

Memo

To	All 5795 & 6731 Hourly Employees
From	Human Resources
Date	January 25, 2022
Subject	2021 Hydro Rate Reimbursement

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 2021.**
 - ***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 **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 the **Call Centre 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 25, 2022. Payment will be processed once all forms are received.

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

 Consumption Billing History													
Acct ID	Customer	Street Address	Postal Cd	City	PRV	Unit Num	Mtr Pos	Invoice Dt	Date From	Date Thru	Consumption	Gross Am	
								1/17/2019	12/10/2018	1/10/2019	6053	231.21	
								2/14/2019	1/10/2019	2/10/2019	6204	236.77	
								3/15/2019	2/10/2019	3/10/2019	5336	204.77	
Month	KWH Used On Hydro Bill	KWH - 300 =	Remainder KWH X 1.15	Add Basic Charges \$5.31 = Sub Total	Sub Total X HST (15%) =	Total	Amount billed by Hydro						
January	6053	5753	66.16	71.47	10.72	82.19	231.21						
February	6204	5904	\$67.90	73.21	10.98	\$84.19	\$236.77						
March	5336	5036	\$57.91	63.22	9.48	\$72.71	\$207.44						
								1	11/14/2019	10/11/2019	11/10/2019	3741	141.44
								1	12/12/2019	11/10/2019	12/10/2019	4873	181.87