

## Memo

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To	All 5795 & 6731 Hourly Employees
From	Human Resources
Date	January 08, 2020
Subject	2019 Hydro Rate Reimbursement

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As you are aware, as part of our Collective Agreement, the Company has committed to reimburse employees for any increase in utility cost as a result of hydro rate increases during the life of the Agreement.

Hourly employees must complete the Application for Reimbursement of Hydro Increase form in order to receive the payment. Please take note of the following criteria to receive the benefit:

- ✓ **Please include all hydro bills for the period of January – December 2019.**
  - ***If you choose to use the record from the Hydro website, one hard copy of a hydro bill must be attached to your calculation sheet, as this will verify your name and address.***
- ✓ **Hydro bills must include the name of the employee that is claiming the Hydro reimbursement.**
- ✓ **Hydro bills must be billed to the same address as appears on the employee's personnel file; this address must be the employee's residence.**

The application form is formatted with the required calculations and will be available on Mine to Port. In addition, you will soon be able to access this information on our new Employee Engagement App **IOC Connex**. For those who do not have access to a computer, blank forms are available from the department assistants.

When using the record from the Hydro website to fill out the hydro rebate form, use the bill period months from the right hand column; as shown in the example on the following page.

All claims must be submitted to Human Resources via internal office mail or by dropping your claim in the mailbox at Door 3 of the Colby Building. ***Incomplete forms will not be processed.***

In order to expedite reimbursement please return your forms by February 28, 2020. Payment will be processed once all forms are received.



Iron Ore Company of Canada  
 PO Box 1000  
 Labrador City, NL  
 A2V 2L8

**How to enter outage numbers (kWh) on the  
 IOC Rebate form using the billing summary:**

**\$ Billing**

Utility Bill | **Bill History** | Statement History

History	Bill Period	kWh	Demand
	16/11/14 - 16/12/13	3358	0.0
	16/10/14 - 16/11/14	2756	0.0
	16/09/14 - 16/10/14	1178	0.0
	16/08/11 - 16/09/14	1256	0.0
	16/07/13 - 16/08/11	1082	0.0
	16/06/13 - 16/07/13	1058	0.0
	16/05/12 - 16/06/13	1924	0.0
	16/04/13 - 16/05/12	1445	0.0
	16/03/11 - 16/04/13	3701	0.0
	16/02/11 - 16/03/11	4391	0.0
	16/01/13 - 16/02/11	5293	0.0
	<b>15/12/11 - 16/01/13</b>	<b>5069</b>	0.0
	15/11/12 - 15/12/11	3200	0.0
	15/10/14 - 15/11/12	2877	0.0

**No more bill surprises!**  
 Enroll in Budget Assistant now, and take more control of your bill  
 Enroll Now ▶

Month	KWH Used On Hydro Bill
January	5069
February	5293
March	4391
April	3701
May	1445
June	1924
July	1058
August	1082
September	1256
October	1178
November	2756
December	3358