

May 30, 2024

## Community Living Services Collective Agreement General Services Collective Agreement Indigenous Services Collective Agreement

### Wage Increases Retroactive to April 1, 2023

#### Employees on Long Term Disability

1. The LTD benefit for employees disabled on or after April 1, 2023 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 June 7, 2024 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, please update the information on the listing provided by Canada Life. Please note, a revised *Employer's Statement* will not be necessary unless there are other material changes above the Pre-disability earnings. However, a revised *Calculation of Part-Time Earnings* form will be required for all part-time employees.
  - Please send the completed listing (and any relevant attachments) to Andy Mak ([Andy.Mak@canadalife.com](mailto:Andy.Mak@canadalife.com)), with a copy to your Team Manager at Canada Life by July 5, 2024.
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.

You will have the ability to provide information on your employees working Rehabilitation Employment on the second tab of the listing that Canada Life provides, above.

- 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 5, 2024.
- Please also update the Current Rate of Pay (CROP) for all individuals affected.

**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 5, 2024.

## **Earnings/Contributions Reporting**

The wage increase(s) are to be applied retroactive to April 1, 2023. 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, HBT Benefits Team or HBT Finance Team:

### **Canada Life**

Andy Mak, Team Manager  
Disability Claims Administration & Payments  
Phone: 604.646.1264  
Email: [Andy.Mak@canadalife.com](mailto:Andy.Mak@canadalife.com)

### **Benefits Team**

If you have any questions, please contact your Benefits Administrator or the Benefits Team at [BenefitsTeam@hbt.ca](mailto:BenefitsTeam@hbt.ca) or 604-736-2087; Toll-free at 1-888-736-2087

### **PBC**

Earnings Reporting: [hbtadministration@pac.bluecross.ca](mailto:hbtadministration@pac.bluecross.ca) or 604 419 2746