

February 2, 2018

Subject: One-Time Early Service Payout Option for SSRSB Non-Union Employees

The provincial government is offering some early payouts of service awards to NSTU and Civil Servant employees. Some of our SSRSB non-union staff are also being offered an early payout of the frozen retirement provisions provided in the Non-Union Handbook.

Soon, eligible employees will receive a direct communication outlining information regarding their individual potential payout, as well as the options for receiving it.

To be eligible for the Early Service Payout, you must be a current non-union employee who was hired into a regular position prior to April 1, 2009.

The calculation of the Service Award in our Regional Board is being done using the following formula in the Handbook for Non-Union Employees.

- **1% per each full year of service**
- **maximum of 25 years**
- **multiplied by your salary as of March 31, 2018**

If you want to take this Early Service Payout option, you will need to sign and have the election form received by the Board by March 19, 2018. This form will be provided to you at a later date along with information outlining your individual payout. Payment of early service payouts to those who elect them are expected to be made this summer, 2018.

I understand you may have questions about the Early Service Payout option and your own individual circumstances. More information is available in a Frequently Asked Questions (FAQ) document that will be posted on the SSRSB website. This will answer many of your questions, while more personalized information will be provided in your letter in early February.

Staff at the Board is currently working to process large volumes of individual service payout statements. As a reminder, please do not contact the Board to request your statement, this will be sent to you individually via the above-referenced communication. We appreciate your patience while this work is underway and ask that you please refrain from contacting Board staff with questions at this time.

Thank you,

Wade Tattrie, CPA, CA
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SSRSB