



UBCP/ACTRA BC MASTER PRODUCTION AGREEMENT INFANT GUIDELINES

Who We Are: The Union of British Columbia Performers (UBCP/ACTRA) is an autonomous branch of the Alliance of Canadian Cinema, Television, and Radio Artists (ACTRA). We represent performing artists of all ages and demographics who work in feature films, TV series, TV movies, and more.

When your child is working under a UBCP/ACTRA Union Background Voucher or Appendix E Performer Contract, they are working under and protected by the British Columbia Master Production Agreement (BCMPA). The BCMPA determines the minimum standards of pay and working conditions for Performers engaged to work on Productions.

The BCMPA covers Minors in Article A27 and defines Infants as Minors less than 2 years old and more than 15 days old.

HOURS OF WORK FOR INFANTS

Age	Work Day	Overtime	Consecutive Time Before Camera	Minimum Breaks	Tutoring	No. of Infants per Parent/Guardian/Chaperone
15 days - 2yrs	8 hr max (4 hr minimum call)	Forbidden	15 mins	20 mins	n/a	1

PHYSICIAN'S STATEMENT



The BCMPA recommends that the parent/guardian should secure a written statement from a physician confirming that the physician has examined the Infant, that the Infant is in good health and that there is no reason why they should not be employed.

ALTERING AN INFANT'S APPEARANCE

If substances are used for altering an Infant's appearance, provisions should be made for bathing the Infant. Foods which commonly cause allergic reactions will not be used to alter the appearance of the Infant's skin, unless their use is specifically approved by a medical doctor. These foods include, but aren't limited to: raspberry/strawberry jams, jellies, preserves, and peanut oil.



FACILITIES TO BE PROVIDED

The Producer must provide adequate sanitary facilities for the care and rest of Infants when employed. This includes:



- a crib,
- a changing table,
- a private, quiet, warm area where the Infant may be fed and may rest without being held.

Accessories provided by the Production, such as bassinets, cribs, and changing tables, must be sanitized at the time of delivery to the set, and on a regular basis. These accessories should not be exchanged from one Infant to another without sanitization.

HANDLING INFANTS

Hands should be washed before and after handling Infants and before and after changing diapers. If Production has issued wardrobe or props for use on/with an Infant, these should not be reissued for another Infant until the wardrobe has been laundered and the props disinfected.



REST BETWEEN DAYS

Infants shall receive a minimum rest period of 12 hours between the end of their workday and their call time the next day.



EXPOSURE TO LIGHT

An Infant will not be exposed to light of greater than one-hundred foot candle intensity for more than thirty seconds at a time.



WORK WINDOW

The Infant's work time, including meal break, must take place within the following hours:



- No earlier than 5AM
- No later than 10PM on evenings preceding a school day
- No later than 12:30AM on evenings preceding a non-school day

Infants work time during the regularly scheduled school breaks such as Spring, Summer or Winter breaks:

- No later than 2AM

WORK WINDOW EXTENSION

Producers may seek a variance to the Work Window. Such approval must be granted by the parent/guardian and the Union. There are no variances or extensions to the maximum hours of work. The Union requires that the Producer explore all available options to eliminate such requests, and that the extension is the only reasonable alternative. The Union will always speak with the parent before responding to Production.



APPROPRIATE FOOD

The Producer shall ensure that craft services (the snacks table) provides appropriate food items specific to the age groups of Infants on set. They also must provide appropriate storage facilities for Infants' food items.



MEAL BREAKS

For Infants can be 6 hours like the rest of the Performers; however, there are certain circumstances where alternate arrangements may apply. In no case shall an infant be permitted to enter into meal penalty.



SIGHT AND SOUND

The parent/guardian/chaperone must be on set, has the right to be within sight and sound of the Infant and is responsible for them at all times. This includes travel to and from holding/trailer to set, crafty, etc. A monitor that provides both audio and visual feeds may be made available if circumstances limit the number of people on set and the parent/guardian/chaperone is restricted from being physically present on set.



MULTIPLE INFANTS

When more than 1 Infant is employed, it is the parent/guardian's responsibility to ensure that there shall be 1 adult to care for each Infant.



DESIGNATING A CHAPERONE

A parent/guardian may designate another adult, 19 years of age, who is not a Producer or employee of production to act as the parent/guardian proxy. This must be provided in writing to the producers. Please refer to Article A2703(i) for more details.



PUBLIC GUARDIAN AND TRUSTEE (PGT)

PGT

Pursuant to Employment Standards, when an Infant earns more than \$2,000 on a Production, the employer must deduct and remit 25% of any subsequent earnings to the PGT who will hold the funds in trust until they are 19. <https://www.trustee.bc.ca>

PAYMENT

To Performers is due on the 4th business day following the weekend ending in which your child works – most often the Thursday the following week. Need help understanding how to read your child’s pay cheque, check out our website: www.ubcpactra.ca/performer-resources/understanding-your-pay-cheque



RESIDUALS

UBCP/ACTRA administers residuals in-house.



WORK PERMITS

With National bylaw updates in 2022, Performers who have received three (3) or more qualifying permits will have to join the Union as a Member to be allowed to work on further Union-signatory Productions. A non-member who has reached their cap of three (3) qualifying work permits who is approved under extraordinary circumstances for additional permits will be required to pay an additional 100% surcharge of the applicable work permit fee.



PLEASE NOTE

that this summary does not include all the provisions related to Infants and other Minors working under the BC Master Agreement. Please refer to the collective agreement for the full terms and conditions, which can be read here: www.ubcpactra.ca/agreements



To report general safety concerns or on-set issues, please email:

report.it@ubcpactra.ca