



Rural School Staffing Supports Subsidy Application

Saddle Hills County Council has established the Rural School Staffing Supports Subsidy to assist with funding for Educational Assistants at schools located within Saddle Hills County, as outlined in Policy [AD73](#).

Eligible applicants will receive \$9 per hour, for hours worked as an Educational Assistant (EA) at one of the following schools located within Saddle Hills County:

- Bay Tree Colony School
- Bonanza School
- Doe River Colony School
- Savanna School
- Silver Valley Colony School

Please be advised, that the subsidy is considered taxable income. At the end of the calendar year, eligible applicants will receive a T4A from Saddle Hills County for tax purposes.

The subsidy will be paid directly to the applicant identified within this agreement and any applicant found to give false, misleading, or incomplete information, or not advising of any changes in circumstances, may become ineligible to receive the subsidy, resulting in termination or suspension and the requirement to repay Saddle Hills County for any subsidy they have received.

Applicants will be required to provide proof of hours worked, such as a pay stub, at the end of each month, in order to receive the subsidy. Monthly claims will be processed by the Payroll Coordinator for direct deposit payment only on the 15th of the month. Applicants will need to submit an application each month in order to receive the subsidy.

Are you an Educational Assistant (EA) working at a school located in Saddle Hills County? *

☐ Yes

☐ No

Applicant Details

Do you work Full Time or Part Time in your role as an Educational Assistant? *

- ☐ Full Time
- ☐ Part Time

Which school(s) in Saddle Hills County do you work at as an Educational Assistant (EA)? *



- ☐ Bay Tree Colony School
- ☐ Doe River Colony School
- ☐ Silver Valley Colony School
- ☐ Bonanza School
- ☐ Savanna School

Applicant Name *

Applicant Mailing Address, incl. postal code *

Applicant Date of Birth *

Phone Number *

Email Address *

Social Insurance Number (SIN) ?

How many hours did you work as an Educational Assistant (EA) in the past month? *

Please attach proof of hours worked in the last month (ie. pay stub) *

Please attach direct deposit form for payment *

Notice of Collection

The personal information on this form is being collected for the purpose of determining eligibility for and administering the Rural School Staffing Supports Subsidy, and will be shared with Administration. The information is collected under the authority of Section 146 of the Municipal Government Act and Section 4 of the Protection of Privacy Act. For questions about the collection of personal information, contact admin@saddlehills.ab.ca or call (780) 864-3760.

By signing below, the applicant acknowledges that the information provided in this application is true and accurate to the best of their ability *

Please send me a PDF copy of this form *

- ☐ Yes
- ☐ No

Email address for copy of form *