



all about **ASEBP**





careers at **ASEBP**

Careers at ASEBP

A career at ASEBP provides a unique experience. That experience goes far beyond being part of an organization that provides great service and excellent benefits to its customers. We get to implement programs and explore ideas that can positively impact the province's community of education workers. We think that's unique. And pretty amazing, too. We welcome you to come work with us and see what that experience brings you.

Shaping Healthy Futures

The health programs and services we offer have actually helped people change their lives. We are really excited and proud of this fact. But more than that, we are already looking forward to how we can reach more people. It's a challenging job, but we love doing it.

You'll Work with Great People

We thrive on ideas. We achieve through teamwork. We aim to grow, change, and be better at our jobs, because we want to be ready for the next challenge. We've been doing this for 45 years, and we've succeeded because of that attitude.

Our goal is to support individuals in their efforts to make the educational experiences of Alberta's students the best they can be. Come work with us and help us realize that goal!

If you have any questions, give us a call.



mission, values & vision

Mission

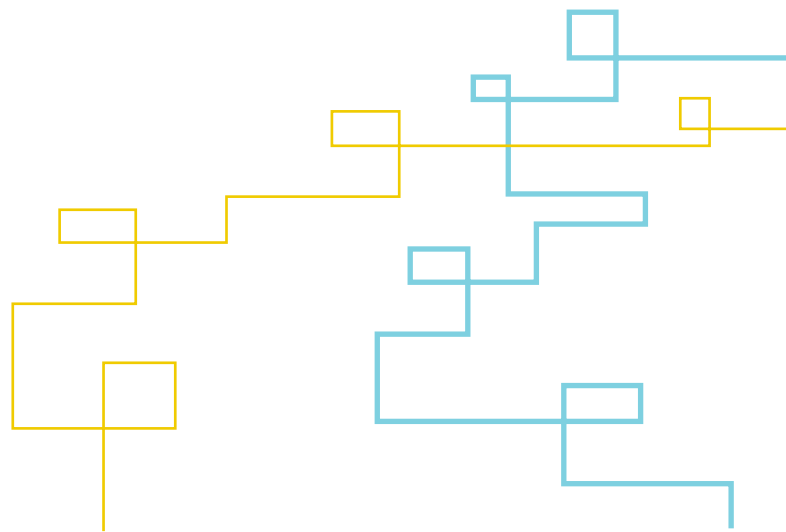
With a focus on improving the overall health of our covered members, ASEBP strives to be the recognized leader for Alberta's public education sector in providing comprehensive health benefits and related services.

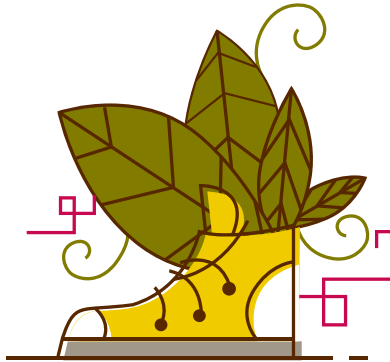
Values

ASEBP values people and ethical business practices. We focus on continuous improvement and quality while demonstrating fiscal responsibility and respect for privacy to achieve measurable results.

Vision

We will use and strengthen our comprehensive capacity to address individual and organizational health and well-being across the Alberta education system. We will position our services as clearly distinct from the traditional insurance and supplementary health care providers. ASEBP will seek innovative initiatives that support school boards and employee groups who want to work jointly toward individual and organizational responsibility for health, in support of healthy workplaces.





where business **meets fun**

Accessible Leaders. Collaborative Minds.

Sure we have meetings, but only when necessary. We are more of a stop-by-your-desk kind of place - challenges, opportunities, and great ideas don't schedule an appointment in your calendar, so we try not to be handcuffed to one.

Life-Work Balance

Our customers are very, very important but so are our employees. That's why we're flexible with work arrangements. Because no one can guarantee that life will patiently wait for you until you're home from work. Whatever your balance is, you could find it here.

Committee Chic

Yes, committees can be fashionable. Trust us - these committees are far from your typical corporate teams:

- Spirit Committee. Have a flair for planning parties? Like celebrating birthdays? Retirements? Anniversaries? How about having an office potluck because it's November?

- Fitness for Health Committee. If you think that work and fitness are mutually inclusive, then you're in the right place. This team has already brought daily step and aerobic classes to the fitness room. They've also filled that fitness room with a lot of fitness equipment. The sky's the limit for the fitness space here.
- Go Green Committee. In less than a year, this team brought us an office recycling program, an office swap-meet, and introduced really simple ways to reduce the amount of paper we use. Join the team and learn more about environmentally-conscious choices, or share ideas about reducing our carbon footprint. Be part of the difference!

We've got about 100 different ways to become part of our active, inclusive, and encouraging culture. All we're missing is you.



total rewards

Our total rewards package includes competitive salaries and comprehensive benefits. We've also added some extra perks to make sure this is one of the best places to work.

Salary and Benefits

Our salaries are highly competitive. Every year we compare our salaries to the marketplace and ensure that they are in the top 25%. Each year holds the opportunity to earn both a cost of living adjustment and a performance-based raise. We recognize potential, celebrate hard work, and encourage growth.

The benefits package is very comprehensive and varies depending on terms of employment. Your benefit package can include:

- Life Insurance, Accidental Death & Dismemberment, and Extended Disability Benefits
- Extended Health Care and Dental Care plans
- Health Spending Account

Vacation and Holidays

- Permanent full-time employees start with three weeks paid vacation
- We observe 13 statutory holidays throughout

the year, plus one additional company-wide flex-day

- Employees get 2 flex-days after probation is completed

Wellness Spending Account

We are really serious about our commitment to a life-work balance. So committed that we created this fund to help you pay for family activities or certain health-related expenses. So use a flex-day and take the kids to the water park. Or join a running group (and pick up a new pair of sneakers!) We'll help with the cost.

Other

There are still more benefits to working at ASEBP:

- Optional spousal life and accident insurance
- Pension plan administered by LAPP
- Voluntary RRSP program
- Annual Canada Savings Bond program
- Education fund
- Wellness programs
- Fitness room
- Earned Day Off (EDO) program
- One volunteer day per fiscal year



welcome to **ASEBP** academy

We're always encouraging staff to learn and grow, so we developed a comprehensive in-house program that covers everything relevant to ASEBP. From the basics of excellent customer service and how to deal with conflict, to board-level strategy, we invite staff to attend class on-site with your peers and grow into the position they want. The opportunities here are endless.

Education Fund

An education fund is allocated yearly to staff members to support their continual learning and to provide them with the training necessary to grow within the organization. Employees are completely or partially reimbursed for any further education they take related to their position or potential future position.

Day of Learning

Each year, all staff participate in one of two full-day organizational learning sessions. It's a great chance to connect as an organization. Morning sessions are held in learning groups on various topics, initiating in-depth, valuable discussions about past successes and future goals. Each day is capped by an organization-building activity.

Internal Growth Opportunities

We have had great experiences promoting from within. That makes sense given the time and resources we invest in all our employees. And as we continue to grow as an organization, new opportunities will open up to move within the company; sometimes to different divisions, sometimes to higher positions.

community & social responsibility

We love our community and we love the environment. We're making it a top priority to give back to Alberta's communities and to contribute to a more eco-friendly future.

An Organization with a Charitable Spirit

We've developed a social conscience. Giving back to the community is ingrained in our Best Practices and reflected in our day-to-day work.

For example, our Casual for a Cause program collects donations for a different charity every month. Employees donate a few dollars to support these charities and in exchange, we have casual Fridays. When emergencies and disasters strike our local or global community, we take on additional responsibilities to organize blood drives, food drives, and other donations.

Going Green

In the past year, we've launched an extensive company-wide go green program. Lunch n' learn sessions, swap meets, a thorough recycling program – these are just a few of the ideas we've implemented. We've still got a long laundry list of ideas we'd like to roll out – and a leadership team that supports these initiatives completely.

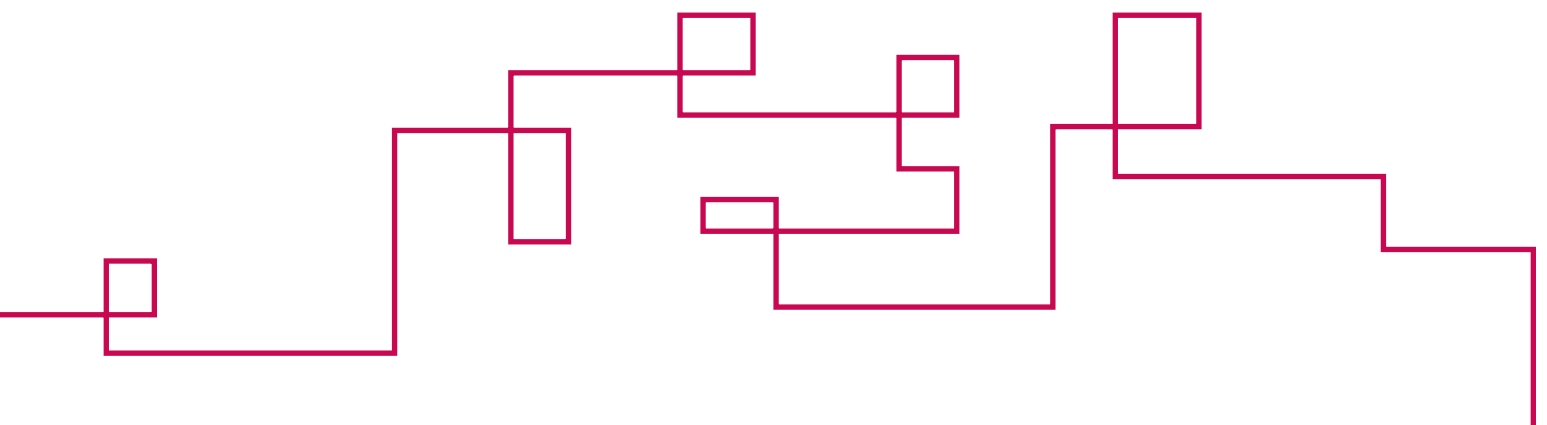
Paper or digital?

We're all about options here, but whenever possible, we're turning to electronic means of sharing information. For example, if you do find yourself in a meeting, the meeting agenda will be projected on a screen so that no one will have to print a paper copy.

We are in the process of making the majority of our publications available online; that gives our customers the option of printing a copy for themselves. Internal posters and memos are being replaced by emails and PDFs. We care about the size of our carbon footprint, so we take every opportunity we can to reduce it.

Working for Tomorrow

ASEBP strives to contribute meaningfully to the community, whether that means encouraging "green" business practices, supporting local charities, or participating in spirit-building corporate events. We look forward to continuing to strengthen our relationship with the community, and are excited to work towards a more charitable, sustainable future.



your health is our health

We are a health organization, meaning what we do extends far beyond providing great benefits. In much the same way we focus on preventative measures to help keep our customers healthy, we try to provide every opportunity for our employees to stay healthy.

Fitness Room

ASEBP's office features a fitness room, complete with exercise equipment, instructional information, and showers. Stop by to take a step or aerobic class, or do a little yoga before, during, or after work. Employees are encouraged to use the room to help maintain a positive balance with their job responsibilities.

Apple-a-Day: Online Health Resource

As an employee, you have access to Apple-a-Day. It is an online healthy living portal with personalized resources that can help you better manage your health. From great healthy recipes, to an online Health Assessment, it's all here.

Healthy Living Program: Biometric Blitz

We encourage our employees to participate in our ongoing Healthy Living Program. Each year, a registered nurse visits ASEBP to analyze employees' biometric and physical measurements for potential health risks. After the results are discussed, the nurse can even help you come up with an action plan to reach any health goals!

Get Fit on Us

As part of your total rewards, you'll have access to a personal fund you can use to help pay for health-related activities. Whatever your ideas for taking charge of your health, talk to us to see how we can help pay the cost.

