

Suite 3000, 715 – 5th Avenue SW
Calgary, Alberta T2P 2X6
Canada

☎ 403-265-9033 📠 403-265-9063



May 6, 2016

Dear Sirs:

Re: TAMS Employees Impacted by Fort McMurray Fires

As we continue to navigate the tragedy continuing to unfold within the Fort McMurray and surrounding regions, we hope the following will provide clarity to both our union partners and valued craft employees.

We are relieved to advise that we have now successfully connected with all of our TAMS employees and can confirm that everyone has found safe harbor.

Pay

Our payroll department is located at our Calgary home office location and we do not anticipate significant impacts to pay processing timelines. All TAMS employees will be paid for recorded hours worked and as defined within our respective collective agreements. All pay queries should be submitted to payrollservices@ftsgroup.com and by using the attached pay query form.

Layoffs

To allow employees to apply for Employment Insurance benefits, we will quickly issue layoff notices for all employees where work is temporarily unavailable. Records of Employment (ROE's) will be filled using Service Canada's online process and will be available on the Service Canada website under *My Service Canada Account* (<http://www.servicecanada.gc.ca/eng/online/mysca.shtml>) in three working days from the last day worked. Please direct members to contact the FT Payroll Services email payrollservices@ftsgroup.com or 1-877-724-2594 with any questions regarding their ROE or final pay.

Those impacted by the Fort McMurray fires may also be able to apply for Employment Insurance benefits without an ROE. We encourage employees to apply for benefits as quickly as possible, and to follow up directly with Service Canada to discuss individual options. More information can be found on Service Canada's website at: http://www.esdc.gc.ca/en/ei/important_notice.page.

Re-Hire

We are in continued communications with our customers and will be ready to remobilize as soon as we hear from them that they are once again able to resume operations. Our goal is to retain our valued employees and we will partner with our locals to name hire employees back to their

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original job site and positions when the work becomes available. Your support in this will ensure a smooth, speedy and cost effective remobilization that also enables us to meet the expectations of our customers.

While there is no way to anticipate the challenges that we will face together over the coming days and weeks, we commit to working with you to address these together. Should you have any questions, please contact me directly at 403-826-4601.

Sincerely,

A handwritten signature in black ink, appearing to read "AM", written over a light grey rectangular background.

Andrews Matthews
Director HR/LR Operations

Enclosure: Pay Query Form

Pay Query Form



Copy Owner: <input type="checkbox"/> Payroll Owner <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee After Resolution	Payroll Query Number:	
	Payroll ID Number:	
Name:	Classification/Level:	
Personal Email Address (Required):	Personal Phone Number (Optional):	
Pay Period From:	To:	
Nature of Payroll Query:		
Employee Signature:		
Name of Supervisor:	Signature:	Date:
Outcome of Payroll Query:		
Payroll Officer Signature:		Date: