

# Conifer

## Circular

CR No. 03/20

RE: JULY 1, 2020~ LUMP SUM (LS) PAYMENT AND WAGE INCREASE

JUNE 9, 2020

(VIA E-MAIL)

Please consider this circular as a reminder of upcoming collective agreement obligations as negotiated over the term of the 2018-23 agreement.

Attached is an "ADMINISTRATION GUIDELINES" document which has been developed to support appropriate administration of the \$500 Lump Sum payment payable under the collective agreement July 1, 2020. These guidelines derive from the April 8<sup>th</sup>, 2015 LOU between CONIFER and the USW which outlines the processing of the LS payment in keeping with historical protocol on payments of this nature.

**Please distribute the "ADMINISTRATION GUIDELINES" document to all payroll and/or administrative staff with responsibility for executing the \$500 LS payment.**

There is also a 2% wage increase applicable July 1, 2020. Please utilize the rates calculated and specifically listed in the collective agreement for implementation of this wage change, as opposed to automated programmed payroll calculations.

If you have any questions regarding this matter, please feel free to contact the office to discuss.



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Cam Meroniuk  
*Manager, Emplument Relations*

CM/jw  
Enclosure(s)  
June 9, 2020