



Need Help with CA Labor Compliance?

New AICP Tools Designed for Real-World Production Needs

Keeping up with California labor laws is like trying to hit a moving target in the dark. The laws are constantly changing and oftentimes employers are not sure where to look and who to contact with questions. This can be daunting because if you get it wrong, the consequences are expensive.

That is why the AICP West Chapter Board, in conjunction with the National Board, have created easy-to-use compliance materials to help production companies navigate these issues in an effort to avoid wage and hour lawsuits, including those filed under California's Private Attorneys General Act (PAGA).

Why do these materials matter?

These compliance materials are tools designed to help you protect your business and crews through flexible, field-tested, and updated handouts that reflect the latest legal requirements in California. Not only are these handouts informational but they can also be added to your own policies and procedures.

These resources are designed to help you stay in line with California employment rules and regulations regarding topics such as:

- **Timekeeping and Timecards**
- **Payroll Compliance**
- **Meal and Rest Break Compliance**
- **Expense Reimbursements**
- **Arbitration Agreements**

These materials are designed in a fashion in which you can easily plug them into your current onboarding materials and payroll systems or be used by any employer as initial materials on these topics. As an AICP member, these materials are open source and free for all. AICP encourages all its members to take advantage of these tools and share them with your freelance production teams. The materials are designed to be practical and easily understood by freelance employees of all levels¹.

¹ Please be advised that the memorandums provided by AICP are for informational purposes only and are intended for the voluntary use of its members. The memorandums do not, and are not intended to, constitute legal advice. These documents are not intended to encourage, facilitate, or otherwise promote any agreement or understanding among AICP and its members or others. Any decisions made by members regarding such matters must be made independently, in compliance with all applicable antitrust and competition laws. Members should not rely on these memorandums as a substitute for obtaining legal advice from qualified counsel regarding their specific circumstances. AICP makes no representations or warranties as to the information provided herein. Use of any memorandum is at the member's sole discretion.



How to Get Started?

The AICP compliance materials can be accessed [here](#).

Once you have downloaded the materials, we recommend that you:

- Review the handouts with your company leadership team;
- Customize the handouts to fit with your company's desires;
- Share the relevant documents with your other staff and freelance crew;
- Add the handouts, and acknowledgments, to your payroll onboarding packets; and
- Let us know if you have any questions or ideas for how we can improve these materials.

What if you have a question or problem?

If you are already facing a labor or employment related legal issue or have any questions in this regard, AICP's legal counsel in California, **Eric Zeiger**, is here to help. He is available to help you answer any questions that you may have. He understands our business and can offer appropriate guidance.

 **Email:** ezeiger@egsllp.com
 **Phone:** (562) 901-2500

Want to learn more?

As part of AICP's efforts to further assist its members combat employment claims, we will be rolling out live training and Q&A sessions to help you (and your team) stay up to speed on everything. These will be short, digestible, and informational sessions focused on real-world scenarios that you are likely dealing with now.

While we understand that this is not necessarily alluring or enticing, the materials and information is important. AICP wants every member company, big or small, to feel like they have backup and support.

This is just one of many steps that AICP is taking to assist its members. Our goal is to build on this foundation and your feedback is important. If you have any ideas or input, please reach out to AICP and the AICP West Chapter Board.

— AICP West Chapter Board

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