

## Information update for:

### Supply Staff/Lunchroom Supervisors/True Hourly

The Alberta Government has cancelled all classes indefinitely across the province. This means that Edmonton Public Schools was closed to all students effective March 16, 2020. Schools are working collaboratively to develop strategies to provide instruction remotely. We appreciate this information has raised many questions.

We are exploring next steps and options for supply staff, lunchroom supervisors and true hourly staff. We will be able to communicate additional information in the coming days. We appreciate your patience as we work through these challenging and ever changing circumstances. **Please continue to check Connect News for updates.**

In the meantime, Records of Employment (ROE's) for all supply staff/Lunchroom Supervisors/True Hourly will be sent electronically to Service Canada on or around March 20, 2020.

Instructions on eligibility and how to apply for EI are provided below:

- [Teaching Staff](#)
- [Non-teaching Staff](#)

Service Canada has signaled potential changes. Review the latest updates on the [Service Canada](#) website. Service Canada indicated that reference codes are no longer required for school-related Employment Insurance (EI) applications

Records of employment will reflect days worked included in the March 20, 2020 pay.

The upcoming pay periods for days worked are:

- Substitute Teachers
  - February 19 to March 10 paid on March 20, 2020
- Supply Support Staff and Supply Custodial Staff
  - February 25 to March 9 paid on March 20, 2020
- Lunchroom Supervisors
  - February 25 to March 9 paid on March 20, 2020
- True Hourly
  - February 25 to March 9 paid on March 20, 2020

You will need to report to Service Canada any time worked after the above pay period end dates.

Further information: [hrpayroll@epsb.ca](mailto:hrpayroll@epsb.ca)