

Employer Newsletter

Designed for those professionals responsible for the reporting requirements of the Pension and/or LTD Plans



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Compensation Paid Pursuant to the Settlement or Arbitration of a Grievance

When one of your employees is awarded compensation for a period of time as the result of the settlement or arbitration of a grievance, he or she is deemed under the Plan Text to have worked at the rate of 40 hours per week for such period and you are required to pay contributions at the rate in your collective agreement for those deemed hours worked. Those contributions are due thirty (30) days after the date of the settlement or the arbitration award. Interest will only be payable if the contributions are not remitted by the due date.



Changes to LTD Contributions

Effective January 1, 2005 the LTD Plan was changed. After a Plan Member has received Short Term Disability benefits for 26 weeks, (previously 52 weeks) and they are eligible to an additional period of disability benefits, those benefits will be paid through the LTD Plan. This means your employees may be eligible to receive benefits and therefore, contributions are required to be made until the month following the day your employee turns 59 years and 6 months old. Your employees who turned age 59 prior to January 1, 2005 are not affected by this change.



Contribution Reporting Via E-mail

More and more of our employers are switching to submitting their contribution information via e-mail. The benefits of electronic submission are numerous, for example – the data being sent is safeguarded, it's easy, eliminates mailing & postal delays and paper. Please contact your Account Manager (see information on "Account Managers" later in this newsletter) to discuss.

Information Available On Line

Did you know that many of the resources you need from us can be downloaded and printed from our website at www.iwafibp.ca? You'll find forms and our administration manuals as well as other helpful information. Just click on the "Employer" tab then use the easy navigation menu on the left hand side to find what you need.

Keep Your Contact Information Current

If you are new to a payroll position or have recently taken on the responsibility of preparing contribution reports for the Pension and/or LTD Plans, please give us a call, send a letter or an e-mail to introduce yourself. Our e-mail address is: collections@iwafibp.ca.

Keeping your company contact information up-to-date ensures we are able to get in touch with you quickly should you have any questions regarding your account.

Please also include us on your list of organizations to notify if your street address, phone/fax numbers, or e-mail address changes.

Monthly Status Information

It is important that all Participating Employers provide us with information on layoff, WCB and sick leave on a monthly basis. Although no contributions are required for members who are sick or laid off, members are eligible for credits during these periods. In order to ensure these members get all the credit they deserve, we require that status information be reported immediately so that we can keep current.

For clarification, the “Start Date” on the Member Status Report is the start date of the *change of status*, not the employees start date with the company (i.e. the first day an employee was laid off). Likewise, the “End Date” is the date the status change ends (i.e. employee returns to work).

Don't forget to report terminations and deaths on the status report. Vacation credits will continue to be processed based on your input to our annual “Vacation Credits” report.

Over the next couple of months there will be a new look to your statements. The Billing Statement will remain the same; however to streamline your reporting process, we will be combining the Member Hours Report and the Member Work Status Report. It will make those pesky Member Work Status reports much easier!

Account Managers

In our effort to provide improved customer service, we have implemented a “*one-stop shopping*” Account Manager philosophy. Now, when you call in, whether it be to discuss general account or audit information, legal or payment plan issues, your Account Manager will be able to assist you in all aspects of your account.

For companies whose names begin with letters A through M, please contact Beth Bunnett directly at 604.454.5482 and for companies whose names begin with letters N through Z and all numbered companies, please contact Kuljit Sahota directly at 604.454.5475. As well, you may continue to call us on the toll free number at 1.800.663.4384. We appreciate your feedback on our service.



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