

February 6, 2023

## 2022-2025 Facilities Collective Agreement – Changes Affecting Benefits

The following changes in the 2022-2025 Facilities Collective Agreement affect the administration of benefits.

### Article 13.03 – Probationary Period

The new language that came into effect on December 12, 2022, impacts the effective date of coverage for benefit purposes, for regular employees who have not completed their probationary period while casual.

13.03 An employee who was a casual employee and did not complete their probationary period of four hundred and eighty-eight (488) hours of work before successfully bidding into a regular position shall serve a probationary period of two hundred and twenty-five (225) hours of work or complete the remainder of their probationary period in Section 11(1) of the Casual Addendum, whichever is greater.

<b>Group Life, AD&amp;D and LTD</b>	
<ul style="list-style-type: none"> <li>Regular Employees who have not completed their probationary period while casual</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> day following completion of the greater of either 225 hours of work in the regular position or the remainder of the probationary period (488 hours less casual hours worked)</li> </ul>
<b>Dental</b>	
<ul style="list-style-type: none"> <li>Regular Employees who have not completed their probationary period while casual</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> of the month following completion of the greater of either 225 hours of work in the regular position or the remainder of the probationary period (488 hours less casual hours worked)</li> </ul>
<b>Extended Health</b>	
<ul style="list-style-type: none"> <li>Regular Employees who have not completed their probationary period while casual</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> of the month following completion of the greater of either 225 hours of work in the regular position or the remainder of the probationary period (488 hours less casual hours worked)</li> </ul>

Example 1 – Employee worked 200 hours while casual

- Group Life, AD&D and LTD: effective date of coverage is upon completion of 288 hours worked as a regular (the greater of 225 or 288 (488 less 200 hours))
- Dental and EHC: effective date of coverage is 1<sup>st</sup> of the month following completion of 288 hours worked as a regular (the greater of 225 or 288 (488 less 200 hours))

Example 2 – Employee worked 300 hours while casual

- Group Life, AD&D and LTD: effective date of coverage is upon completion of 225 hours worked as a regular (the greater of 225 or 188 (488 less 300 hours))

- Dental and EHC: effective date of coverage is 1<sup>st</sup> of the month following completion of 225 hours as a regular (the greater of 225 or 188 (488 less 300 hours))

HBT will be updating the Administration Guide to reflect these changes at a later date.

## General Wage Increases and Employees on Long Term Disability

1. The LTD benefit for employees disabled on or after April 1, 2022 are affected if they receive a retroactive wage adjustment.
  - Review the *Employer's Statement and/or Calculation of Part-Time Earnings* form(s) submitted.
  - If the reported rate of pay has changed, send a revised *Employer's Statement and/or Calculation of Part-Time Earnings* form to Canada Life by the end of February.
2. Employees working Rehabilitation Employment are affected if they receive a retroactive wage adjustment.
  - Review the *Monthly Earnings Report While on LTD* form submitted.
  - If the reported rate of pay has changed, send a revised *Monthly Earnings Report While on LTD* form to Canada Life by the end of February.

**Refer to the attached 'Earnings Update to Canada Life' documents for detailed instructions on the above.**

3. Employees being assessed under Any Occupation are affected if they receive a retroactive wage adjustment.
  - Provide the Current Rate of Pay to Canada Life by the end of February.

## General Wage Increases and Earnings/Contributions Reporting

The general wage increase(s) are to be applied retroactive to April 1, 2022. Include retroactive wage adjustments in Straight Time Payroll (STP) when reporting monthly earnings and contributions in CERS.

***Please forward this document to all departments within your organizations that may require and rely on this information.***

## Questions

If you have any questions, please contact the HBT Benefits or Finance Team:

### Benefits Team

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### Finance Team

Contributions Reporting: [CERS@hbt.ca](mailto:CERS@hbt.ca) or 604-678-8518