

## 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 good health 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](http://www.asebp.ca), or by contacting an ASEBP Benefit Specialist.

## Manage your benefits online

Once you receive your ASEBP ID card, you should register for a My ASEBP account. To do so, simply visit [www.asebp.ab.ca/myasebp](http://www.asebp.ab.ca/myasebp) and click on the Register button.



Enter your information, create your password and security questions and complete your registration by clicking on the confirmation link in the email you will receive.

Your My ASEBP account provides you with 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 Apple 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](mailto:benefits@asebp.ca)

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



benefits for  
part-time employees



**ASEBP strives to be the recognized leader for Alberta's public education sector in providing comprehensive health benefits and related services.**

### Your choice

As a part-time employee, your benefit package choices are:

#### PACKAGE 1

\$25,000 Life Insurance, \$25,000 Accidental Death and Dismemberment Insurance (AD&D), and Extended Health Care (EHC) Plan 2

#### PACKAGE 2

\$50,000 Life Insurance, \$50,000 AD&D, EHC Plan 2

Each package 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 either package, you will have to participate in all benefits (Life Insurance/AD&D/EHC) within that package.

Dental Care Plan 2 is an optional benefit that may be added to either package, 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](http://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 Good Health - Part-time Employee* form is available on our website, [www.asebp.ca](http://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](http://www.asebp.ca), under the Benefits and Services tab.

