

**ATTENTION CITY UNIT MEMBERS**



**Hamilton. Our City. Our Union.**

**Changes to  
Attendance Management &  
Income Protection Plan**



Please note that attendance management (previously ASMP/ASP) is a separate program from the Income Protection Plan (IPP). Attendance management is an employer policy, the amount of time you are out of the workplace due to illness. The IPP is covered under your Collective Agreement and is about how you are paid while you are absent due to illness.

## **Attendance Management**

The City Unit is now following suit with the Lodges Unit regarding attendance management. **The chronic and episodic program has been eliminated.** Any employee previously involved will be assessed for potential accommodations; Return to Work Services will be contacting each employee. Employees are to report all absences to their direct Supervisor/Manager and no longer contact the Occupational Health Nurse.

### **There will no longer be levels and triggers.**

Management will now receive quarterly reports (Jan/Apr/July/Oct) regarding employee attendance that requires a review. Return to Work Services and Labour Relations will be involved in the chronic and/or complex cases. **You can request Union Representation at these meetings.**

## **Income Protection Plan (IPP)**

**PLEASE READ YOUR COLLECTIVE AGREEMENT FOR COMPLETE DETAILS! (PG 156)**

Effective January 1, 2020 the documentation to support absence due to illness has changed.

**ON the 4<sup>th</sup> day** you will be required to submit a **DOCTORS NOTE** advising you are absent due to illness. The DR will need to **note your return to work date.**

Example: You are off sick and you expect to be off longer than 3 days, you will need to provide a DOCTORS NOTE. You must see a DR within the 4 days, **the doctor's note must be dated on or before the fourth working day of your absence.**

In the event the illness is unyielding you will be required to submit a **SHORT TERM DISABILITY (STD) FORM on or before the 8<sup>th</sup> day** and then the 15<sup>th</sup> day and every 15 days there after, unless a return to work date or reassessment date has been noted. Return to Work Services will contact you and potentially may require additional medical documentation from your Doctor.

Example: You are sick for an extended period and know it will be greater than the 8<sup>th</sup> day, you can submit the STD form right away.

**If you are unsure of what to do, ASK QUESTIONS!**  
Do not assume as this could lead to non-payment of benefits.

### **COMMUNICATION IS KEY!**

You need to communicate to your direct Supervisor/Manager.

You need to communicate and submit all documentation to Return to Work Services.

Call: 905-546-2424 ext. 4332 or 4336

Fax: 905-546-4174

Email: [rtws@hamilton.ca](mailto:rtws@hamilton.ca)



In addition, you can call **Ann Jenkins, 2<sup>nd</sup> Vice President**, your union representative that supports 5167 Members with RTWS/STD/LTD/WSIB issues. January 2020 jc

**You can reach us at the CUPE Local 5167 office:**

818 King Street East  
Hamilton, ON  
L8M 1B2

**General Inquiries:**

Phone: 905-522-0917

Fax: 905-522-4011

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**Union Representatives**

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