

### **Message from the Chair...**

School based staff are on the countdown for the end of another school year, while 12-month staff are gearing up for registrations for bussing, bus routes, fee payments, waivers, lunchroom, registrations for school, and the list goes on. You can be sure that summer is a busy time for others in a system as large as the Calgary Board of Education, and a reflection of the importance of the work that they do to put students in seats, have their schools ready, busses ready, staff in place, systems up and running, etc.

No matter if you are 10 or 12-month employees, there is an exciting start to summer this year with Canada's 150<sup>th</sup> Birthday on July 1<sup>st</sup>!

On behalf of the SA Board of Directors and Office Staff, have a safe and fun-filled summer with family and friends!

*Lois Robb*

### **Applying for Employment Insurance (EI)**

- **A CBE Communication was e-mailed to employees on June 8<sup>th</sup> and this information has been copied and pasted directly from that. The CBE communication is available by logging into CBE's Website ([www.cbe.ab.ca](http://www.cbe.ab.ca)) and clicking on the "staff" tab at the top of their homepage (log-in to the *staff insite* homepage - *staff insite*→locate system tools→news centre→news (scroll down and click on: [Summer 2017 Mass ROE Communication](#)).**
- If you have any questions, please call **CBE'S Employee Contact Centre at 1.877.353.2555 or Service Canada directly at 1.800.206.7218.**
- To file, please go to [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca) - select "My Service Canada Account"
- CBE will automatically have Records of Employment (ROE) issued electronically to Service Canada via the Web for 10-month support staff by July 8, 2017.

#### ***Tips for completion of application:***

- During the application process you will be asked if you are part of a group layoff, indicate yes and provide the following support staff reference code: **4812012017082017** (the code must be typed exactly as shown).

[Applying for Employment Insurance – Notice for School-Related Employees](#) (pdf)

- Return to work date is a mandatory field. If you have not been provided with a date, indicate Oct. 31, 2017.
- These codes are only effective May 29, 2017 - August 25, 2017.
- Staff Association Union Local Number: We do not have a local number, we are simply the CBE Staff Association.
- Do not use the above noted reference code if you are applying for Special EI benefits as specified in the attached notice (maternity leave or medical leave etc.).

## Staff Association Summer Hours

Staff Association is closed Friday's throughout the summer, and with staff using their earned vacation time, please e-mail or phone ahead to book an appointment should you need to visit the office to ensure that one of our Management Team Members will be available to assist you with your questions/concerns.

<b>Staff Association Office Staff</b>		
<b>Lois Robb</b> , Chairperson	403.242.7555 ext. 1	<a href="mailto:lmrobb@staffassociation.ca">lmrobb@staffassociation.ca</a>
<b>Albert Herscovitch</b> , Manager	403.242.7555 ext. 4	<a href="mailto:aherscovitch@staffassociation.ca">aherscovitch@staffassociation.ca</a>
<b>Mark Johnson</b> , Manager	403.242.7555 ext. 2	<a href="mailto:mrjohnson@staffassociation.ca">mrjohnson@staffassociation.ca</a>
<b>Dawn Scott</b> , Administrative Secretary	403.242.7555 ext. 0	<a href="mailto:dawn@staffassociation.ca">dawn@staffassociation.ca</a>
<b>Sue Wenaas</b> , Staff Development Fund Administrator & Convention Coordinator	403.242.7555 ext. 3	<a href="mailto:sue@staffassociation.ca">sue@staffassociation.ca</a>

