



## Retro-Active General Wage Increase Claim Process Notice

### Retro-Active Wage Entitlement Claim - Action Required by 12:00 midnight on June 25<sup>th</sup>.

In our current round of bargaining, CUPE Local 1858 successfully negotiated wage increases in line with other unionized workers in British Columbia. The term of our new Collective Agreement begins on July 1, 2022, and the agreement includes a retro-wage increase from July 1, 2022, to May 16, 2023. This wage increase involves an immediate .25 cents per hour raise, followed by an additional raise of 3.24%.

Our payroll staff will be working on processing the retro-wage payments in the coming weeks. **Here's what YOU need to know.**

**If you are a current employee** with an active appointment and you are receiving a paycheque, you **DO NOT need to do anything**. Your retro-wages will be paid out automatically.

**If you are not a current employee** with an active appointment, but you worked in a regular, temporary, or casual position within Local 1858 for any period between **July 1, 2022, and May 16, 2023**, you are entitled to receive this retro-active wage increase. **Former employees or employees not currently in a CUPE position, must claim this wage entitlement through following the process.**

#### Claim Process:

To receive your retro-active wages, you must claim them by emailing the VIU Payroll Department ([payroll@viu.ca](mailto:payroll@viu.ca)) and copying VIU Human Resources ([ER@viu.ca](mailto:ER@viu.ca)) no later than June 25<sup>th</sup>, 2023.

#### Retro-active wage claim template:

*I, Jane Doe (also provide your employee number if you have it), would like to claim my retro pay as per the 2022-2025 VIU – CUPE Local 1858 collective bargaining agreement.*

*I declare that my banking information has not changed **OR** my new banking information is: (provide banking information here).*

We will mail out this notification, but if you know any former Local 1858 members who may be eligible for this retro-wage increase, please share this information with them to be sure they are aware. If you have questions or run into any problems claiming your retro-active wages, please contact the Local at [cupe@viu.ca](mailto:cupe@viu.ca) or by phoning 250-740-6610.

In solidarity,

Tiffany R. McLaughlin  
President, Local 1858

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