



Memo

TO: ALL STAFF

FROM: Clara Young, Director of Finance & Administration

DATE: April 18, 2024

RE: Notice of Discontinuation - Personal Cell phone & Home Internet Reimbursements

As part of the pandemic measures in 2020, the Agency had implemented reimbursement allowances to staff for home internet and personal cell phone usage, for those who were required to work remotely and were not issued Agency provided cell phones.

All staff have returned to working in-office effective April 24, 2023, as per memo title "Staff - Back to Working in the Office".

Tikinagan is providing notice that the home Internet and personal cell phone reimbursement allowances have been discontinued effective March 31, 2024.

The last month of reimbursement will be for the month of March 2024. Employees with agency cellphones will not receive cellphone reimbursement.

There has been a delay in issuing payments, however, Finance has compiled the outstanding balances owed to each employee. Payments for Internet will be issued on Friday, April 19, 2024, and payments for personal cell phone use will be paid out on Friday, April 26, 2024.

If you have any questions, please contact:

- Joanne Wicklund, Finance Manager via email at JoanneW@tikinagan.org or ext. 2261
- Tasha Jewell, Finance Manager via email at TashaJ@tikinagan.org or ext. 2270

Thank you.