

Termination with No Entitlement to Severance (Regular and Fixed-Term - all groups)

EMPLOYEE INFORMATION

Name: Neil Deschamps

WIN ID: 515812

Branch/Division/Region/Ministry: Ontario Clean Water Agency

Classification: Regular

Position Title: W & WW Operator

Salary at Termination: \$29.50 per hour

Continuous Service Date: (yyyy/mm/dd) 2023/01/30

Termination Date: (yyyy/mm/dd) 2025/12/13

Last Physical Day at Work: (yyyy/mm/dd) 2025/12/12

The following document will provide you with information about your termination entitlements.

Sign and return this information package along with all required documents to ensure there is no delay in processing your pay, benefits and pension. In all cases, the terms of the applicable Collective Agreements, *Public Service of Ontario Act* (PSOA), 2006, the Ontario Public Service (OPS) directives, policies, guidelines and the OPSEU Pension Plan/Public Service Pension Plan (as applicable) will apply.

Notice of Collection, Use and Disclosure of Personal Information

Collection of the information on this form is necessary for the processing, assessment and verification of employee personal information and the management of human resources. Access to this information is restricted to staff authorized by Ontario Shared Services, Pay and Benefits Services Division, who require it to perform their duties. The authority for the collection, use and disclosure of this information is the *Management Board of Cabinet Act* and *Archives and Recordkeeping Act*, 2006. For information about collection, use and disclosure practices, write to the Director, Pay and Benefits Operations Branch, Pay and Benefits Services Division, Ontario Shared Services, c/o Macdonald Block Mail Facility, 77 Wellesley St. W., PO Box 500, Toronto, ON, M7A 1N3.

Application for Pension (if applicable)

If you contributed to an OPS pension plan and are eligible to retire, you must apply to your pension administrator to receive your pension entitlements. Your Pay and Benefits Specialist

*Medium Sensitivity

will complete the Termination of Membership form on your behalf and send it into your pension administrator to begin the process.

- Public Service Pension Plan (Ontario Pension Board - OPB)
- OPSEU Pension Plan (OPSEU Pension Trust - OPT)
- Did not contribute to pension

The pension administrator will provide you with a package, which may include requests to provide proof of your age, your eligible spouse/partner relationship, your eligible spouse/partner age, and the ages of any eligible dependent children to the pension administrator. You must respond to the pension administrator to receive your pension.

If at any time you have questions during your pension application process, you may contact:

- OPB at 416-364-5035 or 1-800-668-6203 (toll-free within Canada & U.S.A.) or via the [OPB website](#)
- OPT at 416-681-6100 or 1-800-637-0024 (toll-free in Canada) or via the [OPT website](#)

If you contributed to the pension plan but are not eligible to retire, contact your pension administrator for any questions related to your pension contributions.

Final Payments (Estimate Only – Subject to Audit)

Your final salary will be paid on the normal pay date.

Other final payments, if applicable, such as payments for any unused vacation days or overtime or holiday hours, will be processed separately.

If you were entitled to vacation credits during your employment and have unused credits on termination:

- You will receive 4 per cent of your earnings during your period of employment if you terminate before completing six months of service, or
- You will be paid at your regular rate of \$236.00 per day for each unused credit.

Note: If you were a regular employee and had forfeited vacation credits converted to paid leave credits, these credits have no cash value.

If you have overtime credits on termination, your credits will be paid at the rate when the credits were earned.

Your final payments will be processed within three (3) pay periods following your final pay, conditional upon confirmation of final attendance, completion of all documentation and an authorized Recovery of Assets.

*As part of the Information Security and Privacy Classification (ISPC) system, this document is classified at a medium sensitivity level.

Methods of Payment

You may receive your final payments by either of the following methods or a combination of both:

1) Direct deposit payments

Your final payments may be processed as direct deposit less mandatory deductions. This payment is subject to the income tax calculation at the same rate as salary.

Note: For more detailed information regarding how your final payments will affect your income tax return for the year the payments are received, please contact the Canada Revenue Agency (CRA) and/or your financial advisor.

2) Transfer to a Registered Retirement Savings Plan (RRSP)

You may direct a portion or all your final payments to your RRSP and/or your spouse's or common-law partner's RRSP, subject to your RRSP contribution room.

CPP and EI contributions/premiums and union dues may apply to vacation credit payouts or other final payments in the year of payment.

A T4 will be issued in your name for the tax year(s) in which the payments are made.

To transfer your payments to your RRSP, you are required to provide your most recent RRSP Deduction Limit Statement from the CRA. If you are unable to do so, you must complete the Declaration Statement below under Payment Request.

Payment Request:

Note: For transfers to RRSPs where the most recent RRSP Deduction Limit Statement from CRA is not provided, you must complete the Declaration Statement located in this section **It is your responsibility to ensure that you do not exceed your personal RRSP Contribution Limit (i.e. taking into consideration contributions made to your personal RRSP on your own).**

For transfers to the current year RRSP where the most recent RRSP Deduction Limit Statement from Canada Revenue Agency (CRA) is **not** provided, you **must** complete the following:

Declaration for current year

Declaration Statement _____ (please indicate current year)

I _____ certify that I have a limit of \$ _____ of personal RRSP contribution room for the taxation year in which I will receive the following final payments.

Employee Signature

Date

If you choose to defer payment to RRSP in the next taxation year where the most recent RRSP Deduction Limit Statement from Canada Revenue Agency (CRA) is **not** provided, you **must** complete the following:

Declaration for deferral year

Declaration Statement _____ (please indicate deferral year)

I _____ certify that I have a limit of \$ _____ of personal RRSP contribution room for the taxation year in which I will receive the following final payments.

Employee Signature

Date

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I request my vacation payments be made as follows: *estimate 15.25 days= \$3660.00

Copy of most recent RRSP Deduction Limit Statement: Attached Not Applicable

\$ 3660.00 to direct deposit

\$ _____ to RRSP (must have Personal RRSP Contribution room)

\$ _____ defer payment to following taxation year
(a Declaration Statement for the new tax year is required if defer payment is to an RRSP)

Deferred payment to direct deposit RRSP

RRSP Account/Registration Number: _____

Financial Institution's Name/Address: _____

Contact name: _____

I request all other eligible payments (e.g., compensating time off) be made as follows:

Copy of most recent RRSP Deduction Limit Statement: Attached Not Applicable

\$ Total amount _____ to direct deposit

\$ _____ to RRSP (must have Personal RRSP Contribution Room)

\$ _____ defer payment to following taxation year
(a Declaration Statement for the new tax year is required if defer payment is to an RRSP)

Deferred payment to direct deposit RRSP

RRSP Account/Registration Number: _____

Financial Institution's Name/Address: _____

Contact name: _____

Neil Deschamps
Employee's Name (please print)

Neil Deschamps March 12 2026
Employee's Signature and Date

515812
Employee's WIN ID

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Confirmation of Attendance and Recovery of Assets

Confirmation of final attendance and an authorized Recovery of Assets form must be received by your Pay and Benefits Specialist before any termination payments can be processed. Note: The [Recovery of Assets Form](#) is completed by your Manager and when completed sent to Pay and Benefits. The form (#7540-2020) can be found on the Forms Management Services site of MyOPS.

Deductions and Amounts Owing

Any monies owing to the employer will be deducted from your final payments.

Court ordered deductions (i.e. Family Support, Garnishments, etc.) will be taken from the final payment.

Voluntary deductions (i.e. Charity, Credit Union) will continue to be deducted if you are in receipt of any payment(s). You must notify your Pay and Benefits Specialist in writing to terminate any voluntary deductions.

Group Insurance Claims (if applicable)

Regular employees: All group insurance benefits, except Dental, terminate at the end of the month in which you terminate. Dental terminates on the date you terminate.

Fixed Term employees: If you have elected insured benefits coverage, Supplementary Health and Hospital (SH&H) and Dental coverage will end at the end of the month in which you terminate.

All outstanding claims incurred prior to your termination date must be submitted to the carrier(s), Great-West Life Assurance Company (1-800-874-5899) and/or Manulife Financial (1-888-877-4434), as applicable, within 90 days of the termination of coverage. Claim forms are available online through [Group Insurance and Health Benefits](#), from the OSS Pay and Benefits Unit, or by calling the OSS Contact Centre 416-326-9300 or outside the GTA, toll-free at 1-866-979-9300 or accessing TTY 416-327-3851 or 1-866-310-7259.

Convert to Individual Life Insurance Policy (Optional)

You are eligible to convert your Basic Life, Supplementary Life (if applicable) and Dependent Life Insurance (spouse only, if applicable) to an individual policy with Great-West Life Assurance Company or Manulife Financial Insurance Company (as applicable) at termination. The request to convert must be made no later than thirty-one days from your termination date

_____.

You must contact your life insurance carrier (Great-West Life or Manulife Financial) directly:

Great-West Life: Contact them at 1-800-665-0551.

Manulife Financial: Contact them at Manulife Financial, 1030 Joseph Howe Drive, PO Box 2026, Halifax, NS, B3J 2X5 or 1-800-268-6195.

Employment Insurance

You may be eligible for Employment Insurance (EI) benefits and have access to various training and counselling programs.

After your final attendance has been approved in WIN, your Pay and Benefits Specialist will submit your Record of Employment (ROE) electronically to Service Canada within five calendar days after the end of your last pay period end date.

If you wish to make a claim for EI, you must do so as soon as possible after receiving your last pay. You can either:

- Apply online by going to the Employment Insurance website at [Service Canada](#) or
- Call the Employment Insurance Program at 1-800-206-7218 or TTY at 1-800-529-3742 to find your nearest EI office

Change of Address

For T4 purposes, if your address changes or your direct deposit information changes, please call the OSS Contact Centre at 416-326-9300 or outside the GTA, toll-free at 1-866-979-9300 or in writing to the relevant [Ontario Shared Services Pay and Benefits Office](#) to request a change. For TTY 416-327-3851 or toll-free at 1-866-310-7259.

Post-Service Conflict of Interest (COI) Obligations Under the Public Service of Ontario Act, 2006 (PSOA)

Former OPS employees are prohibited from disclosing confidential information or seeking preferential treatment based on their former employment. Employees in certain senior executive positions are subject to additional restrictions on lobbying and re-employment. If you plan to engage in activities that could create a conflict with your former OPS employment, you must request a COI determination.

For an overview of in-service and post-service conflict of interest, please review the relevant fact sheet based on whether you work for a Ministry or a Public Body (see the link below). For more detailed information, please consult PSOA Regulation 381/07 which can be found at <https://www.ontario.ca/laws/regulation/070382>.

You should carefully consider these obligations before undertaking new endeavors after leaving the Ontario Public Service.

Attachments

The following brochure is attached for your information:

- [Conflict of Interest Fact Sheets for Ministry and Public Body employees](#)

I have read and understand this document.

Please sign and return this Information Package and applicable documents/forms to your Pay and Benefits contact listed below:

<u>Neil Deschamps</u>	<u>March 12 2026</u>
Employee's Signature	Date
_____	_____
Pay and Benefits Authorized Official Signature	Date

Pay and Benefits Specialist's Name: Pay and Benefits Operations Branch

Address: _____

Phone/Fax number: 416-326-9300/ 1-866-979-9300

Email: payroll.gta@ontario.ca