

Message to Day to Day Non-Teaching Casuals and Substitute Teachers (March 20, 2020):

On March 18, 2020 the Prime Minister announced a new set of economic measures being put in place in Canada to help alleviate the challenges individuals face as a result of the COVID-19 outbreak. These measures include changes and additions to Employment Insurance programs to assist workers who cannot work due to a reduction or loss of hours, sickness, quarantine and childcare issues. Information about these programs can be found on the Government of Canada's website at www.canada.ca

HRCE will be automatically issuing records of employment (ROEs) to day to day substitute teachers and non-teaching casuals who have worked during the 2019-20 school year and will not receive income from HRCE during the school closure period after March Break. ROEs will be issued after employees receive their last pay for hours worked as follows:

Dates worked	Pay Date	ROE Issuance Date
March 9 – 13, 2020	April 2, 2020	March 30 to April 3, 2020
September 1, to March 6, 2020	March 19, 2020	March 23 to March 27, 2020

Employees do not need to contact payroll to have a ROE issued. ROEs will automatically be submitted to Service Canada on the dates noted above. Employees can access their ROE by logging into their account on the Service Canada website.

For employees who do not have an open Service Canada account, we recommend that you go online and create your account prior to the ROE being issued. Below is the link to start your application. If you have applied for EI before, there is no need to create a new account.

<https://www.canada.ca/en/employment-social-development/corporate/notices/coronavirus.html>

If your ROE is not available through your Service Canada account by April 3, 2020, please contact mypay@hrce.ca .

We recognize this is a difficult time for staff and their families and thank you for your patience as we work together to minimize the spread of this virus in Nova Scotia.