



28 April 2020

COVID -19 HR update - 9 PAO update

Contact information

For all staff that are going on temporary layoff we are updating your personal contact information to ensure we have the most current information. Please forward your personal phone number, email address and home address to payroll as soon as you can.

Record of Employment (ROE) and Reporting your EI payments

A ROE will be processed electronically after your last day and we will forward a copy to you. As a reminder to all staff on temporary layoff: **As soon as an employee has the details of their EI payments they need to communicate this to Marian Fougere.**

Payroll Preparation for Laid Off Employee

If an employee has not applied for EI, they are on an unpaid leave and will not be eligible for a top up payment. If a laid off employee does not receive a top up payment, they are responsible for the reimbursement of the full amount of their Sun Life benefits to maintain coverage.

All employer RSP contributions are stopped for staff on layoff. The request form can be used for employees wishing to continue with unmatched employee contributions. (form attached)

Staff going on temporary layoff should have their timesheets entered for supervisors to approve to reduce any delays in processing payroll.

Returning keys and removing personal items during layoff:

We ask all supervisors ensure they have gathered keys, cell phones and other related work materials. Work keys currently distributed are registered with Marian. Supervisors can get the list to ensure the returned keys are labeled with what they are for.

Support Contacts

For assistance with a ROE or payroll contact:

- Marian Fougere – marian.fougere@caedm.ca or 780 469 1010 ext 2125
- Lorna Gawlinski – lorna.gawlinski@caedm.ca 780 392 2440
- Patrick Snoek – patrick.snoek@caedm.ca 780 392 2452

As the COVID-19 pandemic continues to evolve, we will continue to support each other. We will work hard to address changes that come up and to help answer questions.

God Bless, Patrick