-post production meetings, and/or discussing a production by phone call, where the total time exceeds 2 hours. The hourly rate should then be charged. This charge should also apply to overseeing sound mixes, grades, onlines etc.

Changing dates of bookings

Editors should expect compensation for dates changing at short notice. DEGNZ suggests that on short-notice changes to schedules, up to two days should be charged at full rate, on a sliding scale to 25% for the last booked days not worked.

CONDITIONS FOR EMPLOYMENT

- **Don't Work for Nothing** (those days are over)
Never start work without a clear deal memo or other written document that specifies your fee and payment dates. If these are not honoured, stop work and contact the Guild.
- **Buy Outs**
Refuse buy outs or flat fees that make no stipulation of the total number of weekly hours expected to be worked, what hours of the day the shift(s) fall between and/or days in a row without a break to be worked.
- **Variable Terms**
Every contract should specify the variable terms: Start Date, End Date, Working Conditions, Services: Working Hours, Working Week, Overtime/Extra Time, Public Holidays Daily Turnaround

- **Working Conditions**

All Editors are entitled to a workspace that provides adequate ventilation/temperature control, soundproofing, a suitable and comfortable chair and suitable/controllable lighting. The definition of workspace should mean four walls, a ceiling and a door, not open space or open partition.

- **Termination**

Your contract should specify that you will be paid in full if terminated, unless you are 'at fault' in which case you must be paid up to the date of termination.

- **Media Management/Editing Assistants**

Beware the extra demands on editors' time from increasing volumes of footage and the wide range of digital media formats available. Time and personnel should be appropriately budgeted and managed in order for post-production deadlines to be met.