



Payroll, Pension and Benefits Information

Certificated Teaching Staff

Payroll Information

Payroll Contact

Jaime Benoit, Payroll Administrator (jaime.benoit@blackgold.ca or 780-955-6052) is the payroll contact for Teachers.

Pay Days

Regular paydays are the last banking day of the month, except December, when staff are paid on the last banking day prior to December 25th. Teachers are paid over twelve months and the August teacher workdays are included with the September payroll. Throughout the school year the number of teacher workdays vary month to month, however monthly earnings remain at 1/12th unless you do not work all the teacher days or there are changes to your assignment.

Accessing your Collective Agreement

You can find the Teachers Collective Agreement on the Black Gold School Division website at www.blackgold.ca. Select **Careers> Collective Agreements>Local No. 8 Teachers**

Salary and Grid Placement

Please refer to your Collective Agreement for grid information. For further questions, contact Michelle Unchulenko, Human Resources Coordinator (michelle.unchulenko@blackgold.ca or 780-955-6033).

Payout

Payout calculations are necessary for teachers who have commenced employment or returned from a leave after the first teacher workday. A payout will also be calculated if there has been an FTE change during the school year or if an acting assignment as an administrator was accepted. If any of these are applicable, details of the payout will be emailed in late June. If a contract ends during the school year or you are going on an unpaid leave and will not return in the current school year, a payout will be included with the final pay.

Summer Pay and Benefits

Teachers on a continuous contract are paid the last banking day of July and August with benefits continuing throughout. Teachers on a probationary, interim, or temporary contract with 100 teaching days or more and returning the first teacher workday of the following school year will also be paid on the last banking day of July and August and benefits will continue. Teachers whose contract ends on the last day of the school year and are not returning or taught less than 100 teaching days will be paid mid-July and benefits will end on the last day of the contract. If returning next school year benefits will begin the start of the new contract.



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Leave Entitlements

Leave entitlements can be found in the Collective Agreement. Leave balances are located on the top right corner of the earnings statement. Please note: this balance is one month behind as absences are processed through payroll in the following month. (ex. Absences taken in April will not be reflected on the April earnings statement). For any questions regarding leave balances, contact Michelle Unchulenko, (michelle.unchulenko@blackgold.ca or 780-955-6033).

Accessing Earnings and T4 Statements

You can access your earnings and T4 statements by logging into PowerSchool atrieveERP and click **My Info > Documents & eForms > Employee Statement**. Use the drop-down menu to select **Earnings Statement or T4 Statement**.

T4 statements will be available online by February 28th each year. Former employees will receive their T4's via the mail. Please notify HR at hr@blackgold.ca if your address changes.

Updating Direct Deposit Information and TD1 Forms

Direct Deposit information and TD1 tax forms can be updated at any time. Log into PowerSchool atrieveERP and complete the **Direct Deposit Information or TD1 Forms** found under **My Info > Documents & eForms > eForms > My eForms List**. Please attach the completed forms to the eForm for submission to payroll. Alternately, you can email the completed forms to payroll@blackgold.ca.

Verification of employment letter or teaching experience letter

You can request a verification of employment or teaching experience letter by logging into PowerSchool atrieveERP and completing the **Employment Verification or Experience Letter**, found under **My Info > Documents & eForms > eForms > My eForms List**. Alternately, you can email hr@blackgold.ca. Please direct your questions to Michelle Unchulenko (michelle.unchulenko@blackgold.ca or 780-955-6033).

Pension Information

Eligibility for Pension Plan

Alberta Teachers' Retirement Fund (ATRF) is a mandatory contribution for teachers. You are eligible for ATRF beginning the first day of your contract. If you are a retired Teacher collecting ATRF pension please identify this information and we will not deduct contributions. You can find more information regarding ATRF on their website at www.atrf.com. For detailed questions, contact ATRF directly at 780-451-4166 or 1-800-661-9582. For payroll pension questions, contact Jaime Benoit (jaimе.benoit@blackgold.ca or 780-955-6052).



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Purchasing Substitute Service

Please reach out directly to ATRF for more information about the purchase of prior substitute teaching service at 780-451-4166 or 1-800-661-9582 or www.atrf.com.

Benefit Information

Eligibility for Health Benefits

You are eligible for benefits on the first day of your teaching contract (if your FTE is 0.2 or higher). Black Gold pays 100% of benefit premiums pro-rated to your FTE.

Benefits are offered through ASEBP, Alberta School Employee Benefits Plan. It is mandatory for you to enroll in Life, Accidental Death & Dismemberment (AD&D) and Extended Disability Benefits (EDB) coverage and optional to enroll in Extended Health Care (EHC), Dental and Vision coverage. You will also be enrolled in a Health/Wellness Spending Account.

You will find more information regarding your benefits on the ASEBP website at <https://www.asebp.ca/>. For detailed ASEBP Health Benefit questions contact ASEBP directly at 780-431-4786 or toll free at 1-877-431-4786.

Health/Wellness Spending Account (HSA/WSA)

Full-time employee receives \$60.42 per month to a maximum of \$725.00 per school year. The amount is pro-rated based on your FTE. Credits can be viewed in your 'MyASEBP' account by the 15th of the month after you have earned them.

The HSA/WSA year runs the same as the school year – September 1st to August 31st and only expenses incurred during that time will be eligible for submission. Unused portions of your credits can be carried forward a maximum of one year. If your contract is ending, you have 60 days from the last day worked to claim any of your remaining HSA/WSA credits. Please note that WSA is a taxable benefit and ASEBP will provide you with a T4A.

You will find more information regarding your HSA/WSA on the ASEBP website at <https://www.asebp.ca/>. For detailed HSA/WSA questions contact ASEBP directly at 780-431-4786 or toll free at 1-877-431-4786.

For further questions contact Esther Rockey (esther.rockey@blackgold.ca or 780-955-6055).



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Changes to health benefit coverage

Changes can be made at any time. If the change is due to a significant life event (e.g., marriage, birth/adoption of child, loss of partner/alternate coverage, etc.) the change should be made **within 31 days following the life event** to avoid restrictions or late applicant status.

If the change is **not** due to a significant life event, or submitted after the 31-day limit, the change will be reviewed by ASEBP, and restrictions or late applicant status may apply. Coverage will take effect the first of the month following ASEBP's approval (e.g., change application approved Oct 15th, your coverage will be effective Nov 1st).

You can access the **Change Application Form** online at www.asebp.ab.ca under **Forms>Change Forms**. Send the completed form to esther.rockey@blackgold.ca.

To update your beneficiary information for ASEBP, you will need to complete an **Appointment of Beneficiary(ies) form** which is found online at www.asebp.ca under **Forms>Admin**. Once completed and **signed in ink** send the form to Esther Rockey at esther.rockey@blackgold.ca.

Employee and Family Assistance Program (EFAP)

Black Gold School Division uses Inkblot as their EFAP provider. This **confidential and free** service provides counselling and coaching, as well as support on several different issues such as financial, legal, life transitions, health coaching, and career coaching.

To access Inkblot, you (and any dependents) will need an ASEBP ID number to register. To register your account, go to Inkblot's website at <https://org.inkblottherapy.com/asebp>. Inkblot can also be reached by calling toll-free at 1-855-933-0103.

Optional benefits

Voluntary Accident Insurance Plan (VADD)

The Voluntary Accident Insurance Plan (VADD) is an optional plan that allows an employee to purchase additional accidental death and dismemberment insurance over and above the accidental death and dismemberment insurance available through ASEBP. This plan allows you to either enroll in an employee only or family plan.

Registered Retirement Savings Plan (RRSP)

The RRSP plan is an optional program that allows employees to make RRSP contributions through payroll deductions. However, Black Gold School Division does not match any employee made contributions.

To sign up for VADD or RRSP plan contact Esther Rockey (esther.rockey@blackgold.ca or 780-955-6055).