

May 25, 2023

2022-2025 Community Collective Agreement – General Wage Increases Retroactive to April 1, 2022

Employees on Long Term Disability

1. The LTD benefit for employees disabled on or after April 1, 2022 is affected if the pre-disability earnings reported at the time of the claim have changed due to a retroactive wage adjustment.

Canada Life will provide you with a list of affected employees. You should have received this by May 19, 2023 if you have any impacted employees.

- Review the *Employer's Statement* and/or *Calculation of Part-Time Earnings* form(s) submitted for these employees.
 - If the reported pre-disability earnings have changed, send a revised *Employer's Statement* and/or *Calculation of Part-Time Earnings* form to Andy Mak (Andy.Mak@canadalife.com), with a copy to your Team Manager at Canada Life by June 9, 2023.
2. Employees working Rehabilitation Employment **who were being paid by the employer for hours worked** are affected if they receive a retroactive wage adjustment.

Canada Life has no ability to determine who these employees are and will rely on employers to determine the employees impacted.

- Review the *Monthly Earnings Report While on LTD* form submitted.
- If the reported rate of pay by the employer has changed, you must submit a revised *Monthly Earnings Report (MER) While on LTD* form to Canada Life by June 9, 2023.

Refer to the attached 'Earnings Update to Canada Life' document for detailed instructions on the MERs reporting.

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 June 9, 2023.

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

Andrea Wesley, Benefits Administrator
Phone: 604-678-2326
Email: andrea.wesley@hbt.ca

Catherine Healy, Benefits Administrator
Phone: 604-678-8497
Email: catherine.healy@hbt.ca

Nancy Lin, Benefits Administration Consultant
Phone: 604-260-3313
Email: nancy.lin@hbt.ca

Paggy Reyes, Benefits Administration Consultant
Phone: 604-678-2139
Email: paggy.reyes@hbt.ca

Teresa Luong, Benefits Administration Consultant
Phone: 604-678-9236
Email: teresa.luong@hbt.ca

BenefitsTeam@hbt.ca or 604-736-2087; Toll-free at 1-888-736-2087

Finance Team

Contributions Reporting: CERS@hbt.ca or 604-678-8518