



HR MEMORANDUM

RE: Application for Casual Employees (Teacher Assistants and Classroom Supervisors)

Please be advised that you will be considered to be placed on our Casual Employee List for Grande Yellowhead Public School Division No. 77 pending receipt of **required** documents noted below:

- a Child Welfare Record Check
- a Vulnerable Sector Check
- a short resume evidencing possession of a grade 12 diploma or equivalent
- completion of the enclosed School Checklist
- completion of the enclosed payroll forms (TD1AB, TD1 and Direct Deposit)

Also enclosed in this package you will find:

- a procedure outline
- a summary of the Alberta School Employee Benefit Plan

Once you have obtained all **required** documents, please submit them by mail or in person to this office.

If you have any questions, please contact:

Michelle Roy,
Executive Secretary – Human Resources

Phone: (780) 723-4471 – extension 140
Email: michroy@gypsd.ca
Address: 3656 – 1st Avenue, Edson, AB T7E 1S8



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Please be advised that you will be considered to be placed on our Casual Employee List for Grande Yellowhead Public School Division No. 77 pending receipt of **required** documents noted below:

- a Child Welfare Record Check
- a Criminal Record Check Certificate
- a short resume evidencing possession of a grade 12 diploma or equivalent
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- completion of the enclosed payroll forms (TD1AB, TD1 and Direct Deposit)

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- a procedure outline
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CASUAL EMPLOYEE LIST – 2018-2019

Date: _____ **Name:** _____

Address: _____

Postal Code: _____ **Phone #:** _____

Please forward my name to the following school(s) to be included on the Casual Employee list for the 2018/2019 school year:

Please indicate which positions you are available for by checking off the appropriate boxes to the left below:

- Classroom Supervisor:** These persons are called when a certificated substitute teacher is not available to cover a classroom in a teacher's absence.
- TA Support Staff:** These persons will replace support staff in the schools as a teacher aide. The person will work under the direct supervision of the classroom teacher.
- Clerical Support:** These persons will replace secretaries, office, or library assistants in the schools, Education Services Centre and/or Learning Services Centre.

Jasper (check the box to the *left* of the school(s) you wish your name to be forwarded to)

<input type="checkbox"/>	Jasper Elementary	K-6	<input type="checkbox"/>	Jasper Jr./Sr. High	7-12
<input type="checkbox"/>	The Learning Connection – Jasper	K-12			

Grande Cache

<input type="checkbox"/>	Sheldon Coates Elementary	K-3	<input type="checkbox"/>	Summitview	4-8
<input type="checkbox"/>	Grande Cache Community High	9-12	<input type="checkbox"/>	SonRise Christian Program at Grande Cache Community High	K-8
<input type="checkbox"/>	The Learning Connection – Grande Cache	K-12			

Hinton

<input type="checkbox"/>	Harry Collinge High (FRIM)	8-12	<input type="checkbox"/>	École Mountain View (FRIM)	K-7
<input type="checkbox"/>	Crescent Valley	K-7	<input type="checkbox"/>	The Learning Connection - Hinton	K-12

Edson

<input type="checkbox"/>	Mary Bergeron	K-5	<input type="checkbox"/>	Parkland Composite High (FRIM)	9-12
<input type="checkbox"/>	École Westhaven (FRIM)	K-5	<input type="checkbox"/>	The Learning Connection - Edson	K-12
<input type="checkbox"/>	Fulham	K-6	<input type="checkbox"/>	Education Services Centre Reception	Clerical
<input type="checkbox"/>	École Pine Grove School	6-8			

Lobstick

<input type="checkbox"/>	Niton Central	K-9	<input type="checkbox"/>	Wildwood	K-9
<input type="checkbox"/>	Evansview	K-6	<input type="checkbox"/>	Grand Trunk High	7-12
<input type="checkbox"/>	The Learning Connection - Evansburg	K-12			

Bilingual (please specify) _____

Please complete the above and sign acknowledging your consent to allow us to circulate your information to the Principals and Teachers who may require your services.

Dated this _____ day of _____, 20____ Signature: _____



2018 Personal Tax Credits Return

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your tax deductions.

Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

<p>1. Basic personal amount – Every resident of Canada can claim this amount. If you will have more than one employer or payer at the same time in 2018, see "More than one employer or payer at the same time" on page 2. If you are a non-resident, see "Non-residents" on page 2.</p>	11,809
<p>2. Canada caregiver amount for infirm children under age 18 – Either parent (but not both), may claim \$2,182 for each infirm child born in 2001 or later, that resides with both parents throughout the year. If the child does not reside with both parents throughout the year, the parent who is entitled to claim the "Amount for an eligible dependant" on line 8 may also claim the Canada caregiver amount for that same child who is under age 18.</p>	
<p>3. Age amount – If you will be 65 or older on December 31, 2018, and your net income for the year from all sources will be \$36,976 or less, enter \$7,333. If your net income for the year will be between \$36,976 and \$85,863 and you want to calculate a partial claim, get Form TD1-WS, <i>Worksheet for the 2018 Personal Tax Credits Return</i>, and fill in the appropriate section.</p>	
<p>4. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$2,000 or your estimated annual pension income, whichever is less.</p>	
<p>5. Tuition (full time and part time) – If you are a student enrolled at a university or college, or an educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time or part time, enter the total of the tuition fees you will pay.</p>	
<p>6. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, <i>Disability Tax Credit Certificate</i>, enter \$8,235.</p>	
<p>7. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$11,809 (\$13,991 if he or she is infirm), enter the difference between this amount and his or her estimated net income for the year. If his or her net income for the year will be \$11,809 or more (\$13,991 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,391 or less and he or she is infirm, go to line 9.</p>	
<p>8. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependent relative who lives with you and whose net income for the year will be less than \$11,809 (\$13,991 if he or she is infirm and you cannot claim the Canada caregiver amount for children under age 18 for this dependant), enter the difference between this amount and his or her estimated net income. If his or her net income for the year will be \$11,809 or more (\$13,991 or more if he or she is infirm), you cannot claim this amount. In all cases, if his or her net income for the year will be \$23,391 or less and he or she is infirm and is age 18 or older, go to line 9.</p>	
<p>9. Canada caregiver amount for eligible dependant or spouse or common-law partner – If, at any time in the year, you support an infirm eligible dependant (aged 18 or older) or an infirm spouse or common-law partner whose net income for the year will be \$23,391 or less, get Form TD1-WS and fill in the appropriate section.</p>	
<p>10. Canada caregiver amount for dependant(s) age 18 or older – If, at any time in the year, you support an infirm dependant age 18 or older (other than the spouse or common-law partner or eligible dependant you claimed an amount for on line 9, or could have claimed an amount for if his or her net income were under \$13,991) whose net income for the year will be \$16,405 or less, enter \$6,986. If his or her net income for the year will be between \$16,405 and \$23,391 and you want to calculate a partial claim, get Form TD1-WS and fill in the appropriate section. You can claim this amount for more than one infirm dependant age 18 or older. If you are sharing this amount with another caregiver who supports the same dependant, get the Form TD1-WS and fill in the appropriate section.</p>	
<p>11. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition amount, or disability amount on his or her income tax return, enter the unused amount.</p>	
<p>12. Amounts transferred from a dependant – If your dependant will not use all of his or her disability amount on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her tuition amount on his or her income tax return, enter the unused amount.</p>	
<p>13. TOTAL CLAIM AMOUNT – Add lines 1 to 12. Your employer or payer will use this amount to determine the amount of your tax deductions.</p>	

Filling out Form TD1Fill out this form **only** if:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed);
- you want to claim the deduction for living in a prescribed zone; or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1, your employer or payer will deduct taxes after allowing the basic personal amount **only**.**More than one employer or payer at the same time**

- If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1 for 2018, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1, **check** this box, enter "0" on line 13 and do not fill in lines 2 to 12.

Total income less than total claim amount

- Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 13. Your employer or payer will not deduct tax from your earnings.

Non-residents (Only fill in if you are a non-resident of Canada.)

As a non-resident of Canada, will 90% or more of your world income be included in determining your taxable income earned in Canada in 2018?

- Yes (Fill out the previous page.)
- No (Enter "0" on line 13, and do not fill in lines 2 to 12 as you are not entitled to the personal tax credits.)

If you are unsure of your residency status, call the international tax and non-resident enquiries line at **1-800-959-8281**.**Provincial or territorial personal tax credits return**

If your claim amount on line 13 is more than \$11,809, you also have to fill out a provincial or territorial TD1 form. If you are an employee, use the Form TD1 for your province or territory of employment. If you are a pensioner, use the Form TD1 for your province or territory of residence. Your employer or payer will use both this federal form and your most recent provincial or territorial Form TD1 to determine the amount of your tax deductions.

If you are claiming the basic personal amount **only** (your claim amount on line 13 is \$11,809), your employer or payer will deduct provincial or territorial taxes after allowing the provincial or territorial basic personal amount.

Note: If you are a Saskatchewan resident supporting children under 18 at any time during 2018, you may be able to claim the child amount on Form TD1SK, *2018 Saskatchewan Personal Tax Credits Return*. Therefore, you may want to fill out Form TD1SK even if you are **only** claiming the basic personal amount on this form.

Deduction for living in a prescribed zoneIf you live in the Northwest Territories, Nunavut, Yukon, or another prescribed **northern** zone for more than six months in a row beginning or ending in 2018, you can claim:

- \$11.00 for each day that you live in the prescribed northern zone; or
- \$22.00 for each day that you live in the prescribed northern zone if, during that time, you live in a dwelling that you maintain, and you are the only person living in that dwelling who is claiming this deduction.

\$ Employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.For more information, go to canada.ca/taxes-northern-residents.**Additional tax to be deducted**

You may want to have more tax deducted from each payment, especially if you receive other income, including non-employment income such as CPP or QPP benefits, or old age security pension. By doing this, you may not have to pay as much tax when you file your income tax return. To choose this option, state the amount of additional tax you want to have deducted from each payment. To change this deduction later, fill out a new Form TD1.

\$ **Reduction in tax deductions**You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at canada.ca/arc-info-source, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

It is a serious offence to make a false return.

Date _____

YYYY/MM/DD

Read page 2 before filling out this form. Your employer or payer will use this form to determine the amount of your provincial tax deductions.
Fill out this form based on the best estimate of your circumstances.

Last name	First name and initial(s)	Date of birth (YYYY/MM/DD)	Employee number
Address	Postal code	For non-residents only – Country of permanent residence	Social insurance number

1. Basic personal amount – Every person employed in Alberta and every pensioner residing in Alberta can claim this amount. If you will have more than one employer or payer at the same time in 2018, see "More than one employer or payer at the same time" on page 2.

18,915

2. Age amount – If you will be 65 or older on December 31, 2018, and your net income from all sources will be \$39,238 or less, enter \$5,271. If your net income for the year will be between \$39,238 and \$74,378 and you want to calculate a partial claim, get Form TD1AB-WS, *Worksheet for the 2018 Alberta Personal Tax Credits Return*, and fill in the appropriate section.

3. Pension income amount – If you will receive regular pension payments from a pension plan or fund (excluding Canada Pension Plan, Quebec Pension Plan, Old Age Security, or Guaranteed Income Supplement payments), enter \$1,456, or your estimated annual pension income, whichever is less.

4. Tuition and education amounts (full time and part time) – If you are a student enrolled at a university, college, or educational institution certified by Employment and Social Development Canada, and you will pay more than \$100 per institution in tuition fees, fill in this section. If you are enrolled full time, or if you have a mental or physical disability and are enrolled part time, enter the total of the tuition fees you will pay, plus \$735 for each month that you will be enrolled. If you are enrolled part time and do not have a mental or physical disability, enter the total of the tuition fees you will pay, plus \$221 for each month that you will be enrolled part time.

5. Disability amount – If you will claim the disability amount on your income tax return by using Form T2201, *Disability Tax Credit Certificate*, enter \$14,590.

6. Spouse or common-law partner amount – If you are supporting your spouse or common-law partner who lives with you and whose net income for the year will be less than \$18,915, enter the difference between \$18,915 and his or her estimated net income. If his or her net income for the year will be \$18,915 or more, you cannot claim this amount.

7. Amount for an eligible dependant – If you do not have a spouse or common-law partner and you support a dependant relative who lives with you and whose net income for the year will be less than \$18,915, enter the difference between \$18,915 and his or her estimated net income. If his or her net income for the year will be \$18,915 or more, you cannot claim this amount.

8. Caregiver amount – If you are taking care of a dependant who lives with you, whose net income for the year will be \$17,409 or less, and who is either your or your spouse's or common-law partner's:

- parent or grandparent (aged 65 or older); or
- relative (aged 18 or older) who is dependent on you because of an infirmity, enter \$10,949.

If the dependant's net income for the year will be between \$17,409 and \$28,358 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

9. Amount for infirm dependants age 18 or older – If you are supporting an infirm dependant aged 18 or older who is your or your spouse's or common-law partner's relative, who lives in Canada, and whose net income for the year will be \$7,233 or less, enter \$10,949. You cannot claim an amount for a dependant you claimed on line 8. If the dependant's net income for the year will be between \$7,233 and \$18,182 and you want to calculate a partial claim, get Form TD1AB-WS and fill in the appropriate section.

10. Amounts transferred from your spouse or common-law partner – If your spouse or common-law partner will not use all of his or her age amount, pension income amount, tuition and education amounts, or disability amount on his or her income tax return, enter the unused amount.

11. Amounts transferred from a dependant – If your dependant will not use all of his or her **disability amount** on his or her income tax return, enter the unused amount. If your or your spouse's or common-law partner's dependent child or grandchild will not use all of his or her **tuition and education amounts** on his or her income tax return, enter the unused amount.

12. TOTAL CLAIM AMOUNT – Add lines 1 to 11.
Your employer or payer will use your claim amount to determine the amount of your provincial tax deductions.

Filling out Form TD1AB

Fill out this form **only** if you are an employee working in Alberta or a pensioner residing in Alberta and any of the following apply:

- you have a new employer or payer and you will receive salary, wages, commissions, pensions, employment insurance benefits, or any other remuneration;
- you want to change amounts you previously claimed (for example, the number of your eligible dependants has changed); or
- you want to increase the amount of tax deducted at source.

Sign and date it, and give it to your employer or payer.

If you do not fill out Form TD1AB, your employer or payer will deduct taxes after allowing the basic personal amount **only**.

More than one employer or payer at the same time

If you have more than one employer or payer at the same time and you have already claimed personal tax credit amounts on another Form TD1AB for 2018, you **cannot claim them again**. If your total income from all sources will be **more** than the personal tax credits you claimed on another Form TD1AB, **check** this box, enter "0" on line 12 and do not fill in lines 2 to 11.

Total income less than total claim amount

Check this box if your total income for the year from **all** employers and payers will be **less** than your total claim amount on line 12. Your employer or payer will not deduct tax from your earnings.

Additional tax to be deducted

If you wish to have more tax deducted, fill in "*Additional tax to be deducted*" on the federal Form TD1.

Reduction in tax deductions

You can ask to have less tax deducted on your income tax return if you are eligible for deductions or non-refundable tax credits that are not listed on this form (for example, periodic contributions to a registered retirement savings plan (RRSP), child care or employment expenses, charitable donations, and tuition and education amounts carried forward from the previous year). To make this request, fill out Form T1213, *Request to Reduce Tax Deductions at Source*, to get a letter of authority from your tax services office. Give the letter of authority to your employer or payer. You do not need a letter of authority if your employer deducts RRSP contributions from your salary.

Forms and publications

To get our forms and publications, go to canada.ca/cra-forms-publications or call 1-800-959-5525.

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at canada.ca/cra-info-source, Personal Information Bank CRA PPU 120.

Certification

I certify that the information given on this form is correct and complete.

Signature _____

Date _____

It is a serious offence to make a false return.

Accepting a contract

If you accept a contract position with an ASEBP participating employer or other school jurisdiction and become eligible for benefits through that contract, you must complete a *Change Application for Substitute Teachers and Casual Staff* form within 31 days of accepting the contract to suspend coverage. When your contract comes to an end, if you wish to re-enrol in ASEBP STACS benefits, you must submit another *Change Application for Substitute Teachers and Casual Staff* within 31 days of the end of your contract to ensure there is no break in your benefit coverage.

If you do not complete the form within these time frames late applicant provisions will apply.

Manage your benefits online

Once you have received your ASEBP ID card, you can register for a My ASEBP account. To do so, simply visit www.asebp.ca/myasebp and click on the Register button.

Your My ASEBP account provides you with the ability to submit claims online and access to your claims history, coverage details, a Drug Inquiry Tool to look up what medications are covered by your ASEBP benefits and reliable health information via Apple-a-Day—a secure online health information resource available exclusively to you.

After you've registered for a My ASEBP account, you can also utilize our mobile app! It provides you with tools that allow you to easily manage your benefits on the go. Download it from the App Store or Google Play, today!

Questions

Please contact an ASEBP benefit specialist:

Phone: 780-431-4786

Toll-Free: 1-877-431-4786

Email: benefits@asebp.ca
www.asebp.ca



benefits for
substitute teachers and casual staff





ASEBP strives to be the recognized leader for Alberta's public education sector in providing comprehensive health benefits and related services.

Your choice

As a substitute teacher or casual staff (STACS) member, your benefit package choices are:

LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE (AD&D)

\$25,000 Life Insurance, \$25,000 AD&D, and Extended Health Care (EHC) Plan 2

EHC PLAN 2

\$50,000 Life Insurance, \$50,000 AD&D, EHC Plan 2

Each is available with either single coverage (only for you, the ASEBP covered member), or family coverage (for you and your spouse/dependants).

It is important to understand that when selecting benefit choices, you will have to participate in (Life Insurance/AD&D/EHC).

Dental Care Plan 2 is an optional benefit that may be added, but is not available on its own. If you choose to add Dental Care coverage at a later date, after you've already enrolled in benefits, you and your dependants will be considered late applicants and will be subject to deductibles for the first 12 months.

Applying for benefits

You are eligible to apply for benefits if you are:

- on an ASEBP participating employer's roster of substitute teachers (participating employer's teacher group must have ASEBP benefits) or are in a casual staff pool;
- under age 65 (up to age 70 if actively working past the age of 65);
- a resident of Canada; and
- ineligible for group employment benefits through an ASEBP participating employer or other school jurisdiction and not participating in ASEBP Early Retiree Benefits.

If you fit this description and are interested in enrolling in benefits, please complete the *Declaration and Benefits for Substitute Teachers and Casual Staff Application* form and submit it to ASEBP **within 31 days** of initially being placed on a substitute teacher roster or casual staff list.

You can obtain a form from our website, www.asebp.ca, under the Forms tab, or you can contact an ASEBP benefit specialist.

Late applicants

If your completed form is not received by ASEBP within 31 days of initially being placed on the substitute teacher roster or casual staff list, you and your dependants, where applicable, will be considered late applicants. You may apply for benefits as a late applicant, but you will need to provide medical evidence of insurability and other restrictions will apply. The *Medical Evidence of Insurability - Substitute Teachers and Casual Staff* form is available on our website or by contacting an ASEBP benefit specialist.

Your coverage

More information about STACS coverage can be found on the ASEBP website, www.asebp.ca, under the Benefits and Services tab.

