

## Questions and Answers

***“What is the expiry date of the new Agreement?”***

- Provided the Memorandum of Agreement is ratified on January 17, 2012 by the Union and on January 18, 2012 by the City, the duration of the Collective Agreement will be from January 29, 2012 (the first day of the pay period following ratification by both parties) to [December 28, 2013](#).

***“When can I expect to see my retroactive pay on my pay advice?”***

- A schedule for implementation of retroactive pay cannot be finalized until the City is certain we have a ratified collective agreement. Our most optimistic scenario (assuming no system problems) would see retroactive pay on 2011 rates processed in pay period 3, for payment on February 21, 2012. Retroactive pay on the new 2012 rates would then be processed in pay period 4, for payment on March 6, 2012.

***“Why can't the City issue two (2) cheques? One for my regular pay and one for my retro pay?”***

- Issuing retro on a separate cheque would not alter the total amount of tax owed. The cost and required administration to produce a separate deposit or cheque would be too great and therefore the City will process retro in accordance with out 2012 payday schedule.

***“What do all the pay codes on the retro cheques mean?”***

- A list of all retro pay codes has been provided to the Union. This list can be found on the CUPE Local 30 website at [www.CUPELocal30.ca](http://www.CUPELocal30.ca).

***“What about terminated or employees on layoff? Must they send in a form or email in their request for retroactive pay?”***

- No. If a terminated employee's banking information has not changed, the City only requires a written request for payment of retroactivity in accordance with the collective agreement.

***“I am a past employee; do I need to apply for my retroactive pay?”***

- Yes. Article 7.02 of the Collective Agreement indicates past employees who were in the service between the expiration date of the previous Agreement and the date of the signing of the new Agreement is entitled to any retroactive adjustment provided they apply in writing within sixty (60) calendar days of the effective date of this Agreement’.

***“Is there a deadline for my application?”***

- Yes. **March 29, 2012.**

***“Where can I find an application for retroactive pay?”***

- These forms are now available on the CUPE Local 30 website at [www.CUPELocal30.ca](http://www.CUPELocal30.ca) or can be pickup at the Union office between the hours of **8:00 a.m. and 4:30 p.m.**

***“Assuming my banking information is the same as when I was employed with the City of Edmonton, is any other information required?”***

- If the banking information has changed, the City needs a void cheque and a direct deposit application form completed by the employee’s financial institution.
- These forms are now available on the CUPE Local 30 website and can be pickup at the Union office between the hours of 8:00 a.m. and 4:30 p.m.

***“Will I receive my retro in 2012 for 2011 hours worked? Will the retro be added to my 2011 income and appear on my 2011 T4?”***

- No, the retroactive pay will show on the employee’s 2012 T4. As per Canada Revenue regulations, income is to be included on the T4 in the year in which payment is actually made.

***“What if I have already paid my \$30.00 deductible for the year, will that be refunded to me?”***

- Yes, if the memorandum of agreement is ratified major medical deductibles taken in error will be reimburse to the employee.

***“Can I request the City to transfer my retro directly into an RRSP (group or otherwise?”***

- No, the volume to deal with for mass retro request is too much to add additional manual steps for RRSP transfers.
- Instead, employees can take their net dollars from retro received and transfer that to an RRSP on their own - any tax relief on that money would be granted when taxes are filed the following year.