

COVID-19 Layoff Supplementary Unemployment Benefit Plan Information for Employees

General Information about the Supplementary Unemployment Benefit (SUB) Plan

- This SUB Plan provides a top up to employees' Employment Insurance (EI) benefits during a period of temporary layoff due to COVID-19.
- This SUB Plan is distinct from the maternity leave SUB Plan and cannot be combined.
- Combined with employees' EI or CERB benefits, the SUB payment will provide employees with approximately 75% of their average weekly earnings (insurable), before deductions.
- All City of Edmonton employees (permanent, provisional and temporary) are eligible to apply for this plan
 - Permanent employees would be eligible for SUB plan payments for up to **16 weeks** while in receipt of EI or the Canada Emergency Response Benefit (CERB).
 - Provisional and temporary employees would be eligible for SUB plan payments for up to **8 weeks** while in receipt of EI or the Canada Emergency Response Benefit (CERB).
- The City will fund the SUB Plan, therefore employees will not need to repay the money

Additional Information for Permanent Employees

- Employees who are subject to a temporary layoff will continue to participate in some of the City's benefit plans (specifically, major medical, health care spending account, life insurance and dental) to which they were a member of immediately prior to the commencement of the layoff, **except for** Short Term Disability (STD), Long Term Disability (LTD) and the Local Authorities Pension Plan (LAPP). Vacation credits will also not continue to accrue over this period of temporary layoff. The employee's share of the associated benefit premiums will be deducted from pay using the City's SUB payment. Once the SUB plan payment ends, the City will pay both the employee and employer share of the associated benefit premiums until the temporary layoff ends, or this letter of understanding ceases (whichever occurs first).
- This period of temporary lay off is not considered pensionable service, therefore pension contributions can not be made during the period of temporary layoff nor can employees buy back this period of temporary layoff.

Application Process

1. Once you have been temporarily laid off, please [apply](#) for Employment Insurance (EI).

2. The Employee Service Centre will complete an online Record of Employment (ROE) automatically upon your layoff. ROEs are electronically submitted directly to Service Canada. You can get a copy by logging into your [My Service Canada Account](#), however this is not required to apply for EI.
3. To enroll you in the SUB Plan the Employee Service Centre needs the following documents:
 - a. Proof of EI benefits
 - b. Weekly amount paid by EI

Please electronically send this information, along with your Name and Employee ID # to: EmployeeServiceCentre@edmonton.ca. Alternatively you can fax this information to: 780-496-8329.

Frequently Asked Questions

1. **Is this SUB plan in effect immediately?**

Effective March 21, 2020, any employee who was impacted by a temporary layoff in response to COVID-19, including facility shutdowns, service level reductions and quarantine activities, and are in receipt of EI, are eligible for the temporary layoff SUB plan payment. Please ensure you have enrolled in the SUB Plan by providing the Employee Service Centre the following documents:

- a. Proof of EI benefits
- b. Amount paid by EI

Please electronically send this information, along with your Name and Employee ID # to: EmployeeServiceCentre@edmonton.ca. Alternatively you can fax this information to: 780-496-8329

2. **If temporary and/or alternative work with the City is offered, however I would prefer to remain on temporary lay off, do I have to accept it?**

Yes - if you refuse any temporary and/or alternative work provided by the City you would no longer be eligible for SUB payments.

3. **Can I still work part-time, with the City or a different organization, and still get my EI/SUB payment?**

If you work for the City or another organization while receiving EI benefits, your EI and your SUB plan may be reduced. You are encouraged to review EI's provisions around [working while on claim](#).

4. **Is there a duration that this SUB plan will go for, or is it as long as I am collecting EI?**

All City of Edmonton employees (permanent, provisional and temporary) are eligible to receive the SUB plan payment for a defined period of time while in receipt of EI.

- Permanent employees would be eligible for SUB plan payments for up to 16 weeks
- Provisional and temporary employees would be eligible for SUB plan payments for up to 8 weeks

5. **As a provisional or temporary employee, my temporary assignment was scheduled to end on a specific date. What happens to my eligibility for SUB payments after this date?**

You remain eligible for a SUB plan payment while you are in receipt of EI for up to 8 week.