



Attention Local 111 Members

Sisters and Brothers,

After multiple discussions with the employer, Local 111 managed to obtain a \$500 pay advance to members in need going forward. **Upon requesting this advance, please notify CMBC that you are a Unifor Local 111 member.**

CMBC has asked the union to forward the information below to all members.

The systems outage is still affecting our normal payroll processes. Due to security precautions, we presently do not have access to PeopleSoft and other systems, and as a result, we cannot run payroll in the usual way. We are working with BTS and external advisors to bring the systems used for payroll back on-line on a priority basis, but this process will take some time.

As a result of the systems outage, we are providing employees with pay advances, resulting in some employees getting more or less than what they are typically paid. This is because there are no formal deductions being made for LTD/IC, pension, taxes (CPP, EI and income taxes), union dues and garnishments, and our usual timekeeping systems are not available. To address this, we provided an estimated payment of 65% of your base pay. When the PeopleSoft system is back on-line, there will be paystubs for you to review that will include detailed calculations for your earnings and deductions and the necessary adjustments will be made to ensure you receive the correct net pay.

For those employees who are currently receiving a considerable decrease in their typical net pay, we are offering an additional pay advance of \$500 which will be paid on December 30, 2020. This pay advance will be made only to those who request it.

Please note the following about this extra pay advance:

1. Please carefully consider whether you should make this request. If it turns out you have been overpaid (through the December 4 or 18 pay advances or through the additional pay advance), all overpayments will be recovered from you once the systems are back on-line.
2. As with other pay advances, there are no formal deductions for LTD/IC, pension, taxes (CPP, EI and income taxes), union dues, garnishments, etc.

To submit a request for an additional pay advance, please provide the following information to ExtraPayAdvance@coastmountainbus.com no later than Tuesday, December 22, 2020 at 3:30 pm:

1. Employee Name
2. Employee ID number (ex: E12345)

By submitting this request, you are confirming that the pay advances you have received are less than your usual net pay and therefore you are requesting an additional pay advance. You acknowledge that all overpayments of pay advances will be reconciled when the systems are back on-line.

We hope that this additional pay advance will help alleviate the situation for employees who are not receiving their normal pay due to the systems outage. Thank you for your patience as we work towards restoring our critical systems.

In solidarity,

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