



20 April 2020

**COVID -19 HR update - 7**

Reverend Fathers and Colleagues in Christ,

We have been working closely with Parish Priests, Parish committee members, Supervisors, and Staff during the last month, and have sent some updates to specific groups. This is a general update for everyone, which includes details that may have a direct effect on you. We ask parishes to forward this information to any appropriate Finance and Pastoral committee members who are not on our caedm.ca email distribution list.

**Process for applying to EI:**

What an employee can expect are these steps:

1. Each parish or Archdiocese payroll administrator will finish the final payroll after the last scheduled day of work.
2. The ROE (Record of Employment) is created by payroll and sent in to Service Canada. It includes a record of the employee earnings.
3. An employee can now apply to EI by following the instructions online. You are encouraged to sign up for direct deposit for your payments.  
<https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit/before-applying.html>
4. From the ROE the rate of EI (Employment Insurance) is based on an average of the highest weeks of pay.
5. The number of weeks EI uses to calculate the average pay is different in all regions in Canada.  
**Each employee needs to forward the EI benefit amount to the person processing their payroll to confirm the amount they are receiving.**
6. Going forward, EI will pay 55% of the average earnings and the parish or Archdiocese will be able to calculate and pay 25% in a separate payment.
7. Note that the only change to benefits is that the employee premium is now paid by the parish or the Archdiocese. There is no change in the benefits received. There will be a taxable benefit included in the payroll calculations.

**Record Of Employment processing:**

Some parishes are set up for completing an electronic ROE. The code in the reason for leaving is "A" and do not include any comments.

For those completing an ROE on paper, copies of the paper version are available by calling the Employer Contact Centre 1-800-367-5693. When you call, you will be asked to provide the following information:

- Your 15-character Payroll Account Number (PAN) issued by the Canada Revenue Agency (CRA). The PAN can be found on the CRA PD7A (Statement of account for current source deductions) form and,
- The name, address and telephone number of your parish.

For the copies of the paper ROE:

- Give the 1st copy (the original) to your employee as proof of insurable earnings for claiming EI benefits
- Send the 2nd copy (blue) to Service Canada as indicated on the form
- Keep the 3rd copy (white) in your files for 6 years

#### **SUB plan top-up calculations:**

**As soon as an employee has the details of their EI payments they need to communicate this to the person processing their payroll.** In the case of a paper ROE, there may be a delay in getting the EI rate back so payroll may estimate the amount and make an adjustment upon receipt of the actual rates.

#### **Email, phones and website for those on Temporary Layoff:**

We are currently gathering the names from parish staff going on layoff. Our IT Helpdesk will receive a single ticket from HR to cancel email access and add an out-of-office message to contact the parish main email. For the PAO, a single ticket will be entered for IT Helpdesk to arrange out-of-office replies that include the appropriate alternate contact.

For phones, each parish will need to forward callers using existing parish support to set this up. For the PAO, the IT Helpdesk will have calls forwarded to the contacts required from the ticket sent by HR. All cell phones issued by the Archdiocese or parish will need to be returned.

Social media sites and website for each parish will have to be adjusted to the current contacts using existing parish support for these. In the PAO these adjustments will be made by the Communications office.

#### **CEWS update (Canada Emergency Wage Subsidy)**

For our Parishes and Administration Offices, the CEWS program will potentially help to subsidize employee wages back to March 15<sup>th</sup>. We have been working closely with parishes on how this may apply to employees. As this is a new federal plan and not yet finalized, we are watching daily for updates. We appreciate everyone's patience while we wait for details on how to apply for this subsidy. We will communicate to all parishes when we have application instructions.

#### **CERB update (Canada Emergency Response Benefit)**

This recent change may have an effect on parish part-time workers: *"When submitting your first claim, you cannot have earned more than \$1,000 in employment and/or self-employment income for 14 or more consecutive days within the four-week benefit period of your claim."*

*When submitting subsequent claims, you cannot have earned more than \$1,000 in employment and/or self-employment income for the entire four-week benefit period of your new claim.”*

**Sun Life Benefits continuation:**

For those on temporary layoff, the employee benefit premiums will be paid by the Parish or Archdiocese. There is no change to eligibility for benefits. Those staff who have reduced work hours below 18 hours per week will maintain access to the Sun Life benefits for at least 3 months.

**Working while on layoff:**

We have staff that have a strong passion in the mission of our church. This is a difficult time and a difficult decision to make, but if someone is on a temporary layoff, they are not to be working or volunteering to complete any of their regular duties.

**Recall notice:**

The SUB plan question is simple. An employer must provide a minimum of 7 days notice and we will communicate this to each individual with recall notices staggered based on need. In addition to this, an employee can start earlier if they are available and it is accepted by the supervisor. Also please note that even when parishes open again for public celebrations of the Mass, we will not immediately recall staff. The planning for recalls will be staged.

**RSP contributions while on temporary layoff:**

Employer contributions will stop when staff start a temporary layoff. Employees can continue with unmatched employee contributions. There is a form in the package available to specify the amount from each pay. Staff not on a layoff will see no change to their RSP contributions. However, they can use the same form if they wish to stop or reduce their contributions, or elect to make voluntary donations.

**Vacation and extra time used before a layoff:**

While each request is reviewed on a case by case basis, it may be possible to use vacation time or extra time before going on a temporary layoff. In some cases this may delay the start of a temporary layoff and is decided by the Parish Priest or Supervisor.

**Difference in the terms “entitlement and accrual”:**

Entitlement is the amount of time you can take off for sick leave or vacation. Accrual is the amount of vacation pay you accumulate each month.

At the start of temporary layoff, vacation entitlements are frozen and no further accruals are done until the employee is recalled. Unused overtime and vacation accruals are not paid out when someone is on temporary layoff. These will remain until the employee returns or their contract of employment is terminated, (i.e. quit or are given notice). Sick leave is a benefit that has no monetary value; there is no accrual, only entitlement. Sick leave entitlement will be frozen until the employee is recalled.

**Returning keys and removing personal items during layoff:**

There is a potential liability to staff in retaining access to parish items and the buildings. The parish also has a liability with the personal items that would be left behind. No one wants to see any personal items like plants dying, pictures being damaged or returning to see your favourite coffee mug with a broken handle. Removal is necessary until a recall notice is given.

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. If you have any employment-related questions, please contact Patrick Snoek, Manager of Human Resources, at 780-469-1010 ext. 2150 or [Patrick.Snoek@caedm.ca](mailto:Patrick.Snoek@caedm.ca).

God Bless,

*Patrick*