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We are continuing to receive a number of questions regarding the Supplemental Unemployment Benefit (SUB) Plan that was mentioned in our Bulletin No. 4. The following is some additional information as it relates to the registration of SUB plans.

Supplemental Unemployment Benefit (SUB) Plan Registration

The SUB program plan is established by you, as the employer, to top up your employees' EI benefits. The plan also requires that it be entirely financed by the employer. Your employees are required to apply for and be in receipt of EI benefits in order to receive payments under the plan. The combined weekly payments from the plan and the portion of the EI weekly benefit rate cannot exceed 95% of the employee's normal weekly earnings. The following are a few things to remember when completing your applications:

- You need to complete a Plan and the registration for submission to Service Canada.
- It is best to fax your completed information to Service Canada. The fax number is in the bottom right corner of the Application form.
- Currently, it will take approximately 48 hours to register a Top Up plan with Service Canada. However, this may change due to the volume of registrations over the next few weeks.
- Each payroll number needs a separate Plan (Business number for payroll purposes on the application form).
- While the plan needs to be in place for one year, question #6 on the Plan asks how many weeks the employer wants to pay for this. It can be less than one year. You must enter how many weeks you intend to pay the Top Up.
- You can find a sample plan here: <https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/supplemental-unemployment-benefit/sample.html>
- Question #1 on the on the Sample Plan asks what groups are covered under the Plan. This question links to question #5, so identify all employee groups in question #1. For question #5, you can choose different options for the different employee group selected in question#1. (no need for different Plans if there is only one Business number)
- Remember, **no layoffs** until the plan is approved. When possible, use other time available such as sick time or whatever is needed in the short term prior to approval.

Announced Today: Hydro Rates to be Temporarily Reduced

To support Ontarians through the rapidly evolving COVID-19 situation, the Government of Ontario has issued an Emergency Order under the *Emergency Management and Civil Protection Act*. As a result, starting today, March 24, 2020, residential, small businesses, and farm customers who currently pay the time-of-use (TOU) pricing will pay **10.1 ¢/kWh no matter what time of day the electricity is consumed**. This means that TOU customers will be paying the off-peak price throughout the day as long as the Emergency Order remains in place. By switching to a fixed off-peak rate, TOU customers will see rate reductions of over 50 per cent compared to on-peak rates. The Government has indicated that it intends to keep the 10.1 ¢/kWh pricing in place for 45 days.

The 10.1 ¢/kWh pricing applies automatically – no customer action is required. Depending on billing cycles, some customers may receive a bill before their utility or unit sub-meter provider is able to implement the price change, in which case they will receive a credit on the following bill. For more information, read the [Government's news release](#).

Resource Corner

COVID-19 Self-Assessment Tool
<https://www.ontario.ca/page/2019-novel-coronavirus-covid-19-self-assessment>

Public Health Ontario
<https://www.publichealthontario.ca/>

Canadian Center for Occupational Health and Safety (CCOHS) - Pandemics
<https://www.ccohs.ca/topics/hazards/health/pandemics/>

We recommend that employers provide the following resources to their employees:

- Telehealth 1-866-797-0000
- Phone number for your local Public Health Department
- Phone number for your local hospitals