

# IWA - FOREST INDUSTRY

Pension and Long Term Disability Plans

**Employer Newsletter**

**Issue #2, February 1997**

*Designed for payroll clerks, bookkeepers, accountants and those responsible for completing contribution reports for the Pension and LTD Plans.*



## Work Status Codes

Work status codes are used to indicate each employee's status at the end of a reporting period. When an employee's work status changes, this change must be reported with the appropriate Work Status Code. A list of these codes is printed on the back of your monthly contribution report (also listed in the Pension Plan Administration Manual). These codes ensure our records correctly reflect a member's status (e.g. active, casual) and help us make sure the member receives all the hours credits he or she is entitled to (e.g. lay-off, WCB, or non-occupational disability).

W

T

It is also important to indicate a T—for all employees who are no longer on your company's seniority list. The terminated employee's name will then automatically be removed from your reports. An employee who is classified as L=will not drop off your employee list.

## Work Status Help Sheets

**L** When your company reports a change in a member's work status, say A=to L=, a **HELP=** sheet is produced with your next billing statement. The information you have to fill in on this sheet is the Start and End Dates of the **new** status, not the prior one.

**S** For instance, if you report a previously active (A=) member as laid off (L=) at the end of your January report, a **HELP=** sheet will be sent out with your February report asking for the Start and End Dates of the lay-off period. The **Start Date** is the day the member was laid off and the **End Date** is the day before the member returned to work, or would remain blank if the member is still laid off.

### Probationary Period

Contributions must be submitted to the **Pension Plan** from the very first hour an employee works. This includes hours worked during the probationary period. As long as an employee is doing bargaining unit work, you must report **every** hour worked.

For the **Long Term Disability Plan**, contributions are required from the day the employee is eligible for coverage under your company's health and welfare plan. For many employees, however, there is no waiting period. For example, if the employee was previously employed and covered in the 18 month period immediately prior to his employment with your company, LTD contributions are required from the first hour worked.

If you have any questions about work statuses or covered hours, please call us at 433-6310 from the Lower Mainland, or toll-free at 1-800-663-4384 from anywhere in BC and ask for the **Collections** department.