

The Alberta Public Service (APS) provides a competitive and flexible benefits package designed to help employees maintain their well-being and plan for the future. The following information highlights some of the benefits and provides links to more detailed information available online.

### 1<sup>st</sup> choice Benefits Program

[www.chr.alberta.ca/benefitsmgmt](http://www.chr.alberta.ca/benefitsmgmt)

- Employees in a temporary salaried or permanent position are eligible for voluntary participation in the 1<sup>st</sup> choice Benefits Program, which provides optional coverage plans and is cost shared with the employer:
  - Group Life Insurance Plan
  - Dental Plan (core coverage - premiums paid by employer)
  - Prescription Drug Plan
  - Extended Medical Benefits Plan
- The Health Spending Account (HSA) is a non-taxable benefit that complements the 1<sup>st</sup> choice benefits program to help employees manage their health-related expenses. Details are available in the HSA Guide at [www.chr.alberta.ca/benefits/healthspendingacct/hsa-guide-mgmt.pdf](http://www.chr.alberta.ca/benefits/healthspendingacct/hsa-guide-mgmt.pdf).

### Vacation and Statutory Holidays

- 13 paid statutory holidays, including an additional floater day at Christmas to give you five consecutive holidays that week.
- Vacation is earned at 1.25 days per calendar month (start date prior to the 15<sup>th</sup> of that month to be eligible for that month). It's earned your first year and taken the next calendar year. For example, if you commence on July 4 you would be eligible for 1.25 X 6 = 7.5 days the next year. If you commence on January 12 you would be eligible for 1.25 X 12 = 15 days.

**Table: Calculating Vacation Leave Service**

Vacation Time	Earning Rate
12 months service	1 1/4 days
8+ years service	1 2/3 days
16+ years service	2 1/12 days
25+ years service	2 1/2 days

- First Year Vacation Grant - In your first year of service you will also receive an additional one day vacation for each month worked (if starting prior to the 15<sup>th</sup> of that month), to be taken while you are earning your next year's vacation. For example, if you commence on January 4 you would earn an additional 12 days vacation your first year. If you commence on August 19 you would earn an additional four vacation days.

- Management Vacation Supplement: Earn an additional five days vacation per year effective each January (pro-rated for partial year). Any pro-rated management vacation supplement can be used in your first year of employment.

### Workplace Health

[www.chr.alberta.ca/health](http://www.chr.alberta.ca/health)

- Preventative and health recovery programs including the Employee and Family Assistance Program, and the Employee Support and Recovery Assistance Program.
- Up to 10 days of casual illness per year, a General Illness Plan, and a Long Term Disability Plan paid for by the employer. (Note: Temporary employees are eligible for Long Term Disability of up to two years.)

### Pension Plan

[www.mepp.ca](http://www.mepp.ca)

Employees in a temporary salaried or permanent position participate in the Management Employees Pension Plan, which forms an important component of your total compensation with the APS. This is a defined benefit pension plan, which means that your retirement benefit is specified regardless of market conditions or how long you live. The pension plan is financed by both employee and employer contributions (as well as investment earnings). Contributions are based on a percentage of your pensionable salary, and are made through payroll deduction.

### Alberta Public Sector Retiree Health and Wellness Benefits Plan

[www.johnson.ca/arta-apsr](http://www.johnson.ca/arta-apsr)

This program is sponsored by the Alberta Retired Teachers' Association (ARTA), and is available to eligible APS retirees, their spouses/partners and dependent children. Premiums for this program are fully paid by the retiree.

### Other Resources

- **New Employee Orientation**  
[www.chr.alberta.ca/orientation](http://www.chr.alberta.ca/orientation)

This site provides helpful information and resources as you begin your career with the APS.

- **MyAGent**  
<https://www.myagent.gov.ab.ca>

Once you have been assigned an Employee ID number you will have access to MyAGent, which is your gateway to online employee self-service for personal information, paycheck information, benefits, expense claims and training courses.

- **Research Careers/Calculate Pay & Benefits**  
[www.jobs.alberta.ca/researchcareers](http://www.jobs.alberta.ca/researchcareers)

This tool calculates the total compensation (salary and benefits) that goes beyond the posted salary range.

*Please review and familiarize yourself with your benefits, and ask your Human Resources Consultant any questions you may have upon commencement.*