

The Ontario Provincial Council of Carpenters' Health Benefits Trust

June 1, 2019



To All Contributing Employers bound to the Provincial Collective Agreement- Local Union 93- Ottawa:

Effective June 1, 2019, Local Union 93 is joining the Ontario Provincial Council of Carpenters Health Benefits Trust Fund ("OPCC") as a participating Local. Commencing with the May 2019 work month, all contributions and deductions under the Local 93 Wage and Related Payments schedule are now to be made payable to the OPCC Benefit Trust Funds and directed to Manion as the administrator of the OPCC Health Benefits and Pension Trust Fund.

We wanted to take this opportunity to welcome all Local 93 Participating Employers and provide you with reporting details/options:



REMITTANCE REPORTING

Your remittance details should be submitted along with your payment. Manion must match your payment with your remittance details before the hours can be processed. Remittance forms will be pre-populated for your convenience, with the names of members you reported in the prior month as well as the required contribution rates to be paid.

Please take note of your NEW remitting number as they have changed from the numbers previously assigned by Lee Power.

You may use your own form or submit your details electronically. Your file must be in either Excel or CVS format, as well as encrypted or password protected for privacy purposes. The file can be sent by email to Manion at accounting@manionwilkins.com.

We require the following information to correctly and completely record your remittance details.

- Type (i.e. Carpenter or Resilient Floor Worker or Caulker)
- Unique Employer ID
- Remitting Number (Note: you will be provided with a separate remitting number for first year apprentices if the CBA does not require pension contributions)
- Local 93
- Pension Registration Number for reporting the Pension Adjustment on T4s
- Work Month
- Social Insurance Number and full name of each Employee
- Total *Hours Earned*** for each member of Local 93 Employed during the work month

TOTAL HOURS EARNED

Hours Earned: equals 1 hour for each regular hour of work, plus 2 hours for each double-time hour of work.

If an employee works 100 regular hours plus 5 hours of overtime, in a given month, the total Hours Earned for the month will be 110 = (100 regular + (5 x2) overtime).

OTHER IMPORTANT INFORMATION REGARDING APPRENTICES

Apprentice hours are exempt from pension contributions under some collective agreements. Please ensure you report your apprentices separately if this is the case.

WHAT TO EXPECT IF OUR REMITTANCE IS LATE?

Remittances are due by the **20th day of the month following the month in which the hours are earned**. It is imperative that you submit the contributions and required remitting form on a timely basis as required by Article 9.07 of the CBA. Failure to do so may jeopardize your employee's benefits and/or may result in grievance action against your company in accordance with Article 22 of the CBA. If Manion has not received contributions by the due date, you will receive a Delinquency Notification and you may be subject to liquidated damages being assessed on your late payment. All delinquencies and accounts receivable balances owing to the OPCC Benefit Trust Funds will be handled by the Delinquency Control Office of the Carpenters District Council of Ontario.

In the event you do not employ any members during a month, you are still required to remit a NIL report with Manion. If you will not be employing members of Local 93 for an extended period, a Dormancy request can be made and no further NIL reports will be required for submission.

If you have any questions, please contact the Manion Team, Monday to Friday, 9 am to 5 pm EST at 1-866-532-8999 or email to accounting@manionwilkins.com.

**The Board of Trustees of the
Ontario Provincial Council of Carpenters' Health Benefits Trust Fund**