

## QCCC REMITTANCE REPORT INSTRUCTIONS

The employer will make all remittances required, in accordance with the Quality Control Agreement (QCA) 2021-2024, including all Dues (Regular/Working/Admin), Health Benefit Plan contributions, Pension Plan contributions, Training Fund contributions, EAP/DeNovo Fund contributions, and Helmets to Hardhats no later than the 20<sup>th</sup> day of the month following the month in which the hours were worked (i.e.: January hours/deductions due February 20<sup>th</sup>).

Remittances must be made on behalf of all employees working under the QCA on this report. This does not apply to Office Staff unless such employees are performing work under the QCA.

### Remittance Report Columns

**SIN:** Valid Social Insurance Numbers (SIN) must be provided for all employee contributions. DA Townley will not process employees on the remittance report without a valid SIN. Do not include any spaces in the SIN entries.

**Employee Last Name:** Please provide the last name of each employee on the remittance report.

**Employee First Name:** Please provide the first name of each employee on the remittance report.

**Local Union Number:** Please include the employee's union Local/Lodge number in this column. If the employee is a non-union member (has not initiated into a Local/Lodge) please indicate 'N' in this column.

**Month Worked:** Please submit remittance reports for each month by Region and must be from the 1st of the month to the end of the month. In cases where an employer would prefer to use the last payroll date of the month, the QCCC and NDTMA have offered a modified month system. Please see Article 27.6 of the QCA.

#### Definition of Hours Worked and Hours Earned

Hours Worked	Hours Earned
Actual hours worked	Time and a half = 1.5 earned hours Double time = 2 earned hours

**Pension Plan (Hours Earned):** Pension Plan contributions are based on hours **earned** for employees covered under the QCA:

**Important: Please refer to Section 16.9** of the QCA when Pension contributions are required for a **new non-member Trainee** (Probationary Employee) with no certification recognized by the QCA.

**Health Benefit Plan (Hours Worked):** Contributions to the NDT Industry Health Benefit Plan (Health Benefit Plan) are based on hours **worked** for all employees covered under the QCA. For every hour an employee works, you will remit \$2.80 to the Health Benefit Plan. In addition, you will deduct \$0.90 per hour worked from all wages (after tax) and remit this to the Health Benefit Plan, representing the employee-funded Health Benefit Plan Contribution.

**Please Note:**

The Health Benefit Plan will maintain coverage for an employee who is absent from work on a Wage Indemnity claim or Workers Compensation claim (up to a maximum of 52 weeks). Please refer to the NDT Industry Health Benefit Plan booklet for details. (Previously the employers funded this coverage)

Employers should continue to track the taxable benefits until the end of April 2022. Starting May 1, 2022, employers will no longer need to track the taxable benefits for each employee (except for the Office Staff). Going forward, the Plan Administrator will generate T4A's at the end of the year starting with the period May 1, 2022 onwards.

**Regular Dues:** Every employee working under the QCA is required to pay Regular Dues. These are an employee deduction of \$40.00 per month. For employees that work across multiple Regions, please ensure that the Regular Dues are reported only once and can be reported on either Region's report.

**Working Dues:** Every employee working under the QCA is required to pay Working Dues. These are an employee deduction of 1.5% of gross earnings. Gross Earnings include Wages, Vacation & Holiday Pay, Supervisor Premiums, Rope Access Premiums, Shift Premiums, Northern Work Premiums, and PAUT/TOFD premiums.

**Admin Dues:** Each Employer shall contribute an amount equal to 1% of the gross employee earnings each month to the NDT Administration Fund. Gross Earnings include Wages, Vacation & Holiday Pay, Supervisor Premiums, Rope Access Premiums, Shift Premiums, Northern Work Premiums, and PAUT/TOFD premiums.

**Training Fund:** Contributions are based on hours **worked** for all employees under the QCA and are an employer-paid contribution.

**Employee Assistance Fund (EAP) (also known as “DeNovo Fund” for Central Region):** The contributions for this Fund are shared by both the Employer and employee. Each pay 50% to the Fund for each hour **worked** and for all employees (including Probationary Employees) reported on the remittance report (see the remittance form for the current rate). These are already reflected in the pay rates for each Region and Appendix (see the remittance form for the current rate).

**Helmets to Hardhats (H2H):** The contributions for this Fund are shared by both the Employer and employee and reported on the remittance report (see the remittance form for the current rate). These are already reflected in the pay rates for each Region and Appendix.

**Adjustments for Prior Months:** Include total amount of adjustments (credits or additional contributions) related to remittances from prior months. Please complete the Comment Section to provide a description of the adjustment.

**Nil Report:** For those months when there are no employees on payroll, a remittance report must still be filed. Minimum contributions are required – refer to Article 1.1, paragraph 3, of the QCA for the minimum 173-hour contribution requirement.

## Trainee/Probationary and Non-Members

**Probationary Employees and Non-Members:** An employee who is not an initiated member of the Quality Control Council of Canada.

**Trainee/Probationary with No Certificates and with Under 1500 Hours Worked:** Do not contribute to the Pension Plan for Trainees/Probationary Employees with no certificates until the employee has reached 1500 hours worked or until the employee obtains their first certificate.

**Important:** These hours are cumulative with any QCCC employer. The employer is responsible for contacting the QCCC offices or the Plan Administrator to confirm hours worked from other QCCC employers when determining whether an employee has reached 1500 hours worked.

You must file a separate remittance report named “**Hour Bank - No Pension**” for these employees. Enter the Hours Earned and the Hours Worked on the report (no Pension Plan contributions) and all other funds are payable. If an employee reaches and exceeds the 1500 worked hours during the month, you must record the hours as follows:

- Report the hours worked before the 1500 hours have been reached or the hours worked before the first certificate is obtained on the “**Hour Bank - No Pension**” remittance report.
- Report the remainder of the hours on the “**Hour Bank - Incl. Pension**” remittance report. Please ensure that the Health Benefit Plan and Regular Dues contributions are reported only once. These can be reported on either remittance report.

**New-Member or Trainee with No Certificates and with Under 1500 Hours Worked:** You must use the remittance report named “**Hour Bank - No Pension**” for these employees. Enter the Hours Earned and the Hours Worked on the report (no Pension Plan contributions) and all other funds are payable.

**Non-Members, Probationary with Certificates and Trainee/Probationary with No Certificates and with Over 1500 Hours Worked:** Use the remittance report named “**Hour Bank - Incl. Pension**” and enter the Hours Earned and the Hours Worked for all Non-Members, Probationary Employees with certificates, Probationary Employees with no certificates but who have over 1500 Hours Worked. All funds are payable.

## Modified Month:

### Article 27.6

For the purposes of remittances, an employer may use the last weekly payroll end date of the month as the last day of the month. The start date for the following month’s remittance would be the following day. This is referred to as a “Modified Month”.

## Important Information:

Those acting on behalf of the Employer should become thoroughly acquainted with the applicable clauses of the QCA, specifically:

Article 3 -	Union Security
Article 16 -	Health Benefit Plan and Pension
Article 25 -	Administration Fund
Article 15 -	Industry and Training Fees
Article 27 -	Enforcement

Employer-paid contributions include – the Pension Plan, Admin Dues, Training Fund, Health Benefit Plan, EAP/DeNovo Fund, and Helmets to Hardhats (see the remittance reports for the most recent rates).

Employee-paid contributions include – Regular Dues, Working Dues, Health Benefit Plan, and EAP/DeNovo Fund, and Helmets to Hardhats (see the remittance reports for the most recent rates).

Remittance forms are available on the NDT website at [www.ndtbenefits.org](http://www.ndtbenefits.org) under the ‘Employer Tab’. A separate report is required for each month and each Region.

Electronic Funds Transfer (EFT) is the preferred method for payment of the amount due on the monthly remittance reports. Please contact the Plan Administrator’s office to arrange.

The Remittance Report(s) in an Excel Spreadsheet must be emailed with the company name and the month of the remittance to the following:

The Plan Administrator – DA Townley ([ndt@datownley.com](mailto:ndt@datownley.com))  
QCCC Regional offices ([western@qcccanada.com](mailto:western@qcccanada.com) and/or [eastern@qcccanada.com](mailto:eastern@qcccanada.com))

***The Remittance report is preferred in advance. The EFT payment can follow but is due by the 20<sup>th</sup>.***

Assessment charges will apply to all remittances that are received after the due date. Please see Article 27 - Enforcement in the QCA for more information.

The Plan Administrator may return incorrect or incomplete remittances. Assessments will still apply if the re-submission of the corrected remittance is received after the normal due date. Please ensure that the remittances are prepared as outlined above and in accordance with the current version of the QCA.

Each new employee must complete (in blue ink) two Applications for Enrolment (one for the Pension Plan and one for the Health Benefit Plan) and the employee must mail the originals to the Administrator as soon as possible. The Quality Control Council distributes these forms to members upon initiation.

Employees will not receive claims payments until their original completed enrolment forms are received by the Plan Administrator. Please ensure that the applications for both the NDT Industry Health Benefit and the NDT Industry Pension Plan are submitted.

**D.A. TOWNLEY.**  
4250 Canada Way  
Burnaby, BC V5G 4W6  
Telephone: (604) 299-7482 Toll-Free 1-800-663-1356  
Facsimile: (604) 299-8136 email: [ndt@datownley.com](mailto:ndt@datownley.com)  
[www.ndtbenefits.org](http://www.ndtbenefits.org)