

## TEACHER COMMENCEMENT PACKAGE

This package contains all the forms necessary to enrol you onto our payroll system. Please read these notes/instructions as you complete the forms.

### Information/Pay Distribution Form

Payroll Information – Please complete all areas.

Electronic Pay Distribution - All staff are required to have a bank account for electronic deposit of their pay. We can distribute your pay to several different banks or bank accounts as you wish. Be sure to attach a void cheque or a bank-completed deposit slip for each account you list. If you want all of your pay in one account, write 100% on the '%' line". Please make sure that you sign the form. Your monthly direct deposit statements will be emailed to your High Prairie School Division email address.

### Personal Tax Credits Returns - TD1 and TD1AB

Completing these forms will determine the Income Tax Exemption we will use when deducting income tax. If you wish to claim the basic personal exemption, complete the personal information at the top of each form (disregard "Employee Number") and carry the amount specified in #1 forward to the Total Claim Amount box at the bottom of each form. Date and sign the second page. If you wish to claim other than the basic exemption, (i.e. to claim dependants, tuition, etc.), read through and complete both forms as appropriate.

### Alberta Teacher's Retirement Fund (ATRF)

This is a mandatory retirement fund to which all teachers in Alberta must contribute. Current monthly contribution rates are 10.87% of the first \$4575 gross pay, and 15.34% on the balance. Complete both the Information Update and Designating a Beneficiary forms providing the information required. Please note the information on the left of the form for applicable beneficiary restrictions. Ensure a witness also signs the form. **Send these documents directly to ATRF at the address listed on the back of the forms.**

### Statutory Declaration

This form is used to record previous teaching experience including substitute teaching. Complete the information and sign in the presence of a Commissioner for Oaths. This form is not required if you have satisfactory evidence of past experience from previous employing boards. **As per clause 4.03 of the collective agreement, proof of teaching experience must be provided to the Board within 60 calendar days of the commencement of teaching duties. If this information is not received within 60 days, pay will be adjusted the first of the month after it is received, not retroactively.**

### Alberta School Employee Benefit Plan – Group Insurance Enrolment

For teachers, the Long Term Disability, Life & AD&D insurance are mandatory, and premiums are paid by the Board. Extended Health, Dental and Vision Care are optional. Extended Health and Vision care premiums are paid by the board for full time teachers. Part-time teachers have their premiums pro-rated according to their FTE. For dental coverage, full time teachers pay 5% of the monthly premium and the school division pays 95%. Part-time teachers will pay a correspondingly higher rate.

To apply for coverage complete sections A, B, & F, and C & D if applicable. You may waive Extended Health Care and/or Dental coverage by completing section E. You must however, complete the required sections to apply for the mandatory benefits.

The Benefit Information Handbook explaining each benefit is available on line at [www.asebp.ab.ca](http://www.asebp.ab.ca). Refer to the following specific plans under which our school division is covered:

- Life, AD & D – Plan 2
- Extended Disability – Plan D
- Dental Care – Plan 3
- Extended Health Care – Plan 1

**Please note: You have 30 days from your first day worked to apply for benefits. Applications received after that date will result in late applicant penalties and a possibility of refusal of coverage.**

#### Health Spending Account

In addition to the above medical plans, the School Division will set up a Health Spending Account with ASEBP depositing \$63 per month for each full time teacher. Part-time teachers will have a pro-rated amount deposited. Explanation of the benefit is covered online at [www.asebp.ab.ca](http://www.asebp.ab.ca).

#### TQS & Teacher's Certificate

We require a copy of your current Alberta Teacher's Certificate and the Teacher's Qualifications Services (TQS) Statement of Qualifications. If you do not have either of these documents, please notify us **asap. Applications should be sent out immediately.** We require your TQS **or** proof that you have applied for it within 60 calendar days of your hire date. **Retroactive grid adjustments to a level higher than 4 years of education, if applicable, will not occur unless one of these TQS documents is received within 60 days of your first day worked.** See sections 5.04 to 5.06 of the collective agreement. A sample letter similar to the one you should receive from ATA regarding your TQS is part of this package. This is the letter we will consider proof of application.

#### Employee and Family Assistance Program

There is a pamphlet online. This service is provided to all HPSD teachers at no cost to the employee.

#### Voluntary Accident Insurance

This insurance is optional. We provide payroll deductions for the premiums.

#### RRSP

We also offer a payroll deduction for RRSP contributions. There are 3 different plans available. There is an information sheet online. **No** matching employer contribution is made for teaching staff.

If you require assistance, feel free to call me (780-523-3337 or toll free @1-877-523-3337). You may also email me – [scairns@hpsd.ca](mailto:scairns@hpsd.ca).

Welcome aboard!

Sandra Cairns  
Payroll Supervisor