

# APL Pre-Hire Checklist

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

ACCEPTING YOUR OFFER LETTER			
WORKGROUP	TOPIC	INSTRUCTIONS / INFORMATION	DATE COMPLETED
Non-Unionized Employees (NUEE)	Terms & Conditions of Employment	<ul style="list-style-type: none"> <li>Review the <a href="#">Non-Union Exempt Employee Terms &amp; Conditions.</a></li> </ul>	
Unionized Employees (HSAA/CUPE)	Collective Agreement	<ul style="list-style-type: none"> <li>Review the applicable Collective Agreement. <ul style="list-style-type: none"> <li><a href="#">Collective Agreements   HSAA</a></li> <li><a href="#">APL and CUPE Local 8</a></li> </ul> </li> </ul>	
All Employees	Benefits	<ul style="list-style-type: none"> <li>APL provides group benefits coverage. To determine if you are eligible and how to enroll, review the <a href="#">Benefit Plan Booklet</a> applicable to your position. <ul style="list-style-type: none"> <li>NUEE - <a href="#">Benefits-At-A Glance</a></li> <li>HSAA - <a href="#">Benefits at a Glance</a></li> </ul> </li> </ul>	
All Employees	Pension	<p>Services provided by <a href="#">Alberta Pensions Services Corporation (APS).</a></p> <ul style="list-style-type: none"> <li>Saving for retirement is supported by a defined benefit pension plan through the <a href="#">Local Authorities Pension Plan</a> (LAPP) in which APL pays just over half the contributions. You can reasonably rely on how much pension you receive from LAPP because the monthly benefit, payable for life after you retire, is specified by a formula based on your age, pensionable salary and pensionable service.</li> <li><a href="#">LAPP at a Glance.</a></li> </ul>	

PRE-HIRE TASKS			
WORKGROUP	TOPIC	INSTRUCTIONS / INFORMATION	DATE COMPLETED
All Employees	Welcome to APL	<ul style="list-style-type: none"> <li>To get you started off on the right foot, check out the APL New Employee Welcome video that is posted on the <a href="#">New Employee Information</a> page. This video narrated by APL senior leaders, Tammy Hofer and Dr. Carolyn O'Hara.</li> </ul>	
All Employees	APL Overview	<ul style="list-style-type: none"> <li>The <a href="#">Overview for New Employee Orientation</a> provides an in-depth view inside APL.</li> </ul>	
All Employees	Social Insurance Number (SIN)	<ul style="list-style-type: none"> <li>As a new APL employee, you are required to provide government issued proof of your Social Insurance Number (SIN) for verification purposes. Please refer to Section 89 of the Employment Insurance Regulations and Section 98(5) of the Canada Pension Plan for more information.</li> <li>Enter your Social Insurance Number on the Personal Information Form online as part of your Onboarding Tasks.</li> </ul>	
All Employees	Security Screening	<ul style="list-style-type: none"> <li>As per the <a href="#">AHS Security Screening Procedure</a> applicable to APL employees, your employment is conditional upon receipt of a satisfactory criminal record check (CRC).</li> <li>Apply at your local <a href="#">law enforcement office</a> for a criminal record check and/or Vulnerable Sector Search, if applicable.</li> <li>Upload your CRC and VSS check online as part of your Onboarding Tasks.</li> </ul>	
All Employees (If applicable)	License & Professional Membership	<p>This applies to:</p> <ul style="list-style-type: none"> <li>Regulated health professions under the <a href="#">Alberta Health Professions Act and Health Disciplines Act</a>.</li> <li>Other professions governed by government acts and college, or regulatory body requirements may be required to provide additional documentation.</li> <li>Upload your License/practice permit online as part of your Onboarding Tasks.</li> </ul>	
All Employees (If applicable)	Basic Life Support	<ul style="list-style-type: none"> <li>If your position requires a current certification for Basic Life Support, upload your certificate online as part of your Onboarding Tasks.</li> </ul>	