

Release Date: December 15, 2009

EI Fact Sheet – Eurocan Employees

- Apply for EI after the mill closes on February 17, 2010. The online EI application will not let you apply earlier than this date.
- You can apply for EI online 24 hrs/day at:
<http://www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html>
or by calling **Prince George toll free 1.866.338.7383** and pressing Extension 322. A message will come on asking you to go online to complete your application OR leave your name and phone number and a **Citizen Service Agent** will call you back to set up an appointment time. **The Kitimat Employment Services Centre will be assisting Eurocan employees to apply for EI beginning February 18, 2010.**
- You are encouraged to apply for EI within 28 days from last day worked in order to receive full benefit entitlement. **Do not wait until your severance is used up to file for your EI!**
- Your Record of Employment will be electronically submitted by Eurocan. You do not need it at the time you apply for EI. If you have worked for other employers in the past 52 weeks, you will need those ROE's as well.
- All monies paid to you by the company as a result of its closure will be allocated against your EI and will delay the start date of when benefits will be paid to you. Allocation of your severance/vacation pay/sick time will be determined by Service Canada and will be different for each employee.
- Even if you are taking a pension from the company at the time of closure, apply for EI anyway and if your pension is less than the weekly maximum EI rate, you may be entitled to receive some EI.
- The current EI rate is \$447/wk gross and you are allowed to make an additional \$179 without Service Canada deducting any monies from your EI cheque. The maximum amount of time you can collect EI is 50 weeks plus up to an additional 20 weeks if you are deemed to be a Long Tenured Worker. Service Canada will make this determination and advise you when your claim is set up. The maximum amount of time that an EI claim can be extended to allow your severance allocation is 1 year.
- After you apply for EI, you will receive a 4-digit access code. You need this access code to complete your EI reports either via telephone or through your government e-pass. Keep your access code in a safe place and memorize it. An e-pass can be created which will assist you to keep track of your EI claim such as payment history, when to file your EI reports, etc. The Kitimat Employment Services Centre staff will assist you to create an e-pass account when you receive your 4-digit access code.

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- If you are on short-term severance (4 – 8 wks), it is advisable to continue doing your 2 week reports during this period of allocation. If you are on a longer allocation due to a larger amount of severance, you do not need to do your reports online but you do need to notify Service Canada that you would like to reactivate your claim as your severance allocation ends and if you are not working and need to collect benefits. You can do this by going back into the system through your e-pass or by calling 1.800.206.7218 and asking for your claim to be reactivated.
- You will have to serve an unpaid 2 week waiting period after your severance allocation ends.
- Earnings arising from employment have to be claimed on your weekly reports. You will need the name of the employer, the dates worked and the amount per hour that you were paid.
- Call the EI Telephone Information Service at 1.800.206.7218 at anytime if you have questions. You do not need to have an established claim to call this number.

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Accessing Services at the Kitimat Employment Services Centre

- The Kitimat Employment Services Centre has **extended its hours** to assist Eurocan employees. They anticipate operating these extended hours until the end of February 2010. They are currently open from **8:30 am – 6:00 pm Monday to Friday** and **Saturdays 10 am – 1 pm**.
- Beginning February 18, 2010 at 8:30 in the morning until 6:00 pm and Saturdays 10 am – 1 pm for the remaining month, staff will be available to assist you to file your EI online. You do not need to make an appointment for this help, as it will be first come, first serve. 8 staff members will be available to assist so you can be sure that your EI will be filed in a timely manner. Don't forget you can also file on your own or get another person to help you – all you need is access to a computer.
- Don't wait until after the mill closes to visit the Employment Centre! The staff are available NOW to assist with you with all aspects of this important life transition including: resume/cover letter development, access to office equipment for job search purposes, access to labour market information, employment counseling and career decision making and **MUCH MORE!** Drop by the Employment Centre's office at 562 Mountainview Square (next to Park Optometry) to register for services. We will ask you to complete a Client Registration Form which asks for your basic information (name, address, telephone number, etc.) and lists the services we can assist you with. You can check off what you think you might need now or make that decision at a later date. Registering with us now saves time when you come in to see a Consultant or start actively job searching.
- Perhaps you will take this time to pursue another employment direction or a new career if you cannot find work with your existing skills. You must have an established EI claim at the time you are seeking a referral for funding. This means that you have applied for EI after your last day of work and are deemed "EI eligible" even though you will be collecting your severance pay and not EI – you can still get a referral to training if this is the best option for you. Your Consultant will assist you through the process to apply for training by helping you decide on an appropriate career direction, seek out labour market information to support this training (ie. there is a strong possibility of a job at the end of training) develop a return-to-work action plan and provide you with the necessary application to complete for the company who is responsible for providing the funding - Transitions. This company is funded by the provincial government and has an office in Terrace.
- For those Eurocan employees who live in Terrace, the Employment Assistance Services provider is Northwest Training on 201-4622 Greig Ave, across from the old Co-op Store. Their phone number is 1.877.638.8108 or 250.638.8108.
- The Community Development Trust Tuition Assistance Program provides up to \$5,000 for tuition and required books over a one year period for laid off forest workers. The clock starts ticking towards your one year from the date you take your first course.

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Courses must be offered by a designated public or private school located in B.C. If you wish to take a course out of province, you would have to provide information as to why you cannot take the course in BC. There are no limitations on the direction you can go with CDT funds. For example, you might decide to take training out of the forestry sector in something such as "Health Services". Correspondence and distance education courses are also eligible to be funded. You can apply now. You need a letter from your employer stating the lay-off date and 2 years of T4 slips to send in with the preliminary application to determine your eligibility. However, you cannot start the training until after Feb. 17, 2010. Funding is available until March 31, 2011. Contact the Kitimat Employment Services Centre to work with a Consultant to decide how to best utilize this funding for your upgrading/retraining especially if you wish to access funding from Transitions. Transitions requires you to access the CDT funding first before theirs so it is important to check out how it all works together. If you are on EI and accessing training paid for by CDT, you still need to come through the Kitimat Employment Services Centre to get your EI protected while you are in training. Call the Kitimat Employment Services Centre to book an appointment with a Consultant. For more information about the CDT, go to <http://www.cd.gov.bc.ca/ca/cdt/tuition/index.htm> or call 1.877.238.8882

- You might be looking at making an appointment to receive some financial advice at this time. There are many options for you including: contacting your bank or Credit Union, Oracle Financial Services at 250.632.4747, Investors Group at 250.635.0601 or check the Yellow Pages of the telephone book under Financial Planning Consultants.
- Please keep in mind that the service we provide is "Individualized Career Planning" which is unique to your present circumstances and need. Comparing your situation to your co-worker or neighbor may not be beneficial to you because their circumstances and employment needs are different than yours. We assist you to develop a return-to-work action plan **FOR YOU**. All services are client driven in that we meet clients where they are and work with them based on their prioritization of employment goals. We act as guides to coach you as you go through the transition process. Various self-assessments are available to you to assist with the career planning process.
- Emotionally, the change you are undergoing is very tough and different people will react differently. Remember to take care of yourself during this very trying time and allow yourself to take a break from **INFORMATION OVERLOAD**. Access your EFAP Program as you see fit on an individual basis or Mental Health Services are available by calling 250.632.3181.

Staff of the Kitimat Employment Centre:

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