



CANADIAN ACTORS' EQUITY ASSOCIATION (CAEA)

# DEPUTY HANDBOOK

For the Deputy for **(production)**:

\_\_\_\_\_

produced by **(management)**:

\_\_\_\_\_

under the **(agreement)**: \_\_\_\_\_

At Company Category \_\_\_\_\_

The Business Representative to call is: \_\_\_\_\_

tel: (604) 682-6173

tel: (416) 867-9165

**Special amendments** to contract attached

DEAR DEPUTY,

Congratulations and thank you for undertaking the very important responsibility of being a Deputy. You are essential for a harmonious production, and ensuring that the Association is aware of the members' needs, small and large. Both Equity staff and Council want to hear from you at any time. It is through you that Equity becomes more effective as a reflection of its members' collective will.

This package is designed to assist you in your duties, and even though they are important, they are not difficult and should not take up much of your time. Read this package carefully. Other interested members in your production should also read this. It often helps them understand your role.


We suggest that you keep the enclosed copy of the Agreement in a place where the company members can have access to it. We hope that you and all the company members will refer to it and familiarize yourselves with your rights and obligations.

Most of your dealings will be the Business Representative identified on the front of this Handbook, and perhaps with a local Councillor listed on the contact sheet to be posted on the company notice board.

To contact Equity:  
National Office: 416-867-9165, toll-free:1-800-387-1856  
Western Wffice: 604-682-6173, toll free:1-877-682-6173

For emergencies contact the national office and follow the voicemail prompts to be connected to the emergency number.

Henry Gauthier  
President

  
Susan Wallace  
Executive Director

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Inserted into this Handbook are forms to be sent to Equity ASAP after the closing performance:

- Deputy Release form
- Deputy Notes for Next Negotiation
- Postage-paid reply envelope

*For east of Alberta:*

in Toronto: 416-867-9165  
toll-free: 1-800-387-1856  
fax: 416-867-9246  
e-mail: busrep@caea.com

44 Victoria Street, 12th Floor  
Toronto, Ontario M5C 3C4

*For Alberta, B.C., NWT,  
and Yukon:*

in Vancouver: 604-682-6173  
toll-free: 1-877-682-6173  
fax: 604-682-6174  
e-mail: woffice@caea.com

321 Water Street  
505 Hudson House  
Vancouver, BC V6B 1B8

**Outside of business hours:**

416-867-9165 or 1-800-387-1856  
press option #5  
then option #1

## KEEPING IN TOUCH WITH EQUITY

You have been chosen by your fellow Equity members as their Deputy. You are the communication link between the artists in your company and Equity. Informed by you, Equity is the communication link between the artists in your company and your engager. Let Equity deal with the business problems you have with your engager, and let Equity allow you to concentrate on the artistic work at hand. You pay us dues for this service; let Equity earn it.

If you are serving as a Deputy for the first time, please call your Equity office in order to introduce yourself to a business representative. The business reps are available to assist you in your function as Deputy. It is important that the role of Deputy be effective and that your duties as Deputy should not distract you from your work in the production.

It is most important that you call whenever a problem arises that cannot be solved after consultation with the Stage Manager. Please call the business representative indicated at the front of this Handbook. If that Equity staff person is not available and you would like immediate assistance, please ask for their back-up (each business rep has one).

If you are working east of Alberta, the business rep works out of the National Office. If you are working in Alberta, British Columbia or the Territories, the business rep works out of the Western Office. Contact information for both offices appears at left.

## AFTER HOURS EMERGENCY

An Equity business rep is there for you 24 hours a day, 7 days a week. Should an emergency arise and you need to talk to a business rep, *no matter where you are working in Canada*, please call the National Office:

416-867-9165 if you are in Toronto  
or 1-800-387-1856 otherwise

Follow the prompts for an emergency - first press "5" and then press "1". This will connect you with an Equity business rep.

If your call is not answered immediately, please leave a message with a phone number where you can be reached and your call will be returned as soon as possible.

## CHAIN OF COMMUNICATION

In general terms, here are the steps in the chain of communication:

**Step 1:** Company Member complaint to Deputy

- The Deputy should always check the Agreement first to see if the complaint is covered by a clause or rule in the Agreement. If there is any question, refer interpretation of the Agreement to an Equity Business Representative.
- The Deputy may always take the initiative in reporting infractions. It is not necessary to wait until a member complains.
- Protect each other. It is imperative in any conversation you have that company members with complaints be protected; especially do not reveal their names to the engager.

**Step 2:** Deputy to Stage Management

- Work together for a resolution to the problem.
- Make a joint decision if this problem is not solvable without involving Equity.
- The Stage Manager may direct the Deputy to the company manager, if one is employed, but never to the general manager or producer.

**Step 3:** Deputy to Equity Business Representative

- Report facts accurately.
- Record complaints in the Equity Deputy's Diary.

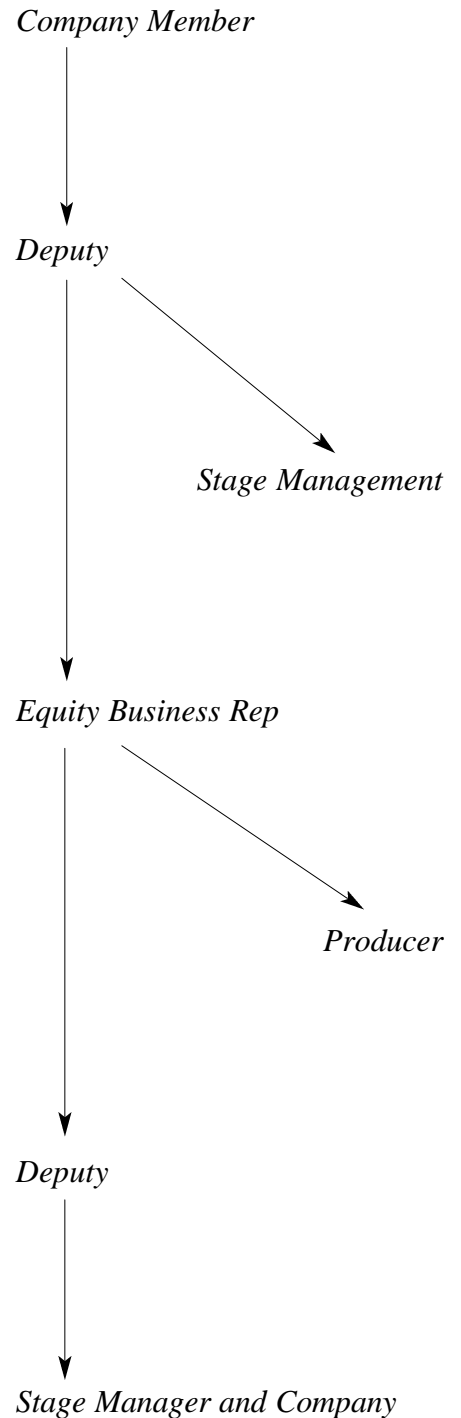
**Step 4:** Equity Business Rep to Producer

- The Business Rep should consult with the Stage Manager for verification.
- Resolution of problem.

**Step 5:** Equity Business Rep to Deputy

- As soon as possible.

**Step 6:** Deputy to Stage Manager and Company



## DEPUTY CHECKLIST

### ***Check with the Stage Manager that:***

The following are posted on the callboard:

- updated Contact Sheet
- Insurance Brochure
- Extraordinary Risks
- Actors' Fund Benefit Performances

The Stage Manager has:

- ACE/INA Application for Benefits (accident/sickness insurance forms)
- Reimbursement of Transportation and Baggage Expenses
- Travel accident insurance is in place if the company is touring
- Any special arrangements with Equity (i.e. concessions) for the production have been posted on the callboard

### ***Steps that you, as Deputy, can take:***

- Speak with the engager first.
- *Call Equity and speak with an Equity Business Rep.*
- *Call the police or Ministry of Health, and report the incident.*

- Ask if all members have signed contracts (with any applicable riders initialled) and if they have distributed the proper copies to the engager and Equity. Also, in the case of Extraordinary Risk, make sure appropriate riders have been signed by all members. This is most important as filed contracts are necessary to ensure that RRSP payments, insurance premiums and proper bonding requirements are in place.
- Ask about the status of any non-professionals. They must be signed to apprentice or non-professional affidavits. See the Agreement for a more detailed explanation.
- Make sure everybody who needs one has a travel expense form and has filled it out.
- Be aware that recording or broadcasting (audio or visual) may not take place, unless with the prior consent of Equity and the engager. The Deputy must have a copy of Equity's written permission or must have spoken directly to an Equity representative to confirm that Equity's permission has been obtained. If permission has not been obtained, the Stage Manager and/or Deputy have the authority to stop the proceedings.
- Check with the Equity Business Rep to see if payment by non-certified cheque is allowed. Generally PACT theatres and the large opera and ballet companies are allowed; otherwise the engager has to seek the permission of Equity. If such permission has been granted, a copy of the letter from Equity should be posted on the callboard by the engager.
- Keep a record of any Stage Management overtime. Stage Management personnel are required to report any overtime worked to the Equity Deputy, who will keep a record of same and who is required to verify that payment for the overtime has been received when it is due (the pay day following the week the overtime was incurred). If payment has not been received at that time, the Deputy must report that fact to Equity immediately. In some cases, Stage Management overtime must be approved by the engager. Check your Agreement, or check with the Stage Manager, to see if this is the case.
- Working conditions, rehearsal and performance areas, should be checked out for sanitation and safety. Anything you cannot resolve will have to be settled by the Equity office. If, for any reason of health and safety, you need to consult with the Stage Manager and the engager, the Deputy should notify Equity as soon as possible.
- Make sure that all company members are aware of the engager's policies, preferably posted on the callboard:
  - Harassment in the Workplace
  - Health and Safety ProceduresIf the engager does not have policies in place, the Deputy should confirm with the Stage Manager about posting the enclosed Zero Tolerance statement on the callboard. Personal and sexual harassment, and threats to safety, cannot be allowed in the workplace.

## DEPUTY RELEASE FORM

- Each engager is required to post a bond with Equity to guarantee the salaries of the Equity members in the Company. At the end of the contract, in order to release the bond, the Deputy Release Form must be completed, signed and mailed to Equity. This also releases management from any further financial obligation to the members, and so the Deputy must make sure that everyone has received any overtime payments for additional services, travel costs and/or vacation pay owing. If money is owing, or if in doubt, the Deputy should call Equity before signing the release.

### OTHER DUTIES OF THE EQUITY DEPUTY IT IS THE RESPONSIBILITY OF THE EQUITY DEPUTY TO:

1. Act as liaison in all reasonable complaints or problems which cannot be handled easily by the member. If there is a problem, confer with the Stage Manager first, and then, if necessary, call the appropriate Equity office.
2. Read the applicable Agreement. The most important thing you have to do is be familiar with it.
3. Keep track of any management infringements and report these to the Equity Office. Work in close co-operation with the Stage Manager to avoid potential problems. Possible areas of infringement to be aware of are:
  - a) Rehearsal hours, including the ten days prior to opening
  - b) Breaks
  - c) Overtime and/or payments for additional services
  - d) Rehearsals on tour
  - e) Travel time
  - f) Rest Periods
  - g) Emergency rehearsals
  - h) Sex and Nudity
  - i) Extraordinary Risks
4. Make sure all rehearsal, touring and performance schedules are posted on the notice board.
5. Whenever it is necessary to call a company meeting, it will be your job to chair the meeting.

*Please make sure that you submit the Deputy Release Form, since this indicates all members have received payment due and releases management from financial responsibility.*

### **It is NOT the responsibility of the Equity Deputy to:**

1. Enforce or interpret rules.
2. Enter into a confrontation with management concerning an Equity matter.
3. Police fellow members.

### **Problems of this nature should be referred to the Equity office.**

*Neither the Deputy nor any other member may change or modify or waive any clause in the Agreement without Equity's authorization.*

*Remember, the Agreement is the result of the hard work of your colleagues.*

## INSURANCE PROGRAM

All Equity members are covered by insurance, during the contract, for accident or sickness either on or off the job. That means if an accident occurs to a member outside of the theatre or rehearsal hall sometime during the length of the contract, that member is still entitled to insurance.

If an accident or sickness does occur:

1. Send the injured or sick member with the insurance form to a qualified physician.
2. The member should have the physician fill out the form. The member and the engager should also fill out their respective sections of the form.
3. The member should forward the original directly to ACE/INA. The member should keep a copy.
4. Inform Equity of the accident or sickness.
5. If the member has any general questions or concerns about insurance plan or claim form, they can call the Equity National Office.
6. Due to privacy legislation, if the member has any specific questions or concerns about their cover, they should contact ACE/INA at 877-772-7797.

*(NOTE: In most cases members working under an Equity ballet agreement are covered under their Engager's insurance program. This part does not apply to those engagements).*

This insurance continues a portion of the member's weekly fee if he or she is unable to continue working (somewhat like Worker's Compensation). Such disability benefits are payable from the first day of an accident or the fifteenth day of sickness while under the professional care and regular attendance of a legally qualified physician.

The plan also covers medical expenses and other health services only to the extent that costs are in excess of, and do not duplicate, the cost of any such service covered under the member's provincial health plan.

The Stage Manager has a supply of claim forms to be filled out in the event of an accident or sickness. If the members are working away from their home province, please remind them to save all medical receipts to claim reimbursement from the insurance plan when they return home. A claim form must be completed for all initial claims.

A limited form of insurance applies to Equity apprentices. The coverage is similar to the insurance that covers members when they are not under contract. Please check the insurance brochure for full details, or call Equity staff for an explanation.

### EXTRAORDINARY RISK

If you feel your production involves extraordinary risk as defined in the Agreement, the Deputy must make sure that everyone involved has signed contract riders. Your situation could be as obvious as the use of weapons or a fight sequence. It could also be something far more subtle — **USE YOUR OWN JUDGEMENT AND INSTINCTS**. If you have any questions about this, call the Equity office.

If you have any suggestions for Equity's insurance program, contact the Controller at Equity's National Office.

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**CANADIAN ACTORS' EQUITY ASSOCIATION**

W W W . C A E A . C O M

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Toronto, Ontario M5C 3C4  
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email: mail@caea.com

Western Office  
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