

June 30, 2023

2022-2025 Community Living Services, General Services and Indigenous Services Collective Agreements – 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 can expect to receive this by July 7, 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 July 28, 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 July 28, 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 July 28, 2023.

General Wage Increases and Earnings Reporting

The general wage increase(s) are to be applied retroactive to April 1, 2022. Submit a separate earnings spreadsheet for each month reported for each subdivision to PBC. The invoice in which the retroactive adjustments appear on would depend on when PBC receive the spreadsheets. The monthly cut off date is 11 business days prior to the billing date (15th of the following month).

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 Canada Life, PBC or HBT Benefits Team:

Canada Life

Andy Mak, Team Manager
Disability Claims Administration & Payments
Phone: 604.646.1264
Email: Andy.Mak@canadalife.com

PBC

Earnings Reporting: hbtadministration@pac.bluecross.ca or 604 419 2746

HBT Benefits Team

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