

NEW TEACHER EMPLOYMENT INFORMATION

Pay Day

Your pay will be deposited into your account on the 2nd last banking day of the month. A pay statement will be available to you in our Employee Self Service system. Once you are signed up in our payroll system you will receive a link via email in order to register with Employee Self Service. This software will give you online access to your pay statements and T4's.

Medical Benefits

All medical benefits for which you apply will be effective your first day of work. You will receive an ID card from the Alberta School Employee Benefit Plan, (ASEBP), in the mail. Most prescriptions can be billed directly if you present your card to the pharmacist. Direct billing for dental services is at the discretion of each dentist. If you take dental coverage and are required to pay the dentist, be sure to have him/her complete a dental claim form for you to submit to ASEBP. As well as the above, a Health / Wellness Spending Account (HSA) will be set up at ASEBP in your name.

Paid Leaves

Sick leave is earned at approximately 2 days per month. A doctor's note is required for an absence due to illness that is more than 3 consecutive days. A teacher in their first year with the Board shall have a minimum of five school days accumulated sick leave at the beginning of the school year. See clause 10.7 of the collective agreement.

Compassionate leave is provided under clause 14.1 of the collective agreement.

Personal leave of up to 2 days per year is available. The 2 days will be prorated for those employees who do not work full time or do not start work at the beginning of the school year. A personal leave application must be submitted prior to taking the leave.

Family medical leave of up to 4 days per year is provided for family medical or dental appointments or hospitalizations provided the employee has enough sick leave benefit accrued. "Family" refers to the teacher's parent, spouse/common-law partner, child or person who is a member of the teacher's dwelling. See clause 14.4.1 of the collective agreement.

Group Voluntary Accident Insurance

Coverage is available for you **and** your family. Although it is for *accidental* death and dismemberment only, the premiums are very reasonable. You choose the coverage from \$25,000 - \$500,000 and the premiums are deducted monthly.

Travel Benefit

\$4000.00 of the salary earned per calendar year shall be considered a Travel Assistance Benefit paid in a designated area as defined by Revenue Canada and shall be indicated as such in the appropriate box on the annual T4 slip. This allows employees to claim up to 2 trips per family member for whatever reason as a deductible expense. In addition \$2,000.00 of the salary earned per year shall be considered a Medical Travel Assistance Benefit. The provision of these benefits shall in no fashion add to the cost of salary or benefits to the employer and shall be in accordance with the provisions set by Revenue Canada. You must live in this or another prescribed area for at least 6 months of the tax year. This allows employees to claim up to 2 trips per family member for whatever reason as a deductible expense.

July / August Payouts

The July and August pay will not be a full month's salary for teachers who are not under contract for all of the teaching days of the year (for example, if you start work after the first day of school, or do not have a valid Alberta Teaching Certificate or Temporary Letter of Authority effective your first day worked). A calculation will be done based on the number of days worked out of the total school days in the year. For those teachers who finish work prior to the last day of school, the payout will be made in one lump sum with their last regular payroll deposit.