



September 15th, 2020

Brothers and Sisters,

Due to the Covid-19 global pandemic and the restrictions placed on public gatherings, we will unfortunately be unable to conduct our annual Productivity Bonus meeting and cheque handout in a safe and responsible manner. Your safety is our paramount concern.

Considering the situation that we find ourselves in, it will be necessary that the Bonuses be delivered electronically via direct deposit to your chosen financial institution. Enclosed you will find a direct deposit form. Please fill it out and return it as soon as possible using the prepaid envelope that accompanies this letter. If you would like to receive your Productivity Bonus in a timely manner, it is critical that this is done. The form must be returned by November 2nd, 2020 to ensure adequate time for processing.

Also, we'd like to kindly remind you that your **membership status must be in Good Standing** in order for your money transfer to be completed.

For those of you who do not use a conventional financial institution, a cheque can be mailed out. For this option, a \$50.00 fee will be applied. In order to receive your cheque in the mail, you must request it via e-mail. Please send your request to the Plan Administrator at jsippel@mcateer.ca or mwaugh@mcateer.ca. Your request **must include your current address** and has to be received no later than November 2nd, 2020. Late requests will have no guarantee of timely delivery.

We trust that during these difficult times, everybody understands why this decision had to be made and that you will all do your part to make this a seamless transition. We pray that next year we'll have this pandemic behind us and will be able to return to serving you in person.

In solidarity,

Darren Sharpe, Sector Coordinator

Don Penteluke, Business Representative

Ivan Bosnjak, Business Representative

Rick Baric, Business Representative

