

Trustees of The Plumbing and Pipefitting Workers' Benefit Plans United Association Local 67

March 16, 2020

Dear member,

The COVID-19 virus is now declared a global pandemic by the World Health Organization and continues to evolve. We are committed to containing the spread of the virus, ensuring the well being of our employees and members.

Unfortunately, the COVID-19 outbreak is forcing a temporary closure of Reliable Administration Services Inc., We are committed to providing the quality service to our beneficiaries and are in the process of implementing our business continuity plan.

The staff of Reliable Administrative Services will be working remotely from home and will be available by email. Phone messages will be checked periodically.

If you are a **retiree** and are receiving your pension benefits by cheque, we can not guarantee you will receive your retirement benefits in a timely manner. Please make arrangements to have your pension benefits deposited directly into your bank account.

The payment of **SUB** benefits will likely be interrupted. If the office is shut down, we will be unable to run the payroll cheques and have Trustees sign them on a weekly basis.

If you are an apprentice receiving SUB benefits for **trade school**, you will NOT be receiving training school SUB benefits while the colleges are closed. You will be able to make an unemployment SUB claim during this time providing that you meet the eligibility requirements.

We have recently amended the SUB Pan to allow for an **additional 3 weeks** (over and above the annual 10 week maximum) of SUB Benefits for anyone sent home from work to self quarantine or is sick due to COVID-19. You will need to provide your EI **Sick** Benefit payment documentation and satisfy normal eligibility requirements.

We will continue to provide updates as they evolve.

The Board of Trustees

Office of the Administrator - Reliable Administrative Services Inc.

195 Dartnall Road, Suite 102, Hamilton, ON L8W 3V9

T: (905) 387-5861 • TF: 1-855-387-5861 • F: (905) 387-4146 • E-Mail: local67@reliableadmin.com

