



March 16, 2020

## **RE: EI APPLICATIONS RESULTING FROM COVID-19**

You will need to contact **each** employer to request a Record of Employment (ROE). This will ensure that your **total** income from work in Local 118's jurisdiction is recorded for your EI claim.

Our understanding at the moment is that the waiting period for EI sickness benefits has been reduced to zero, but this would apply only to those people who are ill, or who are self-isolating due to testing positive or due to exposure to another person with the virus. Our understanding is that the waiting period for regular EI benefits has not changed, but that the federal government may make changes to this in the coming days or weeks, in response to the financial pressure on many Canadian citizens.

A list of Local 118 employers and contact information is below, to assist you in this process. As you contact employers to request your Records of Employment, please remember:

- Clearly state that you are working under an IATSE Local 118 agreement, so the payroll department knows where to look for your records. This is particularly important when contacting a major employer (ie. PNE, City of Vancouver).
- Have your Social Insurance Number and complete address, including postal code, handy.
- This situation is new to everyone, and the payroll departments of employers will likely be inundated with requests for ROE's. Please be patient and courteous when making your request.
- This situation is difficult for everyone, including our employers. The cancellation of events will cause logistical and financial problems for employers as well as for union members. Remember that the person you are talking to in the employers' office may also be facing a layoff in the near future due to the coronavirus situation.

You may find it helpful to check the Service Canada website to see if there have been any changes to the EI rules in response to the coronavirus impacts. Also, if you do not already have a Service Canada account, this would be a good time to set one up.

### **IATSE Local 118 Employer Contact List for Records of Employment (ROE) – Sept. 10, 2018**

Any member who has worked in Local 118's jurisdiction has almost certainly been paid through the Local 118 Payroll Trust Account. This payroll service handles payroll for Ballet BC and LiveNation productions; for many events in the Vancouver Civic Theatres (Queen Elizabeth Theatre, Orpheum, and Vancouver Playhouse); and for many events at the PNE grounds, BC Place Stadium, Malkin Bowl, Abbotsford Arena, and the Vancouver Convention Centre.



## I.A.T.S.E. LOCAL 118

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INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES LOCAL 118 – VANCOUVER, CANADA

Members who have worked for the Vancouver Opera, Vancouver Symphony, VSO Music School PNE, Richmond Gateway Theatre, Arts Club Theatre, Theatre Under the Stars, Vancouver East Cultural Centre or Historic York Theatre, City of Vancouver (replacement HC, HE, and HS and other positions), Fringe Festival, Project X, or South Okanagan Events Centre will need to contact each employer separately to request a ROE, or for other payroll questions.

If a member is not sure which employers they have worked for, they may contact the Health & Welfare Administrator by email at [healthandwelfare@iatse118.com](mailto:healthandwelfare@iatse118.com).

Please keep in mind that there are staffing changes at employer offices from time to time. It is sometimes easier to phone and ask for the person who handles IATSE payroll.

Abbotsford Arena

Payroll: Local 118 Payroll Trust Account  
[payroll@iatse118.com](mailto:payroll@iatse118.com)

Arts Club Theatre

Phone: 604-687-5315  
Payroll: [djessiman@artsclub.com](mailto:djessiman@artsclub.com)

Ballet British Columbia

Payroll: Local 118 Payroll Trust Account  
[payroll@iatse118.com](mailto:payroll@iatse118.com)

City of Vancouver

Request for ROE's must be processed by the IATSE supervisor, Dave Winstanley (Production Manager). Employees must complete a Request for ROE, and email it to [dave.winstanley@vancouver.ca](mailto:dave.winstanley@vancouver.ca)

Fringe

(First Vancouver Theatre Space Society)

Payroll: Phone: 604-257-0350  
[accountant@vancouverfringe.com](mailto:accountant@vancouverfringe.com)

Live Nation

[payroll@iatse118.com](mailto:payroll@iatse118.com)

Payroll: Local 118 Payroll Trust Account



## I.A.T.S.E. LOCAL 118

INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES LOCAL 118 – VANCOUVER, CANADA

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Local 118 Payroll Trust Account

Phone: [payroll@iatse118.com](mailto:payroll@iatse118.com)

Pacific National Exhibition

Phone: 604-253-2311

Payroll: Michelle Eunson [meunson@pne.ca](mailto:meunson@pne.ca)

Project X

Scott Willard [scott@projx.ca](mailto:scott@projx.ca)

Richmond Gateway Theatre

Phone: 604-270-6500

Payroll: Sylvia Lanz [SLanz@gatewaytheatre.com](mailto:SLanz@gatewaytheatre.com)

Agnes Chan [AChan4@gatewaytheatre.com](mailto:AChan4@gatewaytheatre.com)

South Okanagan Events Centre

Payroll: Agnieszka Artymowicz

[agnieszka.artymowicz@penticton.ca](mailto:agnieszka.artymowicz@penticton.ca)

Theatre Under the Stars

Phone: 604-734-1917 (Shelley Matheson)

[www.tuts.ca](http://www.tuts.ca)

Payroll Service

– Cast & Crew Entertainment Services

Phone: 604-437-6363

Vancouver East Cultural Centre

Tech Employees: request ROE through Andrew

(Prod. Mgr) Email:

FOH

Employees: request ROE through Heather Redfern

Email: [heather@thecultch.com](mailto:heather@thecultch.com)

Vancouver Opera

Email Will Murgatroyd

[wmurgatroyd@vancouveropera.ca](mailto:wmurgatroyd@vancouveropera.ca)

Please cc Doug Querns

[dquerns@vancouveropera.ca](mailto:dquerns@vancouveropera.ca)



## I.A.T.S.E. LOCAL 118

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INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES LOCAL 118 – VANCOUVER, CANADA

Vancouver Symphony

Phone: 604-684-9100

Payroll: Hedi Noroozi

[hedi@vancouversymphony.ca](mailto:hedi@vancouversymphony.ca)

VSO Music School

Phone: 604-915-9300

Payroll: Jose [accounting@vsoschoolofmusic.ca](mailto:accounting@vsoschoolofmusic.ca)

Thank you,

The Executive Board

IATSE Local 118