

June 2019 - No 7

www.staffassociation.ca

Message from the Chair...

My apologies as this FYI is late coming out. It's crazy that it's the end of June already. We've been busy here at the office assisting many members identified for transfer (placement) and members experiencing issues at work etc.

It has been an honour to work alongside Lois the past couple of months. I was able to see firsthand the great lengths she would go in supporting members.

Many of us will always remember her many years of service and dedication to Staff Association. I wish her well as she begins her retirement with a much-deserved vacation. All the best, Lois!



We are extremely proud of the service that Staff Association members provide to CBE and its students. We hope that you find time for some well-deserved rest, relaxation and fun this summer with family and friends.

On behalf of the SA Board of Directors and Office Staff,

Jen Copithorne

Applying for Employment Insurance (EI)

Please Note: This information has been copied and pasted directly from 'Staff Insite' on CBE's Website.

Questions: If you have any questions, please contact **CBE'S Employee Contact Centre (CBE Human Resources)** at **403.817.7333** (ecc@cbe.ab.ca) or **Service Canada** directly at **1.800.206.7218**.

ROE Issue Date: CBE will automatically have Records of Employment (ROE) issued electronically to Service Canada via the Web for 10-month support staff by July 6, 2019.

Applying For Employment Insurance: Apply as soon as possible after you stop working. Do not wait until you get your ROE to apply. If you wait more than four weeks after your last day of work to apply, you may lose benefits.

How To File Your Claim: To file, please go to www.servicecanada.gc.ca or www.canada.ca – Scroll down page and select "My Service Canada Account"

IMPORTANT NOTICE - NO 16-digit Reference Code Required 🙌

- You do NOT require a 16-digit reference code
- For further information please visit [Payroll in Staff Insite](#)

Important Information From Service Canada – PLEASE READ

- [Applying for Employment Insurance – Notice for Non-teaching Support Staff](#) (pdf)

Are You Eligible For EI? Service Canada (www.canada.ca) provides information on the number of insurable hours you need to work to be eligible for EI benefits. All support staff members that meet EI requirements are eligible to receive EI benefits.

SA Union Local Information: Staff Association Union Local Number: We do not have a local number, we are simply the CBE Staff Association and were founded in 1968.

CBE General Information

Employee Contact Centre (ECC)

Need Help? Have Questions? Call or E-mail CBE's Employee Contact Centre: **403-817-7333** (ecc@cbe.ab.ca). The Employee Contact Centre (ECC), CBE Human Resources, can assist you with questions regarding your salary, payroll, group benefits, pension, leaves, vacation pay, salary verification letters, **records of employment**, T4's, retirement planning, resignation/retirement processing and any other general inquiry you may have including self-service in PeopleSoft.

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.

Staff Association Office Staff		
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