

MEMO:

To: Church Treasurers/Participants
From: Mark Baughman
Re: Salary Updates
Date: January 20, 2017

Dear Treasurer/Participant,

If your employee(s) are being paid at least 20 hours/week and are on the Church Workers' Benefit Plan, they are also on our Long-term Disability Plan. We need to keep their compensation package updated when it changes.

Please fill in the following chart and return to the Regional Office in Camrose:

SCAN/EMAIL: markb@chog.ca OR FAX: 780-672-6888

Mailing Address: #102, 4909B – 48 Street, Camrose AB T4V 1L7

Name of Employee			
Effective Date			
Next salary change date			
Current Salary			
Clergy Housing Allowance			
Retirement funds			
Taxable Benefits			
Travel Reimbursement			
Other expense reimbursements (Specify)			

Treasurer Name: _____ Phone Number: _____

Treasurer Email Address: _____

You can also use this form at a future salary change date.

Thank you!



Mark Baughman
Administration Coordinator