



NY - Mandatory Notice and Acknowledgement of Pay Rate & Payday

NEW YORK Labor Law Section 195.1

NY State requires that ALL employees be given notice of their rate of pay, wage status, and payday at time of hire, whenever there is a change, and prior to February 1 each year.

- For freelance employees this notice must be provided for each project for which they are hired.
- The employee must be paid the agreed rate for all work in the hired category for that project.
- If the employee's job changes, the rate can change, but a new Notice must be issued.



1. Employer/Ad Agency/Production Company Information Company: <input type="text"/> Address: <input type="text"/> Phone: <input type="text"/>	Payroll Company Company: The TEAM Companies, LLC. Address: 901 W. Alameda Ave., Suite 100 Burbank, CA 91506-2801 <u>www.theteamcompanies.com</u>
---	---

2. Notice Given

At Hiring/First date of work: **Project (optional):**

Under union contract. All terms and conditions per 2015 SAG-AFTRA Corporate-Educational & Non-Broadcast Contract apply.

3. Allowances: **None Per Diem - Meals:** **Breakfast** \$11.50 **Lunch** \$16.50 **Dinner** \$30.00 **All 3 Meals** \$58/day

Wardrobe Principal Day Wear at \$19.00 each **Principal Evening** Wear at \$29.00 each
 Wardrobe Extra Day Wear at \$19.00 1st change **Extra Day** Wear each additional \$6.00 each
 Extra Evening Wear at \$29.00 each **Other** _____

4. Pay frequency is per Collective Bargaining Agreement. **5. Regular Payday is 30 Calendar days after last day of work.**

6. Employee's Rate of Pay (rates valid 11/1/16 - 10/31/19) ▼ **7. Overtime Pay Rate(s) (rates valid 11/1/16 - 10/31/19) ▼**

Work Type	Rate of Pay			Overtime (OT) Rates			
<input type="checkbox"/> Cat 1 Nar - 1st Day	\$945.00	Scale	8 Hrs	\$177.19/hr	9th/10th hour	\$236.25/hr	11th+ hours
<input type="checkbox"/> Cat 2 Nar - 1st Day	\$1,121.00	Scale	8 Hrs	\$210.19/hr	9th/10th hour	\$280.25/hr	11th+ hours
<input type="checkbox"/> Cat 1 Nar 2nd+ Days	\$519.50	Scale	8 Hrs	\$97.41/hr	9th/10th hour	\$129.88/hr	11th+ hours
<input type="checkbox"/> Cat 2 Nar 2nd+ Days	\$647.00	Scale	8 Hrs	\$121.31/hr	9th/10th hour	\$161.75/hr	11th+ hours
<input type="checkbox"/> Cat 1 Day Player	\$519.50	Scale	8 Hrs	\$97.41/hr	9th/10th hour	\$129.88/hr	11th+ hours
<input type="checkbox"/> Cat 2 Day Player	\$647.00	Scale	8 Hrs	\$121.31/hr	9th/10th hour	\$161.75/hr	11th+ hours
<input type="checkbox"/> Cat 1 Voice Over (VO)	\$425.50	Scale	1 Hr	\$124.50 per 1/2 hr			
<input type="checkbox"/> Cat 2 Voice Over (VO)	\$474.00	Scale	1 Hr	\$124.50 per 1/2 hr			
<input type="checkbox"/> Gen Extra - Cat 1 or 2	\$135.50	Scale	8 Hrs	\$25.41/hr	9th/10th hour	\$33.88/hr	11th+ hours
<input type="checkbox"/> Gen Extra - Cat 1 or 2	\$149.05	Scale + 10%	8 Hrs	\$27.95/hr	9th/10th hour	\$37.26/hr	11th+ hours
<input type="checkbox"/> Other:				<input type="checkbox"/> Other:			
<input type="checkbox"/> Special Provisions:							

Cat = Category / Nar = On Camera Narrator/Spokesperson

8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.

Check one:

I have been given this pay notice in English because it is my primary language.
 My primary language is I have been given this pay notice in English only because the Department of Labor does not yet offer a pay notice in my primary language.

Employee Signature: **Date:**

Employee Name: Check only if employee declines to sign form.

Preparer Signature: **Title:** **Date:**

Preparer Name: **Preparer Email:**

Distribute copies of signed form as follows:
One copy to Employee / One copy to Payroll Service / Employer keeps original for 6 years