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 or 780-417-8214
Teacher Substitutes:
Gerry O'Brien (780-417-8217 or gerry.obrien@eips.ca - Surnames beginning with A-M
Raenu Gill (780-417-8215 or 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)