

# Application Guidelines

## Support for Workers

### Coal Workforce Transition Program:

### Bridge to Re-employment

**It is important that you carefully review this document when completing your application.**

Bridge to Re-employment will help workers in their transition to re-employment. Workers will receive support through a relief grant, which when combined with Employment Insurance benefits, will provide 75 per cent of a worker's previous weekly earnings (earned while employed at the affected coal-fired power plant or mine). The relief grant will continue up to the point of re-employment or 45 weeks, whichever is shorter.

Applications can be submitted to:

**Email:** [CSS.CSDCWTPSupports@gov.ab.ca](mailto:CSS.CSDCWTPSupports@gov.ab.ca)

**Fax:** 587-469-6616

**Mail:**

Alberta Coal Workforce Transition Program  
Alberta Community and Social Services  
PO Box 17000 Station Main  
Edmonton, Alberta T5J 4R4

If you require additional information, please contact the Career and Employment Services Contact Centre **Toll free:** 1-800-661-3753

ELIGIBILITY CRITERIA	GUIDELINES
<p><b>Eligible Applicants</b></p> <p>You were employed with one or more of the following employers:</p> <ul style="list-style-type: none"><li>• Battle River 3, 4, 5 – ATCO Power</li><li>• Genesee 1, 2, and 3 – Capital Power</li><li>• Keephills 1 and 2 – TransAlta</li><li>• Keephills 3 – Capital Power/TransAlta</li><li>• Sheerness 1 and 2 – ATCO Power/TransAlta</li><li>• Sundance 1 to 6 – TransAlta</li><li>• HR Milner – Maxim Power</li><li>• Highvale mine – TransAlta, and</li><li>• Sheerness, Genesee, and Paintearth mines – Westmoreland Coal Company</li></ul> <p>You had continuous employment for at least one year immediately prior to the date of your layoff.</p> <p>Your date of layoff is on or after January 2, 2018.</p>	<p>You must provide a <b>copy of your photo ID</b>. Accepted photo ID includes:</p> <ul style="list-style-type: none"><li>• Driver's Licence</li><li>• Passport</li><li>• Government Issued Identification</li><li>• Canadian Indian Status Card</li><li>• Métis Nation of Alberta Card</li></ul> <p>An <b>employer letter</b> is mandatory for all applicants.</p> <p>If you were on special leave ending before or on your layoff date, your time on leave will be considered as part of your continuous employment. You must have had a minimum of one year of service with one of listed coal plants or mines prior to layoff and must meet all other criteria.</p> <p>If you are an applicant affected by bumping as a result of layoffs at one or more of the affected plants or mines, you must be working in Alberta when you were laid off.</p> <p>You are <b>not</b> eligible to receive this relief grant if you:</p> <ul style="list-style-type: none"><li>• started working at the site(s) after January 1, 2018;</li><li>• quit or were fired from your position;</li><li>• were in a contract position; or</li><li>• are retiring.</li></ul>

Visit [alberta.ca/coal-workers](http://alberta.ca/coal-workers) for more information.

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ISBN Electronic: 978-1-4601-0205-3



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<p>You must be approved for regular Employment Insurance benefits to be eligible for this relief grant.</p> <p>If you are not eligible to receive regular Employment Insurance benefits because you collected Employment Insurance special leave benefits, you may still be eligible for this relief grant.</p>	<p>Employment Insurance special leave benefit applicants must provide documentation of application decision for regular Employment Insurance benefits from Service Canada.</p> <p>You should apply for Employment Insurance benefits as soon as you stop working.</p> <p>If you delay filing a claim for these benefits by more than four weeks after the last day of work you may receive reduced benefits.</p>
<p>You must apply for this relief grant within 52 weeks from date of layoff.</p>	<p>If you do not apply within 52 weeks you will be not eligible for this relief grant.</p>
<b>Duration of Relief Grant</b>	
<p>The duration of your relief payment will be provided until the point of re-employment or 45 weeks, whichever is shorter.</p>	<p>Employment Insurance special leave benefits will defer the start date of your relief grant payments up to 52 weeks from your layoff date.</p> <p>If you find full-time employment (35 hours or more per week), you are required to notify the Government of Alberta as soon as possible by submitting a Change of Circumstance form to <b>pause</b> your relief grant. You can call 1-877-644-9992 to ensure there is no overpayment, but confirmation is required in writing through the Change of Circumstance form.</p> <p>You can pause and restart your relief grant, but only within a 52 week period. This means your relief grant cannot be paused or restarted after 52 weeks from the start date and you must be in receipt of relief grant payments on week 52. To restart your relief grant payments, you must submit a Change of Circumstance form.</p> <p>If you are no longer actively searching for work, you are required to notify the Government of Alberta by submitting a Change in Circumstance form to <b>cease</b> the relief grant and avoid overpayment.</p> <p>You will be required to payback any relief grant overpayment.</p>
<p>Should you choose to switch from Bridge to Re-employment to Bridge to Retirement, you must meet the eligibility criteria of Bridge to Retirement and submit your application within three months from your date of layoff.</p>	<p>If you choose to switch to Bridge to Retirement, you must contact the Alberta Supports Contact Centre and submit a Change of Circumstance form to notify the Government of Alberta of your change of intent and submit a new application for Bridge to Retirement.</p> <p>The number of eligible weeks collected in Bridge to Re-employment is counted towards the eligible duration of Bridge to Retirement and is not cumulative.</p>
<b>Severance Pay</b>	
<p>If you receive severance pay, you are still eligible for this relief grant.</p>	<p>Any earnings you receive as part of a severance package will defer the start of your relief grant payments by the number of weeks to which your severance pay is allocated, at the rate of your normal weekly earnings (total severance pay divided by normal weekly earnings = number of weeks). This is the same allocation that is used by the Employment Insurance program.</p>
<b>Amount of Relief Grant</b>	
<p>If eligible, you will receive financial support to cover 75 per cent of your previous weekly earnings which is a combination of Employment Insurance benefits plus the relief grant.</p>	<p>Your relief payment will be calculated based on 75 per cent of your weekly earnings less your initial Employment Insurance benefit. The duration of your relief grant will be for 45 weeks or until re-employment whichever is shorter. Any variation to your initial Employment Insurance benefit amount or duration will not adjust the relief grant amount, however if your regular EI benefits are less than 45 weeks the relief grant will be adjusted.</p>

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<p>The relief grant amount is provided based on your earnings (base salary) from employment with the specified coal power plant or mine.</p>	<p>For example, your initial EI benefit is \$300 for 38 weeks. 75 per cent of your previous weekly earnings is \$1000, so your relief grant amount will be \$700. If you receive earnings that reduce your \$300 EI benefit, the relief grant will stay the same at \$700. For weeks 39 through 45, the relief grant amount will adjust to \$1000.</p> <p>Relief grant payments received through this program are taxable.</p>

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