



CANADA POST
2701 RIVERSIDE DRIVE SUITE N1010
OTTAWA ON K1A 0B1
CANADAPOST.CA

POSTES CANADA
2701 PROM RIVERSIDE BUREAU N1010
OTTAWA ON K1A 0B1
POSTESCANADA.CA

March 2019

Subject: Supplemental allowance for postmaster-provided premises

Dear colleague,

The current collective agreement for CPAA-represented employees states that Canada Post will provide a supplemental allowance to Postmasters who operate a post office in a non-corporate owned or leased premise.

To be eligible, you:

- operate a post office in a residential building; or
- you do not operate another business or engage in other employment on the same premises as the post office;

AND

- have provided commercial (or equivalent) insurance; or
- were required to use a telephone line that was not provided by Canada Post, or for which you did not receive reimbursement from Canada Post.

Eligible employees may receive up to \$700 for 2018. Canada Post has committed an annual fund of \$450,000 for these reimbursements, and, in the event that the total eligible claims exceed that amount, employees will receive a pro-rated share of the fund.

Eligible employees must submit the enclosed declaration form annually. To submit a claim for the 2018 calendar year, please complete the form and return it to the address indicated on the form. All claims for 2018 must be received by June 30, 2019. Payments will be made by August 31, 2019.

If you have any questions, please contact your Local Area Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "John Reis".

John Reis
General Manager, Retail

Encl.