

## Info Sheet: Site Retention Incentives Program – for Site-based Employees

### Background:

The goal of this strategy is to retain Site C employees until the end of their project assignment.

The Site C Retention Incentives Program has 2 segments:

- What we offer for full-time regular (FTR) employees and
- what we offer to full-time temporary (FTT) employees.

### Severance (FTRs):

Typically, at BCH we have work for our full-time regular employees until they retire or resign. If BC Hydro (BCH) severs their employment before that time, employees don't usually have prior knowledge of their end date, so they are not able to plan for it. These situations require BCH to pay severance in accordance with the applicable Collective Agreement/other legislation. Severance is *pay in lieu of notice*.

FTR employees on the Site C project know their end dates (which is notice), therefore they would not typically be entitled to severance. Our expectation is that all of our FTR employees who wish to stay with BCH post project will be placed in alternative assignments. However, if we are unable to place any FTR employees or they decline a job for whatever reason such as location, we will, under the Site C Retention Incentive Program, still provide severance (to a maximum of 12 months) as an incentive for FTR employees to stay until the end of their project assignment.

### Retention Incentives (FTTs):

Unlike full-time regulars, full-time temporary (FTT) employees are currently eligible for only a small severance amount. The Site C Retention Incentive Program offers supplementary benefits to promote retaining FTT employees until the end of their project assignment.

The Site C Retention Incentive Program offers the following for the FTT employees headquartered in the Peace River Regional District:

Retention Scenario	Description	Retention Incentive
<u>Scenario 1:</u> FTT Employee accepts a job with BCH after their Site C assignment ends	FTT Employees who accept a job(not on Site C) with BC Hydro post project <u>and</u> stay until the end of their term with Site C	10% of their annual base salary
<u>Scenario 2:</u> FTT Employee does not <u>have</u> a job with BCH after their Site C assignment ends	FTT Employees who do not have a job with BC Hydro post project <u>and</u> stay until the end of their term with Site C	1-month severance pay per year of service to <u>max of 6 months</u>
<u>Scenario 3:</u> FTT Employee does not <u>want</u> a job with BCH after their Site C assignment ends and opts out <u>now</u> *	FTT employees who opt out <u>now</u> * of wanting a job with BC Hydro post project <u>and</u> stay until the end of their term with Site C	\$5,000 bonus paid upfront plus severance (1 month severance pay per year of service to <u>max of 6 months</u> paid after you leave)

\* before October 31, 2022

## FAQs:

**Q:** Are employees who are headquartered in Hudson Hope or Chetwynd eligible for the Site C Retention Incentives?

**A:** Yes. This program is for all Site C BCH employees headquartered in the Peace River Regional District.

**Q:** If I choose to opt out now for a job with BCH post project (scenario 3), when do I have to notify BCH and how do I do that?

**A:** You have until October 31, 2022 to make your decision. You will need to complete a Site C Retention Incentive Option Form and submit it to [SiteCHumanResourcesConfidential@bchydro.com](mailto:SiteCHumanResourcesConfidential@bchydro.com) by October 31, 2022. You will be paid the \$5,000 as soon as your request is processed.

**Q:** What if I decline being extended - will I still be eligible for the retention incentive or a pro-rated amount?

**A:** No. You must work until the end of your extended assignment in order to be eligible for the retention incentive.

**Q:** What if I decline a job offer from BC Hydro? Do I still get the retention incentive?

**A:** Yes, you will still be eligible for a retention payout as long as you work until the end of your assignment with Site C.

**Q:** What if I stay with the Site C Project but move into a different role with Site C – am I still eligible for the retention incentives?

**A:** Yes, you are still eligible for the retention incentives as long as you stay on the Site C Project to the end of your assignment or to the end of your new assignment.

**Q:** I don't feel I have enough information to opt out before October 31. Can you provide me with more details on possible jobs at BCH?

**A:** We are providing information on future opportunities as it becomes available. The intention of the \$5,000 retention incentive is that you already know that you do not want to continue with BCH after your assignment with Site C regardless of which jobs become available so you let BCH know now (prior to October 31, 2022) so that we can plan accordingly for the employees that wish to stay on with BCH. For example, you may already know that you wish to retire or move to the next mega project in the external job market. The intention of this incentive was not to force you to make a decision and opt out if you are uncertain.

**Q:** If I don't opt out before October 31, and BC Hydro is unable to place me within the company post project, will I still be eligible for the \$5,000?

**A:** No, you would not still be eligible for the \$5,000. The intention of the \$5,000 retention incentive is that you already know that you do not want to continue with BCH after your assignment with Site C, so you let BCH know now (prior to October 31, 2022).

**Q:** What if I opted out of wanting a BCH job and received the \$5,000 but I resign or leave Site C prior to the end of my assignment with Site C?

**A:** If you leave Site C prior to completing your Site C assignment, the \$5,000 will be recovered from your final pay. You must work to the end of your term with Site C which includes any extensions in order to be eligible for any of the retention incentive options.

**Q:** What if I opted out of wanting a BCH job and received the \$5,000 and then I later accept a job with BCH? Will I be able to keep the \$5,000 bonus paid?

**A:** If you opted out of wanting employment with BCH and received the \$5,000, BCH will no longer be searching for a job for you. If you secure a job on your own (for example by applying on a BCH-wide posting) you will need to repay the \$5,000 bonus.

**Q:** Can I opt out of wanting a BCH job and delay receiving the \$5,000 until the end of my term instead of taking it and paying it back?

**A:** ~~There is not the option of delaying receiving the \$5,000. The intention of the \$5,000 retention incentive is that~~

you already know that you do not want to continue with BCH after your assignment with Site C, so you let BCH know now (prior to October 31, 2022).

**Q:** What is considered my annual salary for Scenario 1 where we would receive 10% of our annual base salary?

**A:** Your annual base salary is your base earnings without a temporary promotion, TAP, remote allowance, overtime or any other additional pay. It's the annualized value of the "regular salary" that appears on your pay statement.

**Q:** What is considered my monthly salary for Scenario 2 and 3 where we would receive 1 month severance pay per year of service to max of 6 months?

**A:** Severance is based on your "regular salary" which is displayed on your pay statement. It does not include the remote allowance, TAP, overtime, temporary promotions, FTT premium or any other additional pay.

**Q:** How are the years of service determined for severance calculations?

**A:** The years of service are the continuous full years of service you've worked at BC Hydro. For example, if you've worked 4.5 continuous years, you've completed 4 full years and would receive 4 months severance pay. If you had a break in service your past service will not apply. For example, if you previously worked at BC Hydro for 10 years, resigned and then returned to work at BC Hydro for 2.5 years you've completed 2 full years of continuous service and would receive 2 months severance pay.

**Q:** What is compensation is pensionable?

**A:** Your base salary, temporary promotions, and temporary additional pay (TAP of 5%) is pensionable. The remote incentive 12%, \$130 FIFO Allowance, and overtime is not pensionable.

**Q:** If I have questions, who can I ask?

**A:** Please send all questions to [SiteCHumanResourcesConfidential@bchydro.com](mailto:SiteCHumanResourcesConfidential@bchydro.com).

**Q:** Move UP FTR?

**A:**