

To: Tracy Kuehnemuth <info@edpub.org>
From: Edmonton Public Teachers Local 37
From Email: info@edpub.org
Subject: Local Updates
Preheader: Important information and reminders from your Local



October 2020

Happy Hallowe'en Colleagues,

As mentioned we have updates for you on the following items.

(While we would recommend reading this in it's entirety, you can jump to each section by clicking on the appropriate corresponding number line below:

- [1. Submitting Member Home Emails to the Local](#)
- [2. Email from ASEBP re: allocating your HSA/WSA credits \(Deadline: November 29, 2020\)](#)
- [3. October 30th deadline for using your 'Carry Over' credits from 2019](#)
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1. Submitting Member Home Email to the Local

While we are able to communicate once a month to you through the employer's email, this will only be to **serve as a reminder to check your home/personal email** where we will go into more detail around important key items relevant to the Local such as the ones you see below.

As well, you are no doubt aware that we are now moving into Central Table Bargaining with the Government. Due to COVID, there has been some delay in getting started, however list bargaining will soon commence.

IT IS VITAL that the Local has a working home email (NOT the Employer's email) in order to keep you informed as we make our way through this lengthy process.

We will not spam you. You can unsubscribe at any time.

If you have not already given your home email to your School Representative when they came around with the School Lists to update, please email Tracy in the office in order for us to update our database. You can do so at: info@edpub.org.

2. ASEBP Update, using up your carry-over dollars, & allocating your HSA/WSA credits

****Reminder:** With the last Local Bargaining round your Teacher Welfare Committee successfully bargained a Wellness Spending Account (WSA) for our members (in addition to their Health Spending Account - HSA.)

You should have received an email from ASEBP reminding you to allocate your credits to your HSA & WSA by November 29th, 2020 at 11:59 PM to how much of the \$750 that used to be devoted exclusively to your HSA that you want to have available to you in your WSA.

To allocate your credits, please go to either Spending Account Activity under Benefits on my.asebp.ca or Usage Summary under the hamburger menu on the My ASEBP Mobile App **by November 29 at 11:59 pm MST**. You'll have until this deadline to submit your credit allocation. Once you've submitted your allocation, please note that you won't be able to change it. If you miss the deadline, all credits will be automatically allocated to your HSA as this is the most tax-effective option.

If you want to learn about eligible HSA and WSA expenses, make sure you visit [Spending Accounts at asebp.ca](http://SpendingAccountsatasebp.ca)—they have various resources to help you get the most out of this benefit. Furthermore, please keep in mind that you may not receive new spending account credits if you're currently on a leave. Please visit [While on Leave at asebp.ca](http://WhileonLeaveatasebp.ca) or contact Edmonton Public if you have any questions about your spending accounts while on leave.

If you have any questions, please contact an ASEBP benefit specialist at 780-431-4786 or by email at benefits@asebp.ca.

To access "The Five Ws of WSAs" information page on the ASEBP website click [here](#).

3. October 30th deadline for using your 'Carry Over' credits from 2019

DEADLINE for submitting receipts for reimbursement for services or products purchased between September 1 2019 and August 31 2020: **11:59 pm October 30, 2020 (NOT OCTOBER 31st!).**

After the October 30th submission deadline, any unused HSA/WSA credits will be carried forward for one plan year, and according to ASEBP they should show up in your account around mid-November.

If you do not use these credits in the second plan year, they will be forfeited back to your employer.

HSA/WSA credits are tracked on a 'first in, first out' basis to minimize the risk of forfeiting credits for the upcoming year

Carry-forward credits in any given year will always stay in the spending account for which they were initially allocated. For example: Unused HSA credits from last year will only carry forward into your HSA account this year.

4. Local By-Election coming up - Teacher Welfare Committee

As of the nomination deadline, we still have three openings on our Teacher Welfare Committee:

- **Division 2 Representative** (Only those that are currently teaching grades 3-6 are eligible, and all of the nominators must be teaching division 2 as well.)
- **Division 3 Representative** (Only those that are currently teaching grades 7-9 are eligible, and all of the nominators must be teaching division 3 as well.)
- **Member at Large** (Any Edmonton Public Teacher can run in this category; nominators can be all teachers teaching in Edmonton Public.)

If you, or anyone you know is interested in running you can use this link to get to the application on our website:

<https://local37.teachers.ab.ca/SiteCollectionDocuments/Local37/2020-21/2020%2010/2020%20TWC%20By-Election.pdf>

5. Tax receipts for classroom supplies and PPE equipment

We have contacted the Canada Revenue Agency regarding a question that pertains to the 2021 tax year as to whether PPE (that is used in classrooms that has been purchased by the teacher) will be eligible to fall under the \$750 tax credit that teachers can use for classroom supplies.

As this would be for next year's tax season, they are unsure at this time, but did suggest that teachers hold on to their receipts just in case the decision is made that they can be included when they review next year's tax guidelines.

In the meantime, if you have room in your HSA credits, you can claim PPE equipment under it; you may also claim PPE Surcharges under your WSA (if

you have allocated credits to it).

6. Teacher Development Fund changes (formerly the Staff Development Fund)

Did you know that the Teacher Development Fund (TDF) now covers substitute teacher costs? Now you do. 😊

Individual and Group amounts remain the same (\$1,800 for Individual PD and up to \$1,000 per person – to a group maximum of \$5,000, with no limit to number of participants).

****REMINDER:** You must have your application submitted **at least two weeks prior to the start date** of the activity in order for it to be considered.

7. Collective Agreement reminders

Extra-curricular Activities

A reminder that these are strictly voluntary, and duties cannot be assigned at unusual hours such as evenings or 6:00 am, or on weekends or holidays.

We know already that this has been and will be a challenging year.

We've already heard "June tired" in October used more than once.

Please consider your own physical and mental health before making a commitment that would challenge you during a "regular" year...let alone a COVID year.

30-Minute Uninterrupted breaks

(If you don't think you are receiving this break, please contact **Catherine LeBlanc** in the Local office at **780-455-2164**.)

All staff should be receiving a 30-minute uninterrupted break during the first five hours of their "shift"/day.

This could be at lunch or in unassigned (sometimes called "prep") time as long as it is within the first 5 hours of work.

You can be asked individually if you would instead choose to receive them in 2 x 15-minute increments, but you do not have to agree.

It is not permissible for this "choice" to be made en-masse, for instance at a staff meeting where 'majority rules' in deciding between the two.

Your first 5 hour "shift" begins either at the start of your teaching day, or at the start of time being assigned to you prior to school starting. Example: If you are being assigned/asked to supervise prior to school starting, your "shift" begins at the time you start supervising.

Instructional/Assignable Time

The instructional time limit this year is 896.2 hours/year and you have a **maximum assignable time limit** (instruction, supervision, breaks between classes, staff meetings, etc.) of **1,800 minutes per week**.

If you are unsure as to how many minutes you are currently being scheduled for, call Catherine LeBlanc in the Local office at 780-455-2164.

8. Provincial ATA Restructuring

Teacher Employment Services (TES) is the new name for the consolidation of the former Member Services (issues dealing with contracts and the Code of Professional Conduct) and Teacher Welfare (issues dealing with Collective Agreement interpretation and disputes).

Catherine LeBlanc is the Local's Staff Officer, and should be the person you contact first (780-455-2164) with an issue or question. If Catherine is unable to assist you, she will transfer you to the appropriate person in TES.

9. COVID-19 & School Re-Entry FAQ's on the Provincial ATA website

The Provincial ATA is constantly updating their COVID-19 page with information for Teachers and Parents. It can be accessed using this link: <https://www.teachers.ab.ca/News%20Room/Issues/COVID-19/Pages/default.aspx>.

10. Pension & ATA Contributions

Due to ATRF's excellent investment choices, pension contributions will have gone down 0.5% this year.

At this year's Annual Representative Assembly (and after much debate) the representatives voted in favour of an \$81/year fee increase (roughly \$6.75/month more).

Summary: Members on average will still see a decrease in their monthly deductions.

11. School Representative Reminders

CSR Representatives **still need to register on Eventbrite** for CSR in order to receive your link for the meeting.

STAFF LISTS!!! – Please send in your completed staff lists (including members' home email) to the local as soon as possible!

Please make copies for and remind ALL of the new teachers at your school to fill-out the 'New Teacher Form' for the Local so that we have

communication information for all of our members.

12. Other Reminders

Division Email is for Division use only.

- There is no expectation of privacy.
- If you are the CSR for your school and would like to share the information at both the staff meeting AND in email, **please ask your Principal's permission to send out a CSR summary.**
- If they are OK with you doing so, please try to make it succinct.
- **Please do not include ANY bargaining information in your summaries that may be shared on employer email.**

ARA Delegate Applications are due to the Local by Thursday, October 22, 2020 at 4:00 pm.

ARA Resolutions are due to the Local by Thursday, October 29, 2020 at 4:00 pm.

Next QSA meeting is Tuesday October 27, 4:30-6:00 pm via Zoom (sign up through the Local - info@edpub.org).

Home/Personal Email

If you have not already registered a home/personal email with the Local please do so at your earliest convenience. While we are able to communicate once a month to you through the employer's email, this will only be to serve as a **reminder to check your home/personal email** where we will go into more detail around important key items. You will not be bombarded with emails, and you can unsubscribe at anytime.

To register your home email, or to double check that we have one on file for you, please email Tracy at: info@edpub.org.

Local Database

The Local database and the Provincial Association's database are separate.

To insure you receive important notices and opportunities to vote from the Provincial ATA (such as the upcoming Provincial Executive Council (PEC) Election, or important bargaining information and subsequent voting, etc), or to update your personal information with them, please follow this link: <https://profile.teachers.ab.ca/Pages/ProfileUpdate.aspx>.

ATA Online Account

If you do not yet have an account with the Provincial ATA, it's very important that you take the time to create one. You will need your teaching certificate number to do so. If you need a reminder of what yours is phone Tracy or Wendy in the Local office at 780-455-2164.

Contact Us!

Questions? Need some assistance?
Call us at 780-455-2164 or email us at info@edpub.org.



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*Edmonton Public Teachers Local 37
401-11010 142 St NW
Edmonton Alberta T5N 2R1*

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