

NBCUniversal Time Card Policy

Each crew member working on a production is responsible for completing their own time card accurately, and in a manner that complies with this policy. Department Heads are responsible for ensuring that crew members in their department understand and comply with this policy, and must not approve any time card that is not consistent with this policy.

Time cards and payroll are processed on a weekly basis. Department Heads must keep track of the hours worked by weekly and daily hire crew members in their department, and provide blank time cards to all members of their department. Weekly hires must complete and sign their time cards before the end of the shift at the end of each work week. Daily hires must complete and sign their time cards at the end of each shift. This will ensure that all time cards are included in the weekly submission by the Department Head to Accounting. Each Department Head must make best efforts to facilitate a crew member's ability to complete and sign their own time card while the crew member is still on the clock (before clocking out at the end of the day). To be clear, no future in/out times should be entered on time cards and no time cards with future in/out times should be submitted to Accounting.

Department Heads must carefully review and verify the hours recorded by crew members on all time cards for their department, approve if accurate, sign, and ensure that the time cards are submitted to Accounting by wrap on the last day of the production week (generally Friday).

Even in cases where time cards are scanned and/or emailed to Accounting by the Department Head, the original hard copy of each time card with signatures must also be sent by the Department Head to Accounting.

At a minimum, time cards should list the show name, week-ending date, crew member's name, last four digits of the SSN or SIN (if applicable), job title, and work location. The crew member shall accurately enter on the time card actual in and out times and meal periods taken (not hours guaranteed). The crew member shall complete all the information and sign the time card and not permit anyone else to do so on their behalf. To be clear, crew members should not sign blank time cards under any circumstances.

If the Department Head does not provide blank time cards to the crew member or in any way prevents the crew member from completing and signing their own completed time card, the crew member should immediately speak directly to the UPM, Line Producer, or Accountant to ensure they are able to complete the time card themselves.

Any variation to this policy must be pre-approved in writing by the Production Executive and Production Finance Executive.

Violations of this policy by any Department Head or crew member will result in disciplinary action, up to and including termination.

The following policy applies to meal and rest periods for California productions. For non-California productions, meal and rest periods will be provided in accordance with applicable law or the provisions of any applicable collective bargaining agreement.

Meal & Rest Periods (for California productions only)

Crew members shall be provided with meal and rest periods in accordance with applicable law or the provisions of any applicable collective bargaining agreement.

Unless otherwise provided by an applicable collective bargaining agreement, each crew member shall be provided with an uninterrupted, off duty 30-minute meal period that must begin before the crew member works more than six hours and another uninterrupted, off duty 30-minute meal period that must begin no later than 6 hours after the termination of the first meal period in a workday. In the event a crew member is not provided with the minimum 30-minute meal period, such crew member shall be paid for the additional amount of time worked at the appropriate rate and shall receive penalties/premium payments as required by applicable law or an applicable collective bargaining agreement.

Crew members shall be authorized and permitted to take one uninterrupted, off duty 10-minute rest period for each four hours of work or major fraction thereof in a workday. The rest periods shall be taken, insofar as practicable, in the middle of each work period. In particular, crew members shall be authorized and permitted to take one 10-minute rest period if the crew member works 3 ½ to 6 hours, a second 10-minute rest period if the crew member works more than 6 hours and up to 10 hours, a third 10-minute rest period if the crew member works more than 10 hours and up to 14 hours, and so on. In the event a crew member is not provided with a full and timely 10-minute rest period, such crew member shall receive a premium payment as required by applicable law or applicable collective bargaining agreement, whichever is greater.

During a meal or rest period, crew members shall be relieved of all work duties and shall not be required to be on-site, "on-duty" or "on-call," nor shall crew members be required to remain reachable by or respond to any text, electronic mail, phone, radio, walkie or other communication method or device.

If a crew member is not provided with a meal or rest period as set forth above or in a collective bargaining agreement, if applicable, the crew member shall notify their Department Head, Line Producer, UPM, or Human Resources representative as soon as possible.