

Supplementary Benefit Plan for Apprentices

AP 40-14

The Division will implement a Supplementary Benefit Plan for Apprentices in accordance with rules set forth by Human Resources and Skills Development Canada.

1. Applications to participate in the Supplementary Benefit Plan for Apprentices must receive prior approval from the Superintendent of Schools or designate, on the recommendation by the appropriate Director, and must relate directly to the field of work engaged in. One application is required per applicant per apprentice program.
2. All Uncertificated employees enrolled in a Registered Apprenticeship Program are covered by the Supplementary Benefit Plan.
3. The plan will supplement Employment Insurance benefits received by the employee for temporary unemployment caused by enrolment with an approved training provider in a program registered with the Alberta Apprenticeship and Industry Training Board.
4. Verification that the employees have applied for and are in receipt of Employment Insurance benefits will be made before Supplementary Benefit Plan payments are paid.
5. The Supplementary Benefit Plan is payable at 95% of employee's normal weekly earnings while the employee is serving the two-week Employment Insurance waiting period.
6. The plan provides that the gross amount of the Employment Insurance benefit from this employment plus the Supplementary Benefit Plan payment will equal 95% of the employee's normal weekly earnings during the time the employee is attending school.
7. The supplementary Benefit Plan payment will be paid for a maximum of twelve (12) weeks as long as the employee is attending school.
8. Human Resources and Skills Development Canada (HRSDC) Supplementary Benefit Plan Program will be informed in writing of any changes in the plan within thirty (30) days of the effective date of the change.
9. The Supplementary Benefit Plan is financed by general revenues. A separate record of all the Supplementary Benefit Plan payments will be kept.
10. Payments of guaranteed annual remuneration, deferred remuneration, or severance pay will not be reduced or increased by payments received under the Supplementary Benefit Plan.
11. Employees will be required to work one full year upon return from each of the training sessions, unless a position is unavailable. Failure to work the full year on return will require the employee to refund, on a pro-rated basis, a portion of the Supplementary Benefit Plan monies paid, based on their percentage of time worked divided by 12 months.

12. Upon completion of Journeyman Certification, employees will be required to work two full years upon return, unless a position is unavailable. Failure to work the full two years on return if a position is available will require the employee to refund, on a pro-rated basis, a portion of the Supplementary Benefit Plan monies paid, based on their percentage of time worked divided by 24 months.
13. Employees will be required to complete the course with a pass mark for each session; otherwise the Supplementary Benefit Plan monies paid to the employee by the Division will be refunded back to the Division.