

questions & answers

Frequently Asked Questions for Certificated Staff

Human Resources

- 1. I need a letter verifying my teaching experience, whom do I contact?**
Please complete the form titled **Employment Verification Request or Experience Letter**, which can be found under **My eForms List** in PowerSchool atrieveERP. The form is located under **My Info>Documents & eForms>eForms>My eForms List**. Please direct your questions to Michelle Unchulenko (michelle.unchulenko@blackgold.ca or 780-955-6033).
- 2. I need a verification of employment letter, whom do I contact?**
Please complete the form titled **Employment Verification Request or Experience Letter**, which can be found under **My eForms List** in PowerSchool atrieveERP. The form is located under **My Info>Documents & eForms>eForms>My eForms List**. Please contact Michelle Unchulenko (michelle.unchulenko@blackgold.ca or 780-955-6033) with any questions you may have.
- 3. To whom would I speak to about salary and placement?**
Refer to your collective agreement. For further questions, contact Michelle Unchulenko, Human Resources Coordinator (michelle.unchulenko@blackgold.ca or 780-955-6033).
- 4. Where can I find a copy of the collective agreement?**
The collective agreement is online at www.blackgold.ca. Select **Careers** and choose **Collective Agreements** from the drop down menu.
- 5. If I have changed my name, what steps do I take to update my personnel file?**
If you have changed your name or are changing your name, apply to Service Canada to have your SIN card/letter amended. Once your SIN card/letter is amended, complete the **Name Change Form**, which can be found under **My Info>Documents & eForms>eForms>My eForms List** in PowerSchool atrieveERP.

- 6. If I have changed my address, what steps do I take to notify Black Gold?**
If your address has changed, please log into PowerSchool atrieveERP. Once logged in, complete the **Address Change Form** found under **My Info>Documents & eForms>eForms>My eForms List**.
- 7. How do I verify that my work schedule is accurate?**
Log into PowerSchool atrieveERP. Once logged in click on **My Info>Documents & eForms>Employee Info>My Info**. It is here you can see your schedule.
- 8. What are my leave entitlements?**
Please refer to your collective agreement for leave entitlements. You can find the collective agreement on the Black Gold website under **Careers>Collective Agreements**. If you have specific questions, please contact Michelle Unchulenko, Human Resources Coordinator (michelle.unchulenko@blackgold.ca or 780-955-6033).
- 9. How do I log an absence?**
All absences are logged through the Automated Dispatch System (ADS). Log in PowerSchool atrieveERP and select **My Info>Time & Attendance** and choose **Enter Absence**.
- 10. To whom do I speak to about the Automated Dispatch System (ADS)?**
Please contact Lucy Muz, Substitute Services Assistant (lucy.muz@blackgold.ca or 780-955-4529).
- 11. Do I need to log an absence even if I do not require a substitute?**
Yes, all absences need to be logged.
- 12. Do I need to log an absence if I am away on a professional development day?**
Yes, certificated staff are expected to work professional development days, so in the event that you are not able to attend for any reason, you must book an absence in the ADS.
- 13. How much notice do I need to give my substitute to cancel?**
If a substitute has accepted employment, and where the anticipated employment is for more than one (1) day, the employment may be cancelled with twelve (12) hours' notice. Without such notice, and failing to place the substitute teacher in an alternate assignment and upon request of the substitute, the substitute will receive 50% of the full day substitute rate.

14. My interim certificate is about to expire, what do I do?

Your interim certificate is valid for three years. Before your interim certificate expires, Human Resources will process your certificate renewal. You will be responsible for paying the renewal fee. To do so, please enroll for [TWINS Teacher Self-Service](#) through Alberta Education. Information to assist you in registering for self-service can be found at www.education.alberta.ca/twins. The renewal process can take up to one month so please be prepared in advance.

15. When will I become eligible for permanent certification?

To be eligible for Permanent Professional Certification, you must:

- Have two years of full-time teaching (approximately 400 days equivalent) in an Alberta Accredited school while holding valid Interim Professional Certification
- Received two successful, formal evaluations based on the knowledge, skills, and attributes for permanent certification outlined in the [Teaching Quality Standard](#)
- Pay the \$50.00 processing fee through [TWINS Teacher Self-Service](#) after Human Resources has received your recommendation for Permanent Professional Certification

Human Resources will process all applications for permanent certification in May and June once recommendations have been received. For more information on the permanent certification process:

<https://www.alberta.ca/teacher-certification.aspx>.

Employee Wellness

16. What does Black Gold offer to support my wellness?

- a. Our EFAP program, **Inkblot**, provides free counseling and coaching for you, your spouse, and/or your dependents, from a wide variety of service providers to support with a number of issues, including financial and legal advice, health coaching, life transitions, and career coaching. Learn more [here](#), and sign up [here](#).
- b. ASEBP, our benefits provider, covers all your general health benefits. Learn more [here](#), and get the [user-friendly app](#). You will also have a Health Spending and Wellness Spending account to use at your discretion. [Read more](#) about eligible expenses.
- c. Pam Verhoeff, Division Lead Wellness Teacher, is the new employee contact person. Reach out to her if you have any questions at all: pam.verhoeff@blackgold.ca or 780-955-4533.

- d. Expect a **bi-monthly wellness newsletter** to hit your inbox. Inside, you will find research-backed personal wellness strategies, local wellness supports, and opportunities to participate in Black Gold Challenge events, which are a fun way to establish camaraderie and competition across the Division. [Read past issues.](#)
- e. **Wellness-based PD sessions** are offered multiple times throughout the year on our PD days.

17. What does Black Gold offer as support for underrepresented staff populations?

- a. **Join an ERG (Employee Resource Group)**, as a member of the community or as an ally. These groups are safe spaces where people can get together to build community, learn from the lived experiences of others, develop leadership skills, feel supported, advocate for their needs, and educate others. The ERGs at Black Gold are listed below.
 - i. **PLUS+ (People Like Us)** The purpose of the PLUS is to enhance the work environment at the Black Gold School Division for employees and job seekers. Our goal is to make a better and safer workplace for all by increasing the visibility, value, and voice of underrepresented people in leadership and staff. We serve as the steering committee to support and elevate the work of our ERGs.
 - ii. **DREAM in Colour (Diversity, Respect, Equity, Advocacy, Mentorship)** The mission of DREAM in Colour is to foster networking, professional development, mentoring, and leadership opportunities for people of colour with a focus on raising awareness of and celebrating each other's cultures, staff recruitment & retention, professional learning, and supporting career pursuits for advancement of POC in the Black Gold School Division.
 - iii. **2SLGBTQIA+ Team** The purpose of the 2SLGBTQIA+ Team is to create a safe space where members and allies can come together for support, connection, education, and advocacy. First and foremost we want to keep 2SLBTQIA+ people in BGSD safe, but we don't want to stop there; we want to see members of our community thrive in our buildings and find themselves more frequently in positions of leadership.
 - iv. **Tradespeople** The purpose of the Tradespeople ERG is to bring together tradespeople (both ticketed and not) from across the division to connect for support, community, and to highlight the amazing opportunities that exist for BGSD students and staff within the trades.

- b. **Contact PLUS+** if you need support during times of discrimination (of any type). PLUS+ will provide wraparound support for all impacted parties, ranging from mediating restorative conversations, to student assemblies, to providing an ear and support when a difficult situation arises. We can come to you, we can bring you to us; we are here for you in whatever capacity you need.

- c. **Diversity, Equity, and Inclusion PD sessions** are offered multiple times throughout the year on our PD days.