Record of Employment Requests & Employment Insurance Codes

(Created June 9, 2014, updated June 17, 2014 adjusted Gerry O’Brien’s email address)

Record of Employments will not automatically be issued for Substitutes. Substitutes requiring a Record of Employment for EI purposes must request one by email or phone before June 16, 2014 as follows:  
Classified Substitutes: [dana.bruneau@eips.ca](mailto:dana.bruneau@eips.ca) or 780-417-8214  
Teacher Substitutes:   
Gerry O'Brien (780-417-8217 or [gerry.obrien@eips.ca](mailto:gerry.obrien@eips.ca) - Surnames beginning with A-M   
Raenu Gill (780-417-8215 or [raenu.gill@eips.ca](mailto:raenu.gill@eips.ca) - Surnames beginning with N-Z

The following Reference Code information for ten month staff and temporary/sub teachers who will be applying for Employment Insurance over the summer. The codes are necessary when applying for these benefits.  
[Alberta 2014 Info Package - Teachers](http://www.eips.ca/../../files/Alberta%202014%20Info%20Package-Teachers.pdf)  
[Alberta 2014 Info Package - School Related Employees](http://www.eips.ca/../../files/Alberta%202014%20Info%20Package-School%20related%20employees.pdf)