

June 22, 2026

## **Community Living Services Collective Agreement (“CLS”) General Services Collective Agreement (“GS”) Indigenous Services Collective Agreement (“IS”)**

### **Wage Increases Retroactive to April 1, 2025**

This communication outlines the reporting requirements related to the **retroactive wage increases** for employees represented by the **Community Living Services (“CLS”)**, **General Services (“GS”)**, and the **Indigenous Services (“IS”)**, specifically for those currently receiving **Long Term Disability (LTD) benefits**.

As a result, LTD benefit calculations and earnings reporting may need to be updated for certain employees.

### **Employees on Long Term Disability**

Employees disabled on or after April 1, 2025:

LTD benefits for employees who became disabled on or after **April 1, 2025**, may be affected if **the pre-disability earnings** reported at the time of the claim have changed due to a retroactive wage adjustment.

Canada Life will provide employers with a list of impacted employees. If applicable, this list will be issued by **July 31, 2026**.

### **Required Review and Updates**

- Review the **Employer’s Statement** and/or **Calculation of Part-Time Earnings** form(s) previously submitted.
- If pre-disability earnings have changed, update the information on the list provided by Canada Life.
- A revised Employer’s Statement is not required unless additional information beyond pre-disability earnings is needed.
- A revised Calculation of Part-Time Earnings form is required for all part-time employees.

### **Submission Deadline**

The completed list (and any relevant attachments) must be submitted by **August 31, 2026**.

Send the completed list and any relevant attachments to Andy Mak (Andy.Mak@canadalife.com) and copy your Team Manager.

### **Employees working Rehabilitation Employment**

Employees participating in **Rehabilitation Employment**, who were being paid by the employer for hours worked, may be affected if they receive a retroactive wage adjustment.

Canada Life is unable to identify these employees and will rely on employers who are impacted.

### **Required Review and Updates**

- Review the **Monthly Earnings Report (MER)** While on LTD form previously submitted.
- If the employer reported rate of pay has changed, a revised MER, must be submitted by **August 31, 2026**.
- The Current Rate of Pay (CROP) must also be updated for all affected individuals.

Refer to the attached document, "*Earnings Update to Canada Life*" for detailed MER reporting instructions.

### **Employees Under Any Occupation Assessment**

Employees currently being assessed under the **Any** Occupation definition may also be affected by the retroactive wage adjustment.

### **Required Update**

Provide the updated **Current Rate of Pay** to Canada Life for **employees with Monthly Earnings Reports only** by **August 31, 2026**.

### **Earnings/Contributions Reporting**

The wage increase(s) are to be applied retroactive to April 1, 2025.

Please submit a separate earnings spreadsheet for each month reported for each subdivision to Pacific Blue Cross (PBC). The invoice in which the retroactive adjustments appear on would depend on when PBC receive the spreadsheets. The monthly cut off date is 11 business days prior to the billing date (15th of the following month).

***Please forward this document to all departments within your organizations that may require and rely on this information.***

### **Questions**

If you have any questions, please contact Canada Life, PBC or HBT Benefits Team:

#### **Canada Life**

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Disability Claims Administration & Payments  
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Disability Claims Administration & Payments  
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#### **Pacific Blue Cross**

Earnings Reporting: [hbtadministration@pac.bluecross.ca](mailto:hbtadministration@pac.bluecross.ca) or 604 419 2746

**HBT Benefits Team**

If you have any questions, please contact your Benefits Administrator or the Benefits Team at [BenefitsTeam@hbt.ca](mailto:BenefitsTeam@hbt.ca) or 604-736-2087; Toll-free at 1-888-736-2087