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**Date** May 8, 2016  
**To** Building Trades of Alberta  
**From** Don Austin, Corporate Manager of Labour Relations, Jacobs  
**Subject** **Payroll and Labour Relations Plan – Fort McMurray Evacuation**

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With the disruption of the employment situation prompted by the evacuation of our employees from the Suncor and Syncrude sites, Jacobs' payroll and labour relations department have prepared the following information in order to address some of the questions employees and their representatives impacted by the Wildfires in Ft McMurray may have about their employment status and earnings:

In regards to employment disruption (Lack of Work) the following will apply;

- All employees will be paid for hours worked for the week of May 7<sup>th</sup>
- For those employees on auto deposit, pay will be deposited on their regular payday - Thursday May 12<sup>th</sup> will be paid for hours worked for the week of May 7<sup>th</sup>
- Payroll will contact anyone with a hard cheque to arrange pickup or mailing
- With an undetermined interruption of earnings, Jacobs will be issuing a Record of Employment (ROE) for all Craft employees affected next week. Reason code will be "K – Other" with an explanation in the comments "Site evacuation due to fire in the Fort McMurray Region"
- Service Canada has instituted a special reference code to expedite the processing of EI claims for workers affected. Employees are encouraged to apply for EI benefits as soon as possible and must reference: "**4812012016030516**" when claiming online
- There is no requirement to have a copy of an ROE before initiating EI claims with Service Canada, it will be electronically filed with Service Canada early next week
- Allowances such as Travel Out will not be paid at this point in time. This will be paid upon an issuance of an official layoff from Jacobs at a later date
- Any further Payroll inquiries can be directed to Tammy McRobb in the Edmonton office; 780- 969-1871
- Any further Labour Relations inquiries can be directed to Don Austin @ 587-598-6725 and Pedro Centeno in the Edmonton office: 780- 229-2190



## Memorandum

Payroll and Labour Relations Plan – Fort

Don Austin, Corporate Manager of Labour

McMurray Evacuation

Relations, Jacobs

It is our expectation to bring those employees who have been affected back to work when the situation permits. A future communication will be provided with a return to work strategy to all affected employees and their Union Representatives.

Don Austin  
Manager Labour Relations