

Drainage Transition to EPCOR Update

August 3, 2017



This newsletter is the primary source for updates on the transition. Look for it every Thursday.

Key Messages in this Edition

- Town Halls are being scheduled for August 14 – 18 and will focus on readiness activities for the September transfer.
- The first pay period with EPCOR covers September 1 & 2. All employees will be paid for one standard work day only on the first payday of September 8. Adjustments for actual time worked will be made after September 5 and paid on September 22.
- There is a spotlight on 4 additional benefits at EPCOR – Employee Savings Plan, Wellness Account, After Hours Professional Development, Employee and Family Assistance Program.
- If you do not **own** a document in your My Drive (Google Drive), it will not transfer to EPCOR if the owner is not transferring to EPCOR, even if the document is shared with you; learn how to get ownership transferred.

Town Halls

Another round of Town Halls for all employees is being scheduled for the week of August 14-18. These sessions focus on getting ready for the transition on September 1. The presenters will discuss employee actions for the remainder of August and for September and provide details about upcoming learning events, such as the Benefits Information Sessions.

The other focus of the Town Halls will be distribution of key items that employees will need to be ready for the September transition. This will include EPCOR Employee ID Cards and EPCOR Readiness Information Binders. There will be an opportunity to sign up for Benefits Information Sessions.

Field employees will be scheduled for specific sessions to minimize the impact to operations. Office employees will receive an email with session options for signup. Because personalized items will be distributed at the sessions, it is critical that employees attend their scheduled session.

All sessions will be held in the Kennedale Training Room (12810 – 58 Street).

	Monday, Aug 14	Tuesday, Aug 15	Wednesday, Aug 16	Thursday, Aug 17	Friday, Aug 18
7:00 - 9:30am		Field Crews	Field Crews	Field Crews	Field Crews Shop Welders
10:00am - 12:30pm	Office Staff	Office Staff		Office Staff	Office Staff
1:30 - 3:00pm	Field Crews	Field Crews		Field Crews	

First Pay Period with EPCOR

The City will pay employees up to August 31 and EPCOR will pay employees starting September 1. Employees working a night shift on August 31/September 1 will submit their entire shift time for payment through the City. Only shifts starting after midnight on September 1 will be submitted to EPCOR for payroll processing.

Deductions that are lump sum bi-weekly amounts will be deducted from the City payroll. Deductions that are a percentage of bi-weekly earnings will be deducted from both the City on earnings up to August 31 and EPCOR on earnings from September 1 onward.

EPCOR's first pay run for September 1 and 2 will pay employees one standard work day. For example, employees with 75 standard hours per bi-weekly pay period will be paid for 7.5 regular hours and employees with 80 standard hours per bi-weekly pay period will be paid for 8.0 regular hours on the September 8 pay day. Any overtime, vacation time, shift differentials, standby etc. for September 1 or 2 will be adjusted after September 5 and paid on September 22.

Other Benefits at EPCOR

Employee Savings Plan

The Employee Savings Plan has four types of accounts:

1. Employee RRSP
2. Spousal RRSP
3. Non-Registered Savings
4. Tax Free Savings Account (TFSA)

Permanent, Canadian employees are eligible to participate in the Employee Savings Plan and may contribute to any of these account types through bi-weekly payroll deductions (minimum of **\$25** per account/pay), quarterly payroll contributions (deadlines noted on Annual Payroll Calendar) or by lump-sum contributions paid directly to Sun Life.

Pre-tax contributions can be made via payroll deduction to either RRSP or Spousal RRSP accounts. Contributions to the Non-Registered Savings Account or Tax Free Savings Account are deducted on a post-tax basis. Participants may transfer external RRSP or other savings plan monies into the Employee Savings Plan.

EPCOR pays the administration fees associated with the Employee Savings Plan. The employee will pay management fees through investment returns earned on all their account(s), but the fees are significantly lower than they would be on personal or self-directed RRSPs through other financial institutions.

Wellness (Personal Spending) Account

EPCOR believes that 'health and wellness' is an important component to the overall wellbeing of our employees.

The Wellness Account is to be used for health promotion / activity based programs and transit reimbursement for the eligible EPCOR employee only. Permanent full-time employees are entitled to claim up to \$350 per calendar year (January to December). Permanent part-time employees are entitled to claim up to \$200 per calendar year.

Employees on leave are not eligible to participate in the Wellness Account program. You will be reimbursed dollar-for-dollar up to the annual maximum amount. This is a taxable benefit. Wellness Account funds cannot be carried over from year to year.

Each employee will receive a Readiness Information Binder prior to September 1, and it will include details on items that are eligible for reimbursement under the Wellness Account. Generally, this Account can be used for fitness memberships or formal fitness classes, programs or lessons for the employee. It can be used for fitness equipment, accessories or wearable technology designed to enhance, participate in or monitor/assess physical activity. It can also be used for health-related services that focus on positive health or well-being (e.g. weight loss programs, smoking cessation programs, nutrition programs). It can also be used to purchase monthly transit passes or transit ticket 10-packs.

After Hours Personal Development Program

EPCOR's After Hours Personal Development (AHPD) program aids employees in funding certificates, diplomas, degrees or other independent courses through post-secondary institutions, industry associations or other learning providers (subject to approval by the EPCOR School of Business). Learning and development must benefit both you and EPCOR and be directly related to your current job or other careers at EPCOR.

Employees pay for their program/course in advance and then submit for re-imbusement upon successful completion of the course. Available funds are not carried over from year to year. All permanent EPCOR employees are eligible for AHPD funding:

- \$1,500 per year for full-time, permanent employees
- \$750 per year for part-time, permanent employees

To be eligible for the AHPD program, you must meet the following requirements:

- All learning and development must occur on your personal time.
- If a course occurs during your regular scheduled shift, you must get your manager's approval to take time off work to attend the training and agree on how you will manage and code the time. This may involve making up the work outside of regular working hours, or the time can be managed as vacation taken, banked time taken, personal leave or unpaid leave.
- If a course occurs outside of your regular scheduled shift, manager approval for AHPD is not required.
- For your manager to effectively support and encourage your development, your manager must sign the AHPD Reimbursement Form to acknowledge that they are aware of your training goals and that you met the criteria for reimbursement.

Employee and Family Assistance Program

Resources to help you deal with a variety of personal and family support issues are available through EPCOR's Employee and Family Assistance Program (EFAP). It is a voluntary and confidential support service available to permanent employees and their dependents.

EPCOR's dedicated EFAP line is available 7 days per week, 24 hours per day, through phone, web or mobile app.

Available services include:

- Achieve well-being (stress management, grief and loss, crisis situations)
- Manage relationships and family (communication, parenting, separation/divorce)
- Deal with workplace challenges (stress, performance, work-life balance)
- Tackle addictions (tobacco, alcohol, drugs, gambling)
- Find child and elder care resources (child care, schooling, nursing/retirement homes)
- Get legal advice (family law, separation/divorce, custody)
- Receive financial guidance (debt management, bankruptcy, retirement)
- Improve nutrition (weight management, high cholesterol and blood pressure, diabetes)
- Focus on your physical health (understand symptoms, identify conditions, improve sleep)

Ownership Changes of Google Drive Documents

An important part of transferring Drainage to EPCOR is transferring electronic information and data. The initial focus has been on cleaning up drives and emails to ensure only Drainage data is transferred. Many staff store Drainage information in their Google My Drive. Starting in September, transferring employees will prepare these documents for transfer to EPCOR.

Only documents owned by transferring employees will move to EPCOR, so if you have a document in your My Drive that is owned by someone not transferring, that document **will not transfer, even if it is shared with you**. If the document should transfer to EPCOR, ask the current owner to give you ownership of the document. Here are the instructions you can give the current owner to change ownership of a document:

1. Open the document
2. Click the blue 'Share' button in the top right-hand corner
3. Click 'Advanced' at the bottom right-hand corner of the pop-up box
4. Click the pencil beside the name of the person who should be the new owner
5. Select 'Is Owner'
6. Select 'Save Changes'

Documents in Non-Drainage Google Drives

Documents in Drainage drives and folders will come to EPCOR in the transfer; however, that does not capture all Drainage-related data. There are cases where Drainage documents are stored in team drives or folders that are not exclusively Drainage, such as those in Planning or Shared Services areas.

To ensure this data is also transferred, the drainage.transition Google Drive can be used by you to store Drainage folders and documents. If your team has data that needs to be moved to the drainage.transition Drive, please email drainage.transition@edmonton.ca and you will be provided access. Your team will be given a folder in main drive and you may manage the folder structure and permissions as required.

Although it might seem easier to just move this data to personal My Drive folders, please do not do this. Moving team data to personal accounts makes it difficult for others on your team to find the data once conversion to the Microsoft systems begins. It may lead to multiple versions of the data being transferred.

Please move, rather than copy, the document so that duplicates are not created.

Getting to Know EPCOR: EPCOR as a Business

EPCOR was incorporated in 1996, and is 100% owned by the City of Edmonton. EPCOR operates as a commercial business, governed by an independent Board of Directors. A portion of profits are returned to the City of Edmonton through a dividend, for use in serving the citizens of Edmonton. The remaining profits are reinvested in growing the company. In 2016, EPCOR paid the City of Edmonton \$141 million as a dividend.

The City of Edmonton, as the sole Shareholder, appoints the Board of Directors using a formal evaluation process and the skills of an independent consultant. The Board operates independently of the Shareholder (City of Edmonton) with full authority to make strategic business decisions.

Directors are respected business and community leaders from across North America. No employees or elected representatives of the City sit on the Board. The Board approves the business goals, objectives and appropriate policies for EPCOR, and they evaluate senior management's performance on delivering those goals.

EPCOR provides:

- Both rate-regulated and contract electricity services to around 600,000 residential and small commercial customers in Alberta.
- Energy distribution to approximately 379,000 residential and commercial customers in Edmonton.
- Water, wastewater and distribution services to more than one million people in over 85 Western Canadian communities and industrial sites.
- Private regulated water to Arizona, New Mexico and Texas, serving 31 communities and 9 counties.

In next week's newsletter, we'll show how EPCOR makes money as a regulated business.

Leadership Profile: Barb Wieder

Barb Wieder is excited about being part of the Drainage team as Controller. She believes that bringing the full water cycle under EPCOR is the start of something amazing.

Barb joined EPCOR in 1996 as Controller for Water Canada area during the initial transfer of the water business and assets from the City of Edmonton. She left EPCOR in 2000 to pursue opportunities within the midstream oil and gas sector. Barb rejoined EPCOR in March 2017 as Interim Water Canada Controller, and two months later she became Drainage Controller for the transition.

A Chartered Professional Accountant and Chartered Accountant, she holds a Bachelor of Commerce degree from the University of Saskatchewan.

Teamwork equals success

Barb noted that one element of success is meeting the objectives that EPCOR and the City set for the transition, and building a cohesive team will help make that happen. She is looking forward to working with Drainage leadership and the Finance team she will be leading.

During the transition, she has been working with her entire Finance team — which includes both EPCOR and current City employees — and sees a level of enthusiasm that is encouraging.

Time to travel

Something people may not know about Barb is that she has travelled extensively. "I think I was meant to travel, as I enjoy meeting new people and exploring other cultures," said Barb. "As much as I love travelling, I'm always happy to come home to Alberta. My experiences abroad make me realize what a wonderful country we live in."

More information and responses to your questions

You can find all information related to the EPCOR transfer at onecity.edmonton.ca/EPCOR.

If you have more questions about the project, review these [frequently asked questions](#). If you can't find the answer to your question, email drainage.transition@edmonton.ca. To get your benefits questions answered, watch for the schedule of benefits information session and make plans to attend a session.