

MINUTES OF MEETING
APRIL 16, 2009
EARLY INCENTIVE MONIES

This matter arises from Minutes of the October 17, 2008 meeting between the Community Social Services Bargaining Association (the "CSSBA") and Community Social Services Employers' Association ("CSSEA"). The Early Incentive Monies were paid to members of the bargaining units following the completion of collective bargaining on March 31, 2006 and emanated from a letter dated March 30, 2006 addressed to Mr. Heyman on behalf of the CSSBA and, according to the CSSBA, from Memorandum of Agreement #19 of the social services sectoral collective agreements.

The parties met with me on April 16, 2009 to finalize any outstanding issues in order to ensure that the Early Incentive Payments could be made as soon as reasonably possible. The following represents the Minutes of the April 16, 2009 meeting:

1. The amount available for the Early Incentive Payments is approximately \$3,699,393.36 as of April 16, 2009;
2. Based on this sum, the CSSBA has calculated the amount to be received by the bargaining unit individuals at 1.02% of each eligible employee's 2008 T4;
3. The CSSBA will forward to CSSEA sufficient funds to cover the total (1.02%) Early Incentive Payments on or before April 27, 2009;
4. The CSSBA will re-draft the letter to address the concerns raised by CSSEA and forward the final letter to CSSEA with the monies on or before April 24, 2009;

5. CSSEA will begin to make arrangements to distribute the money to its member agencies effective immediately. It was expected that this process will take a maximum of two weeks to complete;
6. CSSEA will distribute money to its member agencies on or before May 1, 2009;
7. CSSEA members are expected to receive their cheques and have their cheques clear by May 7, 2009;
8. CSSEA has compiled a list of member agencies and the total number of eligible employees for each agency (the "List");
9. The parties agreed that the List is standing still and the individual payments to employees will be processed based on the List;
10. CSSEA reports that the total T4 bargaining unit payroll for the sector is \$359,423,204.00;
11. Upon receiving the cheque from CSSEA and clearing the cheque through their respective banks, CSSEA members will pay eligible employees as soon as possible;
12. CSSEA and its members agree to make reasonable efforts to pay all eligible employees before May 12, 2009;
13. A letter from the CSSBA will be enclosed with each Early Incentive Payment;

14. CSSBA will withhold approximately \$35,000.00 as a contingency fund to pay bona fide claims from bargaining unit members including, but not limited to, bargaining unit employees omitted from the List in error;
15. Bargaining unit members will have until the deadline of: May 30, 2009 to advance any claims and after that deadline, all claims will be refused;
16. If either party becomes aware of a claim, it will inform the other party as to the nature and proposed resolution of the claim, in order to expedite the matter;
17. Any monies remaining in the contingency fund after the payment of valid, timely claims will become the property of the CSSBA;
18. Any disputes arising from the above arrangement, including issues pertaining to the validity of the claims, will be referred to Vince Ready for determination on an expedited basis.



Vincent L. Ready