

# Application Guidelines

## Support for Workers – Coal Workforce

### Transition Program: Bridge to Retirement

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

Bridge to Retirement will support workers transitioning into retirement. It will provide a relief grant of 75 per cent of a worker's previous weekly earnings (earned while employed at the affected coal-fired power plant or mine) up to 72 weeks, or when employment income is greater than the relief payment, or receipt of employer pension and/or retirement fund of any kind, whichever is shorter.

Applications can be submitted by e-mail, fax, or mail 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 at:

**Toll free:** 1-800-661-3753

ELIGIBILITY CRITERIA	GUIDELINES
<b>Eligible applicants</b>	
<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>You are a minimum of 53 years of age with at least 10 years of service with the same employer and are not receiving your employer pension.</p> <p>If an applicant is receiving any employer pension, or employer retirement fund of any kind, they are ineligible for the Bridge to Retirement benefit.</p> <p>If an applicant has transferred their employer pension and/or retirement fund, in full, into a locked-in investment vehicle and can provide documentation that clearly indicates the funds are not accessible for the duration of their coal grant by the applicant, that</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>You must provide a copy of your <b>Employer pension statement</b>.</p> <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 receiving Employment Insurance benefits.</li> </ul>

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

ELIGIBILITY CRITERIA	GUIDELINES
<p>application should be deemed as not “receiving their employer pension” and would be eligible for Bridge to Retirement if they met all other criteria.</p> <p>Old Age Security (OAS) and Canadian Pension Plan (CPP) are not employer pensions and have no impact on eligibility or reporting requirements.</p> <p>Your date of layoff is on or after January 2, 2018.</p>	<p>Under the Bridge to Retirement relief grant, you are not eligible for the following worker supports:</p> <ul style="list-style-type: none"> <li>• Bridge to Re-employment relief grant (at the same time as Bridge to Retirement relief grant);</li> <li>• Employment and training supports;</li> <li>• Relocation Assistance; and</li> <li>• Tuition voucher.</li> </ul>
<p>You must apply for this relief grant within three months from date of layoff.</p>	<p>If you do not apply within three months you will be not eligible for this relief grant.</p>
<p><b>Duration of relief grant and ongoing eligibility</b></p>	
<p>Your relief payment will be provided for up to 72 weeks, or when employment income is greater than the relief payment, or receipt of employer pension and/or retirement fund of any kind, whichever is shorter.</p>	<p>You will provide a monthly declaration of employment income to the Government of Alberta to verify ongoing payment eligibility. If you do not report your gross monthly employment income you will not receive your relief payment during the unreported time.</p> <p>You can work while receiving relief payments. You will continue to receive relief payments until your gross employment income is greater than the relief payment. If the amount of gross employment income is greater than the relief payment, the relief payment will cease and cannot be restarted.</p> <p>If you decide not to retire you must provide notification by submitting a Change in Circumstance form to the Government of Alberta to cease the relief grant and avoid overpayment. You will be required to payback any relief grant overpayment.</p>
<p>Should you choose to switch from Bridge to Retirement to Bridge to Re-employment, you must meet the eligibility criteria of Bridge to Re-employment.</p>	<p>If you choose to switch to Bridge to Re-employment, 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 Re-employment.</p> <p>The number of eligible weeks collected in Bridge to Retirement is counted towards the eligible duration of Bridge to Re-employment and is not cumulative.</p>
<p><b>Severance Pay</b></p>	
<p>If you receive severance pay, it will delay the beginning of your relief grant and reduce the 72 week eligibility period.</p>	<p>Your severance pay amount will be treated like normal employment earnings. Severance pay will be allocated from your layoff date, based on your previous weekly earnings. This means that your severance payments are treated as if the same amount of money was paid to you for each of the weeks from your layoff date, until that money is effectively used up. Once your severance pay is exhausted, relief payments will begin.</p> <p>For example: If you receive severance pay for 12 weeks (either in a lump sum payment or over a 12 week period equivalent to previous earnings) your relief grant will begin on the 13<sup>th</sup> week.</p> <p>Application rules still apply, if you receive severance pay, you must apply within the three months from the layoff date to be eligible for this relief grant.</p>
<p><b>Amount of relief grant</b></p>	
<p>If eligible, you will receive a relief grant of 75 per cent of previous weekly earnings.</p> <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>The relief grant will be the same amount that is not impacted by other sources of income or earnings, up to the amount of the relief grant. If earnings exceed the relief grant amount, the relief grant will end.</p> <p>Relief grant payments received through this program are taxable.</p>

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