

# questions & answers

## Frequently Asked Questions for Division Office Staff, Professional Support Staff, & Maintenance Staff

### Human Resources

**1. If I need a verification of employment letter, whom do I contact?**

Please complete the form titled **Employment Verification Request or Experience Letter**, which can be found under **My eForms List** in PowerSchool atrieveERP. The form is located under **My Info>Documents & eForms>eForms>My eForms List**. Please direct your questions to Michelle Unchulenko ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780-955-6033).

**2. With whom would I talk about salary and placement?**

Refer to your employee handbook. For further questions, contact Michelle Unchulenko, Human Resources Coordinator ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780-955-6033).

**3. Where can I find a copy of my employee handbook?**

You can find your employee handbook on the Knowledge Centre. You can access the Knowledge Centre on the Black Gold website, type “Staff Link” into the search bar. Your login is [firstname.lastname@blackgold.ca](mailto:firstname.lastname@blackgold.ca) followed by your network password. Once you are in Staff Link, click Knowledge Centre, expand the menu under Human Resources and select your handbook. If you have specific questions regarding the content in your employee handbook please contact Michelle Unchulenko ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780-955-6033).

**4. If I have changed my name, what steps do I take to update my personnel file?**

If you have changed your name or are changing your name, apply to Service Canada to have your SIN card/letter amended. Once your SIN card/letter is amended, complete the **Name Change Form**, which can be found under **My Info>Documents & eForms>eForms>My eForms List** in PowerSchool atrieveERP.

**5. If I have changed my address, what steps do I take to notify Black Gold?**

If your address has changed, log into PowerSchool atrieveERP. Complete the **Address Change Form** found under **My Info>Documents & eForms>eForms>My eForms List**.

**6. What are my leave entitlements?**

Please refer to your Employee Handbook for leave entitlements. Your leave balances (vacation, personal days, banked time and flex time if applicable) can be found on your dashboard by selecting **My Info>Dashboard** in PowerSchool atrieveERP. If you have specific questions, please contact Michelle Unchulenko ([michelle.unchulenko@blackgold.ca](mailto:michelle.unchulenko@blackgold.ca) or 780-955-6033).

**7. How do I log an absence?**

Please enter all absences on your timesheet. Your timesheet can be found under **My Info>Time and Attendance>Enter Time**.

## **Employee Wellness**

**8. What does Black Gold offer to support my wellness?**

- a. Our EFAP program, **Inkblot**, provides free counseling and coaching for you, your spouse, and/or your dependents, from a wide variety of service providers to support with a number of issues, including financial and legal advice, health coaching, life transitions, and career coaching. Learn more [here](#), and sign up [here](#).
- b. ASEBP, our benefits provider, covers all your general health benefits. Learn more [here](#), and get the [user-friendly app](#). You will also have a Health Spending and Wellness Spending account to use at your discretion. [Read more](#) about eligible expenses.
- c. Pam Verhoeff, Division Lead Wellness Teacher, is the new employee contact person. Reach out to her if you have any questions at all: [pam.verhoeff@blackgold.ca](mailto:pam.verhoeff@blackgold.ca) or 780-955-4533.
- d. Expect a **bi-monthly wellness newsletter** to hit your inbox. Inside, you will find research-backed personal wellness strategies, local wellness supports, and opportunities to participate in Black Gold Challenge events, which are a fun way to establish camaraderie and competition across the Division. [Read past issues](#).

**9. What does Black Gold offer as support for underrepresented staff populations?**

- a. **Join an ERG (Employee Resource Group)**, as a member of the community or as an ally. These groups are safe spaces where people can get together to build community, learn from the lived experiences of others, develop leadership skills, feel supported, advocate for their needs, and educate others. The ERGs at Black Gold are listed below.
  - i. **PLUS+ (People Like Us)** The purpose of the PLUS is to enhance the work environment at the Black Gold School Division for employees and job seekers. Our goal is to make a better and safer workplace for all by increasing the visibility, value, and voice of underrepresented people in leadership and staff. We serve as the steering committee to support and elevate the work of our ERGs.
  - ii. **DREAM in Colour (Diversity, Respect, Equity, Advocacy, Mentorship)** The mission of DREAM in Colour is to foster networking, professional development, mentoring, and leadership opportunities for people of colour with a focus on raising awareness of and celebrating each other's cultures, staff recruitment & retention, professional learning, and supporting career pursuits for advancement of POC in the Black Gold School Division.
  - iii. **2SLGBTQIA+ Team** The purpose of the 2SLGBTQIA+ Team is to create a safe space where members and allies can come together for support, connection, education, and advocacy. First and foremost we want to keep 2SLBTQIA+ people in BGSD safe, but we don't want to stop there; we want to see members of our community thrive in our buildings and find themselves more frequently in positions of leadership.
  - iv. **Tradespeople** The purpose of the Tradespeople ERG is to bring together tradespeople (both ticketed and not) from across the division to connect for support, community, and to highlight the amazing opportunities that exist for BGSD students and staff within the trades.
- b. **Contact PLUS+** if you need support during times of discrimination (of any type). PLUS+ will provide wraparound support for all impacted parties, ranging from mediating restorative conversations, to student assemblies, to providing an ear and support when a difficult situation arises. We can come to you, we can bring you to us; we are here for you in whatever capacity you need.