



Ford Motor Company of Canada, Limited

# NOTICE OF SPECIAL TERMINATION OF EMPLOYMENT PROGRAM (STEP)

January 7, 2010

During 2009 national bargaining discussions between Ford Motor Company of Canada, Ltd and the CAW, it was agreed to offer separation incentives to all non-retirement eligible Windsor Operations employees under a *Special Termination of Employment Program* (STEP).

**If you are interested in the STEP program, applications are available at Hourly Personnel – Windsor Engine between the hours of 7:00am and 4:00pm. It is advised that you seek financial counsel prior to making any decisions regarding the STEP program or allocation of a STEP buyout amount.**

The separation incentive is based on your completed years of service, as of the date of separation, according to the following table:

<u>Years of Seniority (As of separation date)</u>	<u>Amount (Before taxes)</u>
1 but less than 5	\$ 50,000
5 but less than 8	\$ 75,000
8 or more	\$100,000

**The following amounts will be deducted from your Gross STEP Amount:**

- The total of all gross Indefinite Layoff SUB payments received after April 2, 2007.
- The total of all gross IMP (Income Maintenance Plan) payments received.

**Available STEP termination dates will be as follows:\***

JAN-18-2010	JAN-25-2010	FEB-01-2010	FEB-08-2010	FEB-15-2010	FEB-22-2010	MAR-01-2010
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*\*The actual separation date will be determined by the Company consistent with operational requirements. Once the documents are completed and turned into the office, you cannot cancel your STEP application.*

**ALL DOCUMENTATION MUST BE COMPLETED AND RETURNED TO HOURLY PERSONNEL (WEP) NO LATER THAN THE WEDNESDAY PRIOR TO YOUR SELECTED TERMINATION DATE.**

Questions regarding the STEP program should be directed to:

**Pat Freeland**  
 CAW Benefits Representative  
 CAW Local 200  
 Phone: 519-256-3454 ext. 240  
 7:00am – 3:30pm (Mon-Fri)

**James Bessel**  
 Hourly Personnel  
 Windsor Engine Plant  
 Phone: 519-257-4216  
 7:00am – 4:00pm (Mon-Fri)

Sincerely,

Denise Sims  
 Windsor Operations  
 HR Team Manager – Hourly Personnel