

## MAY 2021

CONTRIBUTORY HOURS AND ELIGIBILITY	PENSION	LTD
All hours (including fractional hours) an employee works in a USW bargaining unit position* <ul style="list-style-type: none"> <li>For the pension plan, contributory hours start from the first hour the employee works. This includes hours worked by casual** and probationary employees.</li> <li>For the LTD plan, effective July 1, 2021, employees will start contributing and participating in the LTD Plan at the same time they become eligible for weekly indemnity coverage under an Industry Health and Welfare Plan and are not classified as casual or part time as per the employer's collective agreement. That means contributory hours start at the same time they begin contributing or become eligible for weekly indemnity coverage under an Industry Health and Welfare Plan.</li> </ul> <p>Contributions will continue up to six months prior to the employee's 60th birthday. If the employee was previously employed and covered by the IWA-Forest Industry LTD Plan in the eighteen-month period immediately prior to their employment with your company, then contributory hours start from the first hour the employee works.</p>	YES	NO
Overtime hours – report at straight time hours	YES	YES
Hours an employee works while temporarily in a class of employment not covered by an USW bargaining unit	YES	YES
Hours an employee spends attending apprenticeship programs, seminars, courses or training for which the employee was paid wages	YES	YES
Crummy time – travel time hours for crew drivers	YES	YES
Graduated return to work	YES	YES
Hours an employee is detained by his employer and for which the employee is paid call time	YES	YES
Hours an employee spends fighting a forest fire that is the responsibility of his employer	YES	YES
Hours an employee works under an alternate work schedule or compressed work week—refer to specific letter of understanding with USW Local to determine hours to be reported	YES	YES
Special cases: A) Fallers and Buckers B) Graveyard shift <p>When an employee works a 6.5-hour shift and is paid as though a full 8-hour shift was worked, then 8 paid hours are to be reported. If an employee works less than the full 6.5 hours, then report actual hours worked multiplied by 1.23.</p>	YES	YES
Time an employee spends on union business <ul style="list-style-type: none"> <li>Union pays contributions</li> <li>Employer pays contributions</li> </ul>	YES NO	YES NO
Grievance – An employee who has been awarded compensation for a period of time as a result of the settlement or arbitration of a grievance shall be deemed to have worked such period of time at the rate of 40 hours per week or in such other manner as is consistent with the settlement or arbitration of the grievance.	YES	YES
Leave periods under Part 6 of <i>Employment Standards Act</i> (listed in note 1), only if employee chooses to continue contributing during leave (see note 6)	OPTIONAL	OPTIONAL
Sick time or hours relating to a disability – hours for which an employee is receiving weekly indemnity of wage loss benefits	NO	NO
Vacation time	NO	NO
Statutory holidays and floater days	NO	NO
Travel time to/from job site	NO	NO
Lay-off time	NO	NO
Bonus hours	NO	NO

\*USW bargaining unit positions are defined in each employer's *collective agreement*. Unless otherwise agreed with the union, if an employer is party to a *collective agreement*, all work performed for that employer is subject to the *collective agreement* regardless of where the work occurs, and regardless of any contract between the employer and a third party (including timber license holders).

\*\* Casual/Part time status is defined by the participating employer and the USW and is often stated in the *collective agreement*. Failure to contribute for an eligible member of the LTD plan could result in a penalty assessment as prescribed in the *LTD Trust Agreement*, including becoming liable for the entire cost of the member's disability benefits.

- Leaves currently listed under the *Employment Standards Act* (ESA) are as set out below. The types and durations of leave may change from time to time and this form will not necessarily be updated to reflect changes. Employers are responsible for staying current on applicable ESA provisions.
  - Maternity Leave
  - Parental Leave
  - Compassionate Leave
  - Critical Illness or Injury Leave
  - Reservists Leave
  - Disappearance or Death of Child Leave
  - Domestic or Sexual Violence Leave
  - Bereavement Leave
  - Jury Duty
- If satisfactory evidence is provided to the Plan Office that the employee has been regularly scheduled to work less than thirty-two (32) hours per week in the twelve (12) month period prior to an *Employment Standards Act* leave, then the hours the employee shall be deemed to work during such pregnancy/parental leave shall be equal to the number of hours the employee had been regularly scheduled to work during such preceding twelve (12) month period.
- An employer must continue to make contributions unless the employee elects not to continue with his/her share of the cost of the Plan. This election form can be found on the IWA-Forest Industry Pension Plan and IWA-Forest Industry LTD Plan website at [www.iwafibp.ca](http://www.iwafibp.ca), under the **forms** tab (**employer forms**).
- "Family member" is defined under the *Employment Standards Act*.
- "Immediate family" is defined under the *Employment Standards Act*.
- Prior to employees commencing an ESA leave, the employer must request the employee complete the applicable *ESA leave contributions form*, indicating his or her desire to continue or discontinue accruing pension credits or continue or discontinue his or her LTD coverage during the period of leave. These forms can be found on the IWA-Forest Industry Pension Plan and IWA-Forest Industry LTD Plan website at [www.iwafibp.ca](http://www.iwafibp.ca), under the **forms** tab (**employer forms**).