Increasing FTE
Should your hours increase so you become eligible for regular employee benefits offered by your employer, you will no longer be eligible for part-time benefits.

It is your responsibility to notify ASEBP of any changes to your personal information or employment status within 31 days. Notifications received after 31 days will require you to provide medical evidence of insurability and could impact your eligibility to have your Part-Time Employee Benefits reinstated. These changes can be made by completing a Change Application for Part-Time Employees. You can obtain this form from your employer, by visiting the Forms page on our website, www.asebp.ca, or by contacting an ASEBP benefit specialist.

Manage your benefits online
Once you receive your ASEBP ID card, you can register for a My ASEBP account. To do so, simply visit www.asebp.ca/myasebp and click on the Register button.

Your My ASEBP account provides you with the ability to submit claims online and access to your claims history, coverage details, Health Spending Account management, if applicable, a Drug Inquiry Tool to look up what medications are covered by your ASEBP benefits and reliable health information via Apple-a-Day—a secure online health information resource available exclusively to you.

After you’ve registered for a My ASEBP account, you can also utilize our mobile app! It provides you with tools that allow you to easily manage your benefits on the go. Download it from the App Store or Google Play, today!

Questions
Please contact an ASEBP benefit specialist:
Phone: 780-431-4786
Toll-Free: 1-877-431-4786
Email: benefits@asebp.ca
www.asebp.ca

benefits for part-time employees

January 2017
Your choice
As a part-time employee, your benefit package choices are:

- **LIFE INSURANCE AND ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)**
  - **INSURANCE** $25,000 or $50,000
  - $25,000 Life Insurance, $25,000 AD&D, and Extended Health Care (EHC) Plan 2

- **EHC PLAN 2**
  - $50,000 Life Insurance, $50,000 AD&D, EHC Plan 2

Each is available with either single coverage (only for you, the ASEBP covered member), or family coverage (for you and your spouse/dependants).

It is important to understand that when selecting benefit choices, you will have to participate in (Life Insurance/AD&D/EHC).

Dental Care Plan 2 is an optional benefit that may be added, but is not available on its own. If you choose to add Dental Care coverage at a later date, after you’ve already enrolled in benefits, you and your dependants will be considered late applicants and will be subject to deductibles for the first 12 months.

Applying for benefits
You are eligible to apply for benefits if you are:

- classified as a minimum of 0.2 full-time equivalency (FTE) employee for an ASEBP participating employer;
- under age 65 (up to age 70 if actively working past the age of 65);
- a resident of Canada; and
- ineligible for group employment benefits through an ASEBP participating employer or other school jurisdiction and are not participating in ASEBP Early Retiree Benefits.

If you fit this description and are interested in receiving benefits, please complete a Declaration and Benefits Application for Part-Time Employees form and submit it to ASEBP within 31 days of becoming eligible. You can obtain a form from your employer; by visiting the Forms page on our website, www.asebp.ca; or by contacting an ASEBP benefit specialist.

Please note there is a section on the application form that needs to be completed by your employer.

Late applicants
If your completed form is not received by ASEBP within 31 days of obtaining a part-time contract, you and your dependants, where applicable, will be considered late applicants. You may apply for benefits as a late applicant, but you will need to provide medical evidence of good health and other restrictions will apply. The Medical Evidence of Insurability - Part-time Employee form is available on our website, www.asebp.ca, or you can contact an ASEBP benefit specialist.

Your coverage
More information about your coverage, can be found on the ASEBP website, www.asebp.ca, under the Benefits and Services tab.