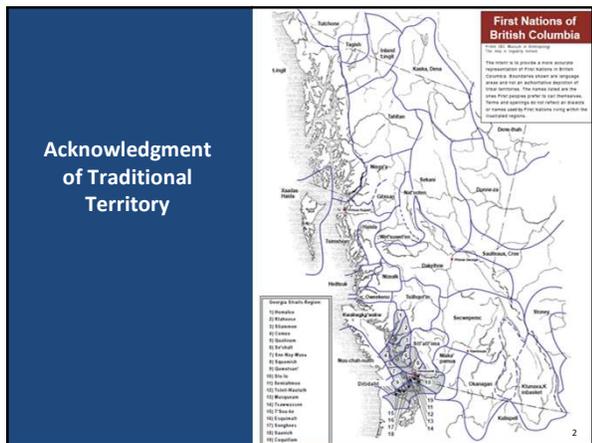


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Objectives

The objective of this seminar is to provide teachers with the information they need to

- make effective, error-free applications for employment insurance.
- maximize and extend those benefits throughout the school year.

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Outline

- Should I apply?
- Do I qualify?
- What are my benefits?
- How do I apply?
- How do I maintain my claim?
- How do I deal with problems?
- Summary.

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Should I apply?

Employment Insurance is an entitlement!

- You pay premiums.
- The employer pays premiums.
- It provides income replacement when work is not available.

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Should I apply?

EI is more than wage replacement

- It covers non-teaching breaks.
- It covers “slow periods.”
- It provides sick leave to TTOCs.
- It covers sick days under regular benefits and up to an additional 15 weeks under sickness benefits.

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Do I qualify?

To qualify,

1. you must have experienced an interruption in earnings, i.e., for seven or more consecutive days,
2. your teaching contract has ended, or
3. your employment was on a casual or substitute basis, and
4. you have no prospect of being called out for the next seven days.

Note: The acceptance or rejection of a new contract (verbal or written) may impact your eligibility for a claim.

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Do I qualify? (cont.)

5. You must have enough hours

- The number of required hours depends on your region, but will be between 420–700 hours in the last 52 weeks or since the start of your last EI Claim (whichever is shorter).
- One public school teaching day equals 9.1 hours; 700 hours is approximately 77 teaching days.
- Until September 24 2022, you need to have accumulated 420 hours of insurable employment during your qualifying period to qualify for EI benefits for every region.

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Breakdown of FTE

- 9.1 is a full teaching day, regardless of what your paystub may list.
- 0.6 FTE of a day = 5.5 hours
- 0.5 FTE of a day = 4.6 hours
- 0.4 FTE of a day = 3.7 hours
- 0.25 FTE of a day = 2.3 hours
- Check with your local regarding TTOC FTE callouts.

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What are the benefits?

- 55% of average gross earnings of 14–22 best weeks over last 52-week qualifying period—maximum of \$638 per week.

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Working While on Claim (WWC)

Under the Working While on Claim rule (the default rule), you can keep 50 cents of your benefits for every dollar you earn, up to 90 percent of your previous weekly earnings. Above this cap, your EI benefits are deducted dollar-for-dollar. If you work a full work week, regardless of you how much you earn, you will not be eligible to receive EI benefits for that week.

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Example

Isabelle collects EI benefits. She receives the maximum amount allowed, which is \$638 a week. During her benefit period, she finds part-time work for \$20 an hour. She works 20 hours a week, earning a total of \$400. Therefore, her benefits will be reduced by \$200 ($\$400 \times 50\% = \200). She will be paid \$438 ($\$638 - \$200 = \438).

When you work and receive benefits at the same time, you must not combine the hours and earnings of more than one week. It is essential that you report your work earnings and hours during the week in which you worked.

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How many weeks of EI will I get?

Service Canada provides a tool that lets you look up the maximum number of weeks for your particular region by entering your postal code

http://srv129.services.gc.ca/eiregions/eng/postalcode_search.aspx

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How do I apply?

Step 1—Record of Employment (ROE)

- School districts must issue a ROE to all TTOCs and anyone who has been laid off.
- Check your ROE (www.servicecanada.gc.ca) online.
- It will usually be submitted electronically.
- You may have to request your ROE. Ask your Local President for the process in your district.

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Application for Employment Insurance benefits online

Exit

Services » Application for EI benefits

Type of Employment Insurance Application

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory

* What type of Employment Insurance benefits would you like to claim?

Benefits for employees

These benefits are for people who are applying based on their work in insurable employment as an employee, including fishers. They provide temporary financial assistance if you have lost your job (through no fault of your own), if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill child.

Benefits for self-employed people

Self-employed people can apply for benefits if they have voluntarily registered into the EI program. These benefits provide temporary financial assistance if you are sick, pregnant, caring for a newborn or adopted child, caring for a family member who is seriously ill with a significant risk of death or providing care or support to a critically ill child.

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Services » Application for EI benefits

Reference Code

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory

* Are you part of a group of employees in

- an Apprenticeship Program, or
- a Work-sharing Program, or
- a Group Layoff situation, or
- the Automotive Industry, and

were you given a reference code to submit this application?

Yes No

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Services » Application for EI benefits

Benefit Type

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory

* What type of benefits are you applying for?

Regular benefits, if you have lost your job and you are available for and able to work, but can't find a job.

Fishing benefits, if you are a self-employed person engaged in fishing.

Sickness benefits, if you are unable to work due to illness, injury or quarantine. This option also allows you to receive sickness benefits prior to maternity benefits.

Maternity benefits, if you are pregnant or have recently given birth. This option also allows you to receive maternity followed by parental benefits.

Parental benefits, if you are caring for a newborn or newly adopted child.

Compassionate Care benefits, if you are caring for supporting a family member who is gravely ill with a significant risk of death within 26 weeks.

Benefits for Parents of Critically Ill Children, to care or support a critically ill child.

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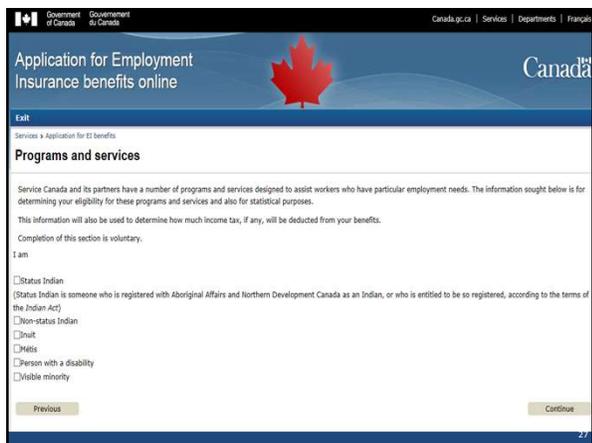
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Services > Application for EI benefits

Reason for Separation

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory.

Employer:
Name: Nanaimo School District
Phone Number: 250-754-5421
First day worked: 04/09/2012
Last day worked: 28/06/2012

* Why are you no longer working?
*Shortage of Work (includes Layoff, End of Contract, End of Season, Office Closure)
*Quit (includes Retirement, Health Reasons, Moving to accompany a spouse or dependent)
 Dismissed or Suspended
 Illness, Injury or Surgery
 Maternity
 Parental
 Compassionate Care
 Parents of Critically Ill Children
 Employer Bankrupt
 Apprentice Training
 Work-sharing
 Strike or Lockout
 Leave of Absence

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Services > Application for EI benefits

Rate of Pay

What was your hourly rate of pay or annual salary (before deductions)?

\$ per hour per year

This information is sought to gather data for Labour Market Information. Completion of this section is voluntary.

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Services > Application for EI benefits

Job Title Information

► Help for this page

Answers to fields and questions with an asterisk (*) are mandatory.

Employer:
Name: Nanaimo School District
Phone Number: 250-754-5421
First day worked: 04/09/2012
Last day worked: 28/06/2012

* What was your job title?

Enter your job title (secretary, plumber) or your field of work (aviation, finances, administration) and click on "Search job titles". You can also try your search by entering a minimum of the first 4 letters of the job title or the field of work. If you do not find the exact match, select the one that most closely matches your occupation.

teacher X

Search job titles

(e.g. :plumber or plum, secretary or secr)

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JFFS > Teachers Questionnaire

Teachers

Help for this page

What was your teaching status in the last 2 years?

- Casual on call
- Substitute
- 10 month contract
- Permanent contract for an indefinite period
- Temporary contract
- Combination of casual or substitute with some periods under contract

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Date modified: 2013-04-06

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Application for Employment Insurance benefits online

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JFFS > Teachers Questionnaire

Teachers

Have you received a verbal or written offer of employment for the next teaching period?

- Yes
- No

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Date modified: 2013-04-06

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Application for Employment Insurance benefits online

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JFFS > Teachers Questionnaire

Teachers

You must notify us if you are offered a teaching contract of employment during the period of this claim as it may affect your entitlement to benefits.

I have read the above statement

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Date modified: 2013-04-06

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Record of Employment

- Most employers send an electronic version.
- Applicants may have more than one ROE.
- Please ensure that hours are correct.
- Contract and TTOC ROEs are separate and entered as separate employers.
- The ROE with the most hours is entered first.

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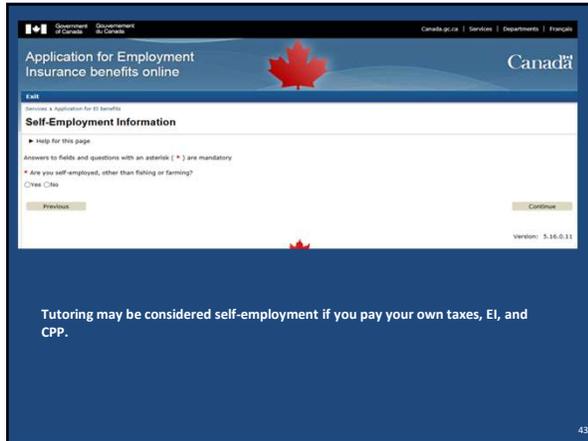
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Some questions asked

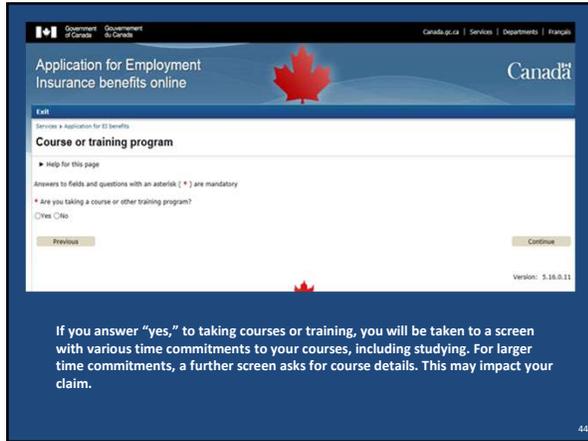
- Quebec Parental Insurance.
- Workers' Compensation Payments.
- Pensions.

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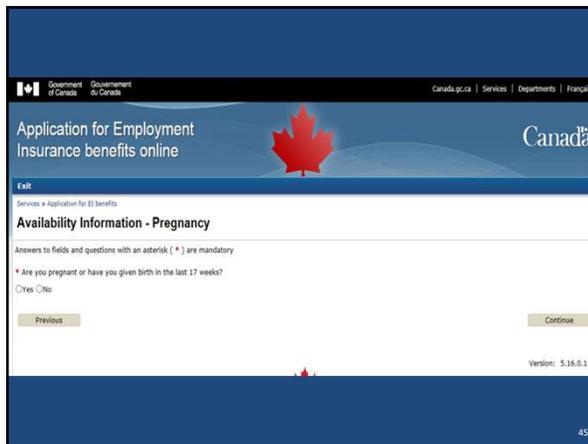
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Keeping your claim open

- Report your earnings and hours worked every two weeks.
- Let Service Canada know if you are out of the country, or if you are upgrading by taking a course.

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Job Search log screenshot

JOB SEARCH FORM

PROTECTED WHEN COMPLETED - B

EI Claimant Information		Session Information	
Name:		Date:	Time:
Social Insurance Number:		Location:	

Telephone & Cell Numbers with Area Code

Please give us the details of every job search effort you have made starting **two weeks prior to the information session date**. To increase your chances of finding a suitable job, you must make ongoing job search efforts consistent with the job opportunities of your community, with a focus and a real desire to obtain employment.

Job search efforts may include, but are not limited to:

- assessing employment opportunities,
- preparing a resume or cover letter,
- registering for job search tools or with electronic job banks or employment agencies,
- attending job search workshops or job fairs,
- networking,
- contacting prospective employers,
- submitting job applications,
- attending interviews, and
- undergoing evaluations of competencies.

Date	Type of job search effort	Details of your job search efforts (e.g. job title, wage/salary, employer name, address, phone number and email address)	Did you secure a job offer? (Yes/No)	Did you need a job offer? (Yes/No)

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How do I maintain my claim?

- Be available for work.
- Be actively seeking work
 - email, phone, or fax 5–7 employers per week
 - use the job bank at www.jobbank.gc.ca
 - fill out a Job Search log.

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How do I maintain my claim?

Job search

- During non-teaching periods, search for non-teaching jobs.
- Must be unable to find work. Log “results” must read: No response, position filled, or nothing available.
- Must keep records for seven years.

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Criteria for suitable employment

Non-variable:

- capability
- suitability of hours
- nature of work (morals and religion)
- daily commute.

Variable criteria:

- income
- type of work.

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The EI Reporting Process

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How do I deal with problems?

1. Audits

- Approximately one out of ten is audited. Keep your Job Search log and employment record for seven years.
- You will be asked to come to an interview or to mail in your job search log or a questionnaire.
- Send in a copy of your Job Search log, **not** the original.

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How do I deal with problems?

1. Audits

- Keep all records of when you are offered and accept contracts.
- Avoid signing anything if you are not sure of the accuracy.
- Don't place restrictions on your availability.
- If interviewed, ask for a copy of the audit form.

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How do I deal with problems?

2. Appeals

You have the right to appeal unfair decisions...use it!

- Reconsideration.
- Social Security Appeal Tribunal.

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Luke's contact information

If you have any questions, issues , or concerns, contact:

Luke Olver, lolver@bctf.ca
604-871-1890 (local)
1-800-663-9163

Service Canada: www.servicescanada.gc.ca
1-800-206-7218

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Summary

- . You have a right to EI—use it!
- . Record-keeping is essential.
- . Double check everything—days worked, pay, hours, etc.
- . Follow the timelines carefully.
- . Complete applications carefully and accurately.

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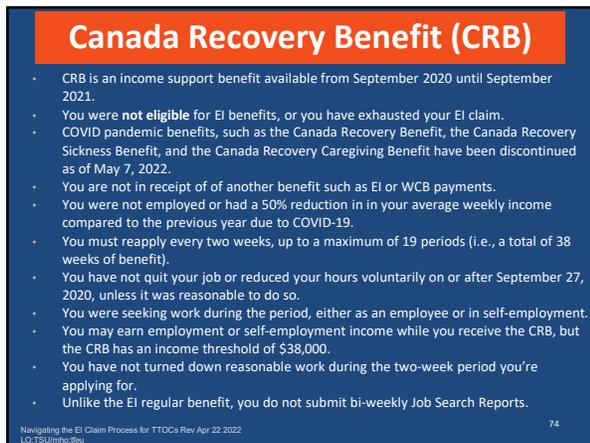
Employment Insurance Seminar
Navigating the EI Claim Process for
Teachers Teaching on Call
Thank you for your feedback.

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