

Stage Management Resource Document

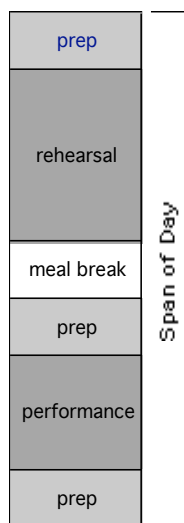
2006-2009 CTA/ITA Overtime

The following is a summary of the most common overtime provisions in the Canadian Theatre Agreement and the Independent Theatre Agreement. In 2006, the overtime situation for stage management members working under the Canadian Theatre Agreement (“CTA”) or Independent Theatre Agreement (“ITA”) changed in some important ways with the specific recognition of applicable provincial employment standards (“ES”) legislation in the actual agreements. Details on the application of this are covered in a separate resource document.

Although all references are to the CTA, what follows applies equally to stage managers working under either the CTA or the ITA. Please note the diagrams are not to scale.

Important!

The Council Policy Advisory Group for Stage Management has prepared this summary for the convenience of members. If any dispute arises citing any variation between this summary and the original CTA or ITA, the original printed copy of the CTA or ITA shall be considered the definitive version.

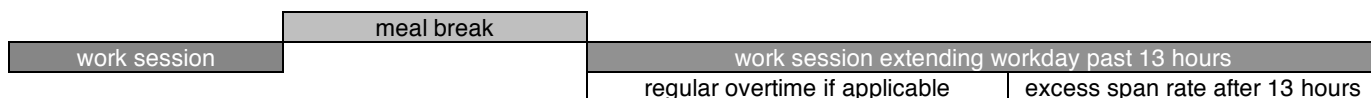


The **stage management working day** commences with the first stage management activity of the day and ends with the final stage management activity of the day.

The allowable hours of the working day consist of allowable rehearsal or performance hours (hours available to the actors), plus allowable preparation hours, plus allowable production meeting time. While unused rehearsal time each day may be used for tech sessions, or additional meetings and prep with the prior approval of the Theatre, neither prep hours nor production meeting hours may be used for other activities.

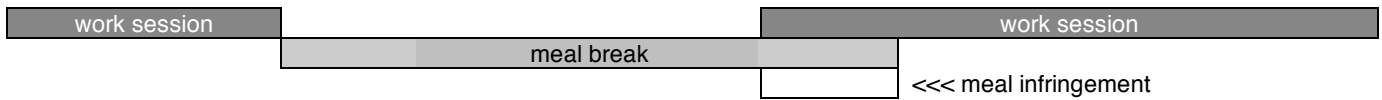
Overtime is payment for excess work hours. When the stage manager must exceed allowable rehearsal, performance, preparation or production meeting time, then overtime is payable. Overtime is not transferable to other time periods. Excess span is a special case of overtime (see below).

The **span** of a stage management working day should not exceed 13 hours. However, if it must go longer, that portion of the working day (including breaks) in excess of 13 hours shall be paid at the rate of \$21.00 per half hour, or part thereof (current 2006 - 2009 rate). This rate supersedes any CTA overtime rate otherwise applicable for those hours. However meal infringements, when applicable, are still separately payable.

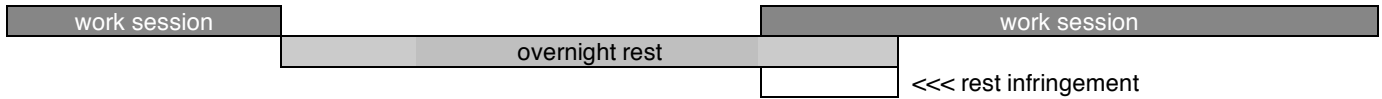


Payment for **infringements** occur when non-work hours (breaks, rest) are less than the required length.

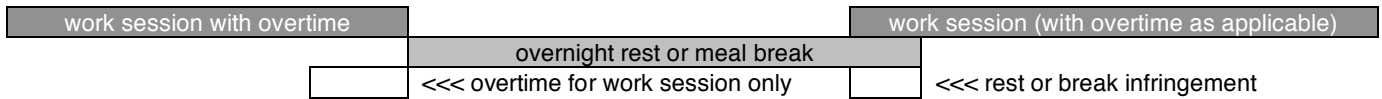
A meal break begins when work ends, and infringement of that break is paid when the *following* work session cuts the meal break short. **Meal break infringement** is paid *in addition* to any other payment due for the period of infringement.



Overnight rest infringement is paid similarly. Overnight rest begins with the end of the final stage management activity on each day and ends with the start of the first stage management activity of the next day. Infringement is paid for hours where work on the *following* day cuts short the required overnight rest. Overnight rest infringement is paid *in addition* to any other payment due for the period of infringement.



If a meal break or overnight rest is preceded by work that is overtime, overtime for that activity is paid until work ends, at which point the meal break or overnight rest begins. As above, the rest or break begins with the end of work and any infringement is payable at the end of the rest or break. If the following work activity is also overtime, then both are payable.



Free Day infringement is paid along the same lines, but is clocked a little differently. The Free Day extends from midnight preceding the day off, and finishes at 9:00 am on the morning following the day off, for a total of 33 hours. If a performance extends past midnight, then the Free Day begins with the final curtain, and extends 33 hours from that time. Any work session that overlaps the Free Day at either end, or takes place during that period, is payable at the Free Day rate, with a minimum call of 4 hours. In practice, this means that for a work call beginning at 8:00 am on the morning following (e.g. cueing), four hours of free day rate is due for that first hour. Any meal or overnight infringements that occur on the Free Day are paid *in addition* to the Free Day rate.

It is worth noting that on the night before the Free Day, work calls (other than actual performance) that extend past midnight are also Free Day infringements, and payable as such. If you have regular responsibilities, including post-rehearsal or post-show work that will necessarily extend past midnight, this can represent a substantial cost to the theatre. Engagers are understandably anxious to avoid that kind of expense. If a discussion with the engager does not result in a solution that permits work to finish by midnight, then please contact a Business Rep for guidance. Remember, neither engagers nor members are permitted to waive any provisions of the CTA.

This understanding of how overtime and infringement payments apply is intended to clarify and simplify matters in the vast majority of instances. However, since our jobs encompass an endless variety of tasks, there will always be cases that need to be decided on an individual basis. Moreover, both touring and TYA throw their own clauses into the mix. In any situation that veers away from the straightforward, we encourage you to contact an [Equity Business Rep](#). They can help answer any questions you may have.

The Council Policy Advisory Group for Stage Management, and Equity staff, welcome your comments regarding the use and improvement of this resource document. Up-to-date contact information for the CPAG-SM may be found online at www.caea.com