

Excluded Employees' Handbook

Government of the
Northwest Territories

JUNE 2002



INTRODUCTION

The purpose of the Excluded Employees' Handbook is to describe the terms and conditions of your employment as an excluded employee with the Government of the Northwest Territories.

Excluded employees are those employees who are not represented by the Union of Northern Workers or the Northwest Territories Teachers' Association and are not included in the Management Group.

These terms and conditions of employment are established by the *Public Service Act*, the Public Service Regulations, and policies of the Executive Council as amended from time to time. It is a term and condition of your employment that changes to the *Public Service Act*, Public Service Regulations and policies of the Executive Council amend the terms and conditions of your employment on their effective date. Those authorities prevail if there is any discrepancy between them and the information in this Handbook. The Handbook will be updated periodically as changes are made.

The Human Resource Manual has operational rules and guidelines for these terms and conditions of employment. If you have any specific questions you should direct them to the Human Resource Practitioner within your Department, Board or Agency.

The Human Resource Manual and information on your applicable benefits can be accessed on the GNWT website at the following address:

<http://www.gov.nt.ca/FMBS/documents/documents.html>

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DEFINITIONS

Continuous Service

Uninterrupted employment:

- with the Government of the Northwest Territories;
- **including prior service with the public service of the Government of Canada, if you were hired or transferred within three months. This does not apply when a function is transferred to the Government of the Northwest Territories;**
- including prior service with the municipalities and hamlets of the Northwest Territories if you were hired or transferred within three months;
- if you were re-appointed after being laid off, employment in the position held at the time of your lay-off is included, if the lay-off was after April 1, 1970;
- if you were re-employed (**other than as a casual**) by the Government within three months, employment in the position held at the time of termination will be included. This does not apply if you were dismissed, you abandoned the position or you were rejected on probation.

Dependant

Any person living with you who is:

- your spouse;
- your child, step-child, adopted child or foster child who is
 - under 21 years old and dependent on you for support; or
 - 21 years old or older and is dependent on you because of mental or physical illness.
- a relative who is wholly dependent on you for support because of mental or physical illness.

To live with you means to live in the same dwelling. Normally this will be where the person receives mail, keeps personal property and spends the majority of time.

Employee

An excluded employee of the Government.

Employer

The Government of the Northwest Territories as represented by the Chairman of the Financial Management Board or designate.

Lay-Off

An employee whose employment has been terminated because of lack of work or because of the discontinuance of a function and who is suitable for continued employment in the Public Service. Lay off does not mean an employee whose employment has been terminated because of a transfer of the work or function to another employer where the employee is offered employment with the new employer.

Professional

An employee hired to do work requiring a body of knowledge and membership in a professional association.

Professional Association

A body, which regulates the performance of their members, is recognized by legislation and gives authority to members to perform certain functions.

OATH OF OFFICE AND SECRECY

You must take the following oath:

I, (...), solemnly and sincerely swear that I will faithfully and honestly fulfil the duties that devolve upon me by reason of my employment in the public service of the Northwest Territories and that I will not, without due authority, disclose or make known any matter that comes to my knowledge by reason of such employment. So help me God.

OR

If you object to taking an oath, you must make the following affirmation:

I, (...), solemnly affirm and declare that I will faithfully and honestly fulfil the duties that devolve upon me by reason of my employment in the public service of the Northwest Territories and that I will not, without due authority, disclose or make known any matter that comes to my knowledge by reason of such employment.

SMOKE FREE ENVIRONMENT

A smoke free environment is provided.

USE OF ELECTRONIC MAIL AND THE INTERNET

You must sign the following agreement:

I, (...) acknowledge that I have read and understand the provisions of the GNWT policy entitled "Use of Electronic Mail and the Internet – Guidelines for Employees of the Government of the Northwest Territories (GNWT)" and that I did so on ____, 20___. I further acknowledge and understand that if I fail to abide by the terms and conditions of this policy, I may be subject to disciplinary action, up to and including dismissal.

DATED this __ day of ____, 20__.

Signature of Employee

AFFIRMATIVE ACTION

The Government is committed to achieving a representative workforce. When the Government hires, people belonging to certain designated groups are given priority. The priority ranges from #1 (highest) to #4 (lowest). There are different priorities depending on the type of job.

For management and non-traditional jobs, the priorities are:

- 1a. **Indigenous Aboriginal female persons**
- 1b. **Indigenous Aboriginal male persons**
2. Resident women
3. Indigenous Non-Aboriginal **persons** or Resident Disabled persons
4. All other applicants

For all other jobs, the priorities are:

1. Indigenous Aboriginal persons
2. Indigenous Non-Aboriginal **Persons** or Resident Disabled persons
3. All other applicants

Indigenous Aboriginal Persons are those persons who are descendants of the Dene, Inuit or Metis people, indigenous to the present boundaries of the Northwest Territories and include any aboriginal persons resident at birth pursuant to Section 7.1 of the *Vital Statistics Act* and any Canadian aboriginal persons who have lived more than half of their lives in the Northwest Territories.

Indigenous Non-Aboriginal Persons are non-aboriginal persons born in the Northwest Territories or who have lived more than half their lives in the Northwest Territories.

Resident Women are women who are living in and have lived in the Northwest Territories for at least one year immediately prior to applying on a competition.

Resident Disabled Persons are persons who are living in and have lived in the Northwest Territories for at least one year immediately prior to applying on a competition and who are at a disadvantage because of a medically certified learning, mental, emotional, or physical disability where the disability handicaps the person in taking advantage of employment, training and career advancement opportunities. A person without such a disability would not encounter these difficulties.

Physical disabilities may be visible or non-visible. They may include any degree of paralysis, amputation, lack of physical coordination, blindness or visual impairment, deafness or hearing impairment, muteness or speech impairment, or physical reliance on a guide dog, a wheelchair or other appliances or devices. Learning, mental or psychiatric disabilities may include learning or comprehension incapacities, which are significant and persistent but permit the disabled individual to carry out duties and perform tasks in a reliable manner under a reasonable amount of supervision.

Management Positions are positions responsible for planning, organizing, coordinating, directing, and controlling the activities of programs or services generally through subordinate supervisors, where all the positions in a classification group and level meet this definition as determined by Financial Management Board Secretariat.

Non-Traditional Occupations are occupations where 70% or more of the incumbents are male and there are ten or more incumbents in an occupational category or sub-group as determined by Corporate Human Resource Services.

You can only include yourself in one priority group. For example, you will not get extra consideration for being an aboriginal, resident female.

DISCRIMINATION/HARASSMENT

The Government is committed to providing a workplace free of discrimination, harassment, interference, restriction or coercion with respect to race, creed, colour, sex, marital status, nationality, ancestry, place of origin, disability, age, family, pardoned convictions, sexual orientation, or any other grounds proscribed by applicable legislation.

A discriminatory employment practice is one in which an employer:

- refuses to employ or continue to employ any individual on any ground or grounds listed above; or
- in the course of employment, differentiates adversely in relation to an employee on any ground or grounds listed above.

It is not a discriminatory practice to have a special program, for example, the Government Affirmative Action Program, which is designed to correct historical disadvantages.

Workplace Conflict Resolution Policy

As set out in the *Workplace Conflict Resolution Policy*, the Government recognizes the diversity of the Public Service and is committed to providing a work environment where all individuals are treated with fairness, dignity and respect. The Government endeavours to have a workplace free from personal harassment, sexual harassment, and the abuse of authority.

Harassment includes any improper conduct, comment or display directed at another employee and that a reasonable person would know is unwelcome. It comprises objectionable conduct, comment or display made on either a one-time or continuous basis, that demeans, belittles, or causes personal humiliation or embarrassment to an employee. Harassment includes a poisoned environment where offensive conduct or comments, not necessarily directed at anyone in particular, are pervasive, and have a negative effect on morale.

Sexual harassment means any conduct, comment, gesture or contact of a sexual nature, whether on a one-time basis or in a continuous series of incidents that might reasonably be expected to cause offence or humiliation to any employee; or that the employee might reasonably perceive as placing a condition of a sexual nature on employment or on an opportunity for training or promotion.

Abuse of Authority is a form of harassment which occurs when an individual improperly uses the power and authority inherent in his or her position to endanger an employee's job, undermine the performance of that job, threaten the economic livelihood of the employee, or in any way interfere with or influence the career of the employee. It includes intimidation, threats, blackmail or coercion.

PROBATION

Probationary periods are an opportunity to learn if you are suitable for the position to which you have been appointed.

Your probationary period begins on the first day in your position and lasts:

- six months, if you are transferred or promoted to another position in the public service
- six months if you are appointed to a position below Pay Range 13
- one year if you are appointed to a position at or above Pay Range 13.

Employees are not required to serve additional probationary periods when appointed to a position which has the same duties as the previous position.

Extension of a probationary period may be approved at the Superintendent/Director level.

SALARY

You are paid based on the point value of your job, as determined by the Hay job evaluation system. Hourly salaries for each point range are included in Appendix A.

If you are hired within one (1) year of your last date of employment with the Employer to perform the same duties you shall be paid at the same step as you were being paid when you ceased to be an employee.

Pay increments are granted in recognition of service and good performance.

Pay increments, which are recommended by the Deputy Head, shall be granted the first day of the month of the employee's initial appointment.

Salary increment dates for employees on education leave or leave without pay are postponed until 12 months of full-time work from the previous pay increment have been completed.

Salary is paid every other week. Your bi-weekly salary is calculated by your hourly rate (see Appendix) by the number of hours you are scheduled to work in a two-week period (75 or 80).

Pay for Performance

If your contributions and achievements during the year are outstanding you may receive:

- Two pay increments if you are two or more steps below the maximum step for your salary range.
- One increment plus a bonus of 2.5% to reflect the degree to which expected levels of achievements and contributions are exceeded as provided for in the Performance Development System, if you are one step below the maximum step for your salary range.
- A bonus of 5% to reflect the degree to which expected levels of achievements and contributions are exceeded as provided for in the Performance Development System, if you are at the maximum of your salary range.

Acting Pay

Employees receive acting pay for temporarily filling a higher position for more than five working days when the necessary qualifications are met. You must be assigned to an acting position in writing by your Deputy Head or designate.

When you **are required to perform the duties of a position at a higher pay range on an acting basis**, your acting pay shall be the greater of:

- (a) **the higher pay range as if you had been appointed to the position at that higher pay range; or**
- (b) **10% of your regular pay.**

If your increment falls within the acting period it will be applied in the acting category. When you act in a position for less than five days, the payment is less than 10% of your current salary. The amount depends on the circumstances.

Trainer's Fee

Employees who are assigned training responsibilities under the Employer's In-Service Training Program shall be paid a trainer's fee of \$700 per year per trainee.

Membership Fees

The Employer shall reimburse an employee or on behalf of the employee, pay for membership, registration, licensing or certification fees to an organization, governing body, or government agency when the payment of such fees is a requirement for the performance of the duties of the employee's position.

Public Service Career Training Program

Trainees may be employed by the Employer and supported by the Public Service Career Training Program. Trainees shall be provided with a comprehensive training plan.

Comprehensive training plans must include:

- Specific identified learning objectives;
- Learning activities appropriate for the development of identified learning objectives;
- A time frame for the development of the specified learning objectives; and
- Evaluation to substantiate successful accomplishment of the specific learning objectives.

Trainees' rates of pay will be based on a percentage of step one of the appropriate pay rate as follows:

Three-Year Training Program

Year 1	70%
Year 2	75%
Year 3	80%

Two-Year Training Program

Year 1	75%
Year 2	80%

One year Training Program

Year 1	80%
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HOURS OF WORK

The standard hours of work for employees are either 8 hours a day (40 hours a week) or 7.5 hours a day (37.5 hours a week). This is usually worked between 08:00 or 08:30 and 17:00, Monday to Friday inclusive. There is a paid 15-minute break in the morning and a paid 15-minute break in the afternoon.

Employees in some occupational groups are required to work shifts where their days of rest may be other than Saturday and Sunday, or their hours may be other than the standard hours.

You must make every reasonable effort to notify your supervisor at your regular start time if you are unable to report for work for whatever reason. You must provide reasonable notification and get approval from your supervisor for any anticipated absence from your workplace.

If you are absent without approval, you may be subject to disciplinary action and a deduction from your pay may be made.

Shift Work

The Government sets up a regular schedule of hours of work for employees in occupational groups that require shift work. A master weekly shift schedule will be posted 14 days in advance to cover the work area's shift requirements for 28 calendar days.

You will be granted alternate weekends off as often as reasonably possible. If you are working for a third consecutive weekend you will be paid the overtime rate for that weekend and any subsequent consecutive weekends afterwards. This does not apply to employees who are hired exclusively to work weekends or who request to exchange shifts with other employees to work weekends.

The Government will make every reasonable effort to schedule your shifts to allow you to regularly attend educational courses.

If you are scheduled to work between midnight and 06:00 or are required to travel during these hours to perform overtime work, the Government will provide transportation or the cost of commercial transportation between your home and the workplace.

Employees may exchange shifts with management approval.

Standby

Standby is where you must be available during off duty hours and have been placed on standby status. You will be paid **\$15.00** for each eight (8) consecutive hours or portion thereof that you are on standby. If you are on standby on a day of rest or a designated paid holiday, you will be paid **\$20.00** for each eight (8) consecutive hours or portion thereof that you are on standby.

When you are on standby and you are called to report to work, you will be paid at the appropriate overtime rate with a minimum of four hours pay at the straight time rate. Each following call to report to work during the same eight-hour period will be at the appropriate overtime rate for the actual hours worked.

Call-Back Pay

Call-Back is when you are recalled by the employer to a place of work for a specific duty. You should be compensated the greater of:

- i) Compensation at the appropriate overtime rate; or
- ii) Compensation equivalent to four (4) hours pay at the straight-time rate.

When you report to work as a Call-Back, and are required to use transportation services other than the normal public transportation service, you will be paid the actual cost of commercial transportation each way. You must provide receipts for payment of transportation. If you use your personal motor vehicle, you will be paid the appropriate distance rates specified in the Duty Travel Section of this handbook.

Shift Premium

If you are regularly scheduled to work outside of the normal hours of work (08:00 to 17:00) you will be paid the following shift premium:

- **\$1.50** an hour for all **regularly scheduled** hours worked between 16:00 and midnight; and
- **\$1.75** an hour for all **regularly scheduled** hours worked between midnight and 08:00.

Weekend Premium

If you are regularly scheduled to work on weekends, you will be paid an additional premium of \$0.75 per hour for all regularly scheduled straight-time hours worked on Saturdays and Sundays.

Non-Standard Work Schedules

To enable employees to accommodate their personal circumstances, family obligations and responsibilities, the Government may agree to alter the standard work schedule if operational requirements permit and there is no cost to the Government.

A **Standard Work Schedule** includes a 7.5 or 8-hour workday with the work being performed between 08:00 and 17:00, five days a week, Monday to Friday.

Non-Standard Work Schedules may include:

- **Employee Scheduled Work:** Work performed during hours other than those set out in a standard work schedule. The daily hours may vary.
- **Flex Time:** Allows employees to work a 7.5 or 8 hour day with assigned core hours and flexible daily start and finish times within limits established by management.
- **Compressed Work Week:** Permits employees to work longer than 7.5 or 8 hours a day and bank the extra time worked to allow future "time off".

A request for a non-standard work schedule must be initiated by the employee and approved by the Director.

Video Display Terminal Break

If you are required to work regularly with a video display terminal you may take a ten-minute break away from the video display terminal after each hour of continuous operation. These breaks are not to be construed as the regular morning or afternoon coffee break.

Job Share Employees

Two employees may seek approval to share the hours of one full-time position. A work schedule is developed by the supervisor and the employees. Each employee is treated as a part-time employee and all benefits are pro-rated except for medical transportation assistance, dental and other medical insurance plans.

The job share arrangement can be terminated at any time by the employees or the supervisor with reasonable notice. If only one of the employees wishes to terminate the agreement, there will be a one-month period in which to find a replacement.

Part-Time Employees

Part-time employees are eligible for all benefits set out in this Handbook on a pro-rated basis. This includes northern allowance.

Part-time employees who work 12 or more hours per week are required to contribute to the Superannuation Plan. They are eligible to join the Public Service Health Care Plan if they work for more than 3.5 hours a day or 17.5 hours a week, and are paid more than \$900 per year.

If a part-time employee works more than one-third of the normally scheduled full-time hours for their occupational group, they are eligible to participate in the Public Service Management Insurance Plan and they must take Long Term Disability Insurance coverage.

Casual Employees

Casual employees are hired for a specific period to do work of a temporary nature. The work term is usually less than four months. Casual employees who have service that has not been broken by more than 30 working days will be deemed to have continuous service. Pay levels are set out in Appendix A. Other terms and conditions of employment for casual employees are set out in the Human Resource Manual.

Overtime

To deliver programs effectively, departments may need work to be done outside of scheduled working hours. The Public Service Regulations provide that a Deputy Head may require an employee to work more than his or her daily or weekly standard hours or on a holiday where, in the Deputy Head's opinion, the workload so requires.

You are entitled to be paid 1.5 times your regular rate of pay for overtime work. Compensation for overtime shall be paid only when the overtime is authorized in advance by the employer. There is a minimum payment of one hour at 1.5 times your regular rate of pay.

Your supervisor will make every reasonable effort to assign overtime work equitably and to give you reasonable notice. This is subject to operational requirements.

You may, for cause, refuse to work overtime. Your refusal must be in writing. Cause may involve religious beliefs. Participation in a business or outside employment is not a reasonable ground for refusing to work overtime.

Instead of paying overtime, a supervisor may agree to grant lieu time in accordance with departmental policy. Lieu time is equivalent leave with pay at the appropriate overtime rate.

Each department may establish its own rules for lieu time. As a general rule, an employee accumulates a maximum of 25 days of lieu time.

Excluded employees who work overtime are entitled to 1.5 times their hourly rate of pay for consecutive periods of time in excess of one (1) hour.

Work on a Designated Paid Holiday

When you are required to work on a holiday either as part of your regularly scheduled hours or as overtime, you will receive your regular pay plus time and one-half for each hour you work.

ALLOWANCES

Northern Allowance

Community differences in cost of living and travel are offset by a northern allowance. This allowance is taxable. The allowance is paid every other week. The bi-weekly amount is calculated by dividing the annual allowance by 26.

The annual northern allowance rates are as follows, **effective April 1, 2002**:

Community of Employment	Annual Rate	Community of Employment	Annual Rate
Fort Simpson Region		Inuvik Region	
Fort Liard	4,606	Aklavik	10,651
Fort Providence	5,342	Colville Lake	17,543
Fort Simpson	6,150	Deline	10,743
Jean Marie River	7,295	Fort Good Hope	9,961
Kakisa	5,539	Fort McPherson	9,166
Nahanni Butte	7,057	Holman	14,093
Trout Lake	6,899	Inuvik	8,552
Wrigley	8,309	Norman Wells	9,770
		Paulatuk	13,952
Fort Smith Region		Rae Lakes	7,567
Enterprise	3,967	Sachs Harbour	13,952
Fort Resolution	6,169	Tsiigehtchic	9,274
Fort Smith	3,717	Tuktoyaktuk	11,381
Hay River	3,366	Tulita	10,581
Hay River Reserve	3,845		
Lutselk'e	7,463	Nunavut	
Wekweti (Snare Lake)	7,623	Iqaluit	9,701
Wha Ti	6,787	Rankin Inlet	10,181
Dettah	3,100	Yukon	
Rae-Edzo	3,546	Dawson City	7,301
Yellowknife	2,302		

Bilingual Allowance

If you are required by the Government to use two or more of the official languages in your position, you are provided with a bilingual allowance of \$1,200 per year. **This does not apply to employees assigned the duties of translation and interpretation in their job descriptions.** An examination of language ability may be required.

The official languages of the Northwest Territories are:

Chipewyan	English	Inuktitut
Cree	French	Slavey
Dogrib	Gwich'in	

The bilingual allowance is taxable.

The allowance is paid every other week. The bi-weekly amount is calculated by dividing the annual allowance by 26.

RELOCATIONS - HIRE/TRANSFER

Reimbursement for any **relocation** is limited to the costs for a move carried out in the most practical and economical manner. Reasonable expenses incurred will be reimbursed. You must have prior approval for all moves for which you wish to receive reimbursement.

While in transit, employees shall be deemed to be on duty travel. Employees shall be compensated while in transit, at regular salary, to a maximum of three (3) days.

The following expenses are allowed:

Transportation

- the most economical airfare;
- privately owned vehicle (rates are in the section on duty travel).

Meals and Incidental Expenses will be reimbursed in accordance with the duty travel provisions outlined on page 21, for you and your spouse, plus an amount equal to one-half of that rate for each dependant:

- when the journey starts, for a maximum of three days.
- en route, for the time required to make the direct journey. If you are travelling by vehicle you will be allowed accommodation and meal costs for up to one day for each 644 km (400 miles). The distances are outlined in the Canadian Warehousing Official Distance Guide. Any distance not listed will be the generally accepted most direct route.
- at the destination, while awaiting furniture or accommodation, for up to ten days if alone or 21 days if you have dependants.
- In exceptional circumstances, such as lack of accommodation at the destination, you will receive additional reimbursement in reduced amounts to a maximum of \$7.50 per day per person, \$5.00 per day for each child under six years of age.
- The maximum reimbursed for kilometres, meals and accommodation en route cannot exceed the total expense if you had made the trip by economy class air travel.

Excess Baggage to a maximum of six pieces plus two pieces for each of your dependants. This applies if effects are moved separately by a slower method of transportation or if no other expenses are reimbursed for moving effects. Each piece of excess baggage is limited to 32 kg (70 lbs).

Telephone calls necessary to facilitate shipment of effects.

Movement and storage of effects, if furnished accommodation is not provided for you at the destination and/or the location is serviced by an all-weather road or rail line. Movement and storage of up to 1,814 kg (4,000 lbs) is reimbursed or up to 6,084 kg (15,000 lbs) if you have dependants.

Effects include furniture, household goods, equipment and personal effects of you and your dependants at the time of the move. Effects do not include automobiles, boats, motorcycles, snowmobiles, trailers, animals or foodstuffs. However, when a continuing employee is moved within the Northwest Territories, effects may include all-terrain vehicles, snowmobiles and foodstuffs.

Movement and storage of effects, if furnished accommodation is provided for you at locations not serviced by an all-weather road or rail line. Movement and storage of up to 680 kg (1,500 lbs) is reimbursed or up to 1,814 kg (4,000 lbs) if you have dependants.

Packing, crating, unpacking, uncrating, transportation and in-transit insurance costs will be reimbursed. If professional movers are not available in the community, payment may be authorized for the cost of packing materials purchased from local stores and the cost of making crates by local residents.

Temporary storage will be reimbursed until permanent accommodation is available (where authorized).

Long-term storage costs at the nearest facility will be reimbursed when it is not in the interest of the Government to move your effects. Under normal circumstances this storage will not exceed three years.

Incidental expenses of the move not specifically provided for will be reimbursed. There is a maximum of \$250 if you are moving into unfurnished accommodation or \$125 if you are moving into furnished accommodation.

Real Estate and Legal Fees

Actual real estate, legal and notarial fees for the sale of your principal residence may be reimbursed. The residence must be a single-family dwelling. It must be sold within one year of the date of your authorization to transfer.

This does not apply to your initial appointment to the public service.

All claims must be authorized and receipts provided.

Duplicate Costs on Initial Appointment

In some cases there will be duplicate costs because you cannot sell or rent a single family dwelling before your relocation. Duplicate costs for up to three months from the date of appointment may be reimbursed. Reimbursement will be the lesser of:

- the monthly mortgage payment (principal and interest) on your old residence; and
- the payment for your new residence.

This only applies to your initial appointment to the public service.

All claims must be authorized and receipts provided.

Cost of Breaking Lease

You will be reimbursed for the cost of fulfilling the terms of tenancy of leased premises at your former place of duty.

The maximum payment is for three months.

Limitations

A move cannot be made without the prior approval of the Employer

The daily maximum reimbursement for accommodation in a private home is \$11 for the employee and \$3 for each dependant.

Reimbursement shall be limited to costs, which would have been incurred if the move had been carried out in the most practical and economic manner.

In exceptional circumstances, additional expenses may be approved where the expenses for meals, accommodations or other items cannot be kept within the limits. You must explain the circumstances.

You will not be paid **relocation** benefits if you have an established residence at your place of duty at the time of appointment.

You cannot claim the balance of any unused total weight allowance later. An exception is made if transportation problems prevent you from transporting the total weight allowance in one shipment.

Travel advances shall not exceed the established amount of the employee's entitlement under these removal benefit provisions.

Procedure

You will be advised by the appropriate authority regarding how your move will be handled.

You must submit the following within 30 days of arrival:

- a completed Travel Authorization and Expense Claim, with receipts;
- where incidentals are claimed, a completed certificate as follows:
 - "I certify that I have incurred expenses incidental to this move and not otherwise claimable in the amount of \$_____.";
- a cheque for the balance of any advance you were issued.

DUTY TRAVEL

You will be reimbursed for reasonable expenses within the following entitlements for authorized travel on Government business. Exceptions will be considered where your expenses cannot be kept within the entitlements. You must explain the circumstances on the claim and attach receipts.

When you are required to travel on behalf of the Employer you will be paid as though you were at work for all hours traveled.

Hours traveled include one hour check-in period at airports (two hours check-in for flights originating outside Nunavut, the Yukon and the NWT), bus depots or train stations, as well as one hour check-out period at each overnight stopover and at the final destination. Hours traveled also include time spent waiting for connecting flights, trains or buses, but is exclusive of overnight stopovers.

If you are absent from work on a designated paid holiday or a day of rest and do not work or travel, you shall receive 1.5 times rate of pay.

Transportation

- Economy air (you may be entitled to travel by another class in certain circumstances, this should be verified by your Deputy Head);
- Privately owned vehicle;
- Chartered aircraft;
- Rented vehicles - where this is the most reasonable or economical means of travel. The Government maintains coverage for collision damage to short term rental vehicles.

No reimbursement over \$5 will be made without a receipt.

Accommodation

Commercial accommodation for 15 calendar days or less - actual costs of authorized accommodation. Where possible, hotels with Government rates should be used. When you make reservations you should indicate that the accommodation is to be at the Government rate.

Commercial accommodation for over 15 calendar days - where possible, you should make arrangements for suitable rental accommodation at weekly or monthly rates.

Expenses for commercial accommodation must be accompanied by receipts.

Non-commercial accommodation - \$50.00 for each night.

Meals and Incidental Expenses

You are paid an allowance for the cost of your meals and for incidental expenses such as tips.

	Rate
Breakfast	11.70
Lunch	12.15
Dinner	34.40
Incidentals	11.50
Total	\$69.75

Duty travel to the United States will be paid at the same rates, in U.S. dollars. These rates change periodically and are updated on the FMBS Web Site at:

www.gov.nt.ca/FMBS/documents/dox/GNWT_Duty_Travel_Rates.html

Claims for meals on a partial day will be allowed if it is reasonable or necessary that the meal be taken away from home. Incidentals will not be reimbursed if your duty travel starts and ends on the same day.

You may be reimbursed for the actual cost of meals and services, which exceed the allowances. The reason must be justified and receipts provided.

Meals provided, as part of the cost of transportation and/or accommodation cannot be claimed. The cost of meals may not be included on a hotel bill.

When your travel status is for more than 15 calendar days in one location, the maximum allowance is reduced to \$15 per day. This does not apply in communities where housekeeping units or reasonable room and board are unavailable.

Other Expenses

You may be reimbursed for the following expenses:

- Long distance telephone calls - business - if a satisfactory explanation is provided.
- Long distance telephone calls - personal - if you are required to be away from home over a weekend, and are on continuous travel status for two or more days before the weekend. This must be supported by receipts where available and may not exceed five minutes.
- Local phone calls - business.
- Baggage - storage and excess baggage charges, if a satisfactory explanation is provided.
- Taxis - you must explain the use unless the purpose is clear. Taxis should not be authorized for repeated trips between the same places where convenient public transportation is available.
- Laundry - after two consecutive days on duty travel, a maximum of \$2 for each following day, supported by receipts.
- Casual wages for service personnel - where a satisfactory explanation is provided, to a maximum of \$50.
- Child care expenses - if your child care expenses are more than normal because of the duty travel, you may be reimbursed a maximum of \$25 per day per child.

No item over \$5 will be reimbursed without a receipt.

You Will Not be Paid for the Following:

- Purchase of briefcases, fountain pens, tools or any other supplies or equipment.
- Rental of television or radio receiving sets, where not included in the charge of accommodations.
- Purchases of a personal nature, such as baggage, clothing, etc.
- Telephone, telegraph, cable or radio messages of a personal nature, except as outlined above or if you have an unavoidable delay in arriving home.

- Expenses of any kind incurred during stopovers for personal reasons or during periods of leave, with or without pay.
- Any loss of money or personal belongings.
- Collision damage waiver insurance on short-term rental vehicles (the Government provides automatic collision coverage for short term rented vehicles).

Procedure

Duty travel must be authorized on a Travel Authorization and Expense Claim form before the start of your trip.

You must get prior authorization for special arrangements such as car rental and mileage on the Travel Authorization and Expense Claim Form.

If you want an advance you should request it at least three working days before your trip. The form will be returned to you along with a cheque for the advance.

Expenses must be claimed on the pre-authorized form within ten days of completion of your trip. The claim must be supported by receipts where applicable. A personal cheque to cover any amount by which your travel advance exceeds your claim must be attached.

Travel by Privately Owned Vehicle

The use of a privately owned vehicle will not be authorized if commercial transportation (e.g., airplane, taxi) would be more reasonable and practical.

Your reimbursement is limited to the commercial cost when the total cost of your trip, including the cost of meals, accommodation and incidental expenses exceeds the cost of the same journey by commercial means.

With prior authorization you may use a privately owned vehicle for travel on Government business or on removal. Reimbursement is **\$0.485** per kilometre for travel within the Northwest Territories and **\$0.395** per kilometre for travel elsewhere. If the use of a privately owned vehicle is for your convenience, the allowance is reduced to **\$0.215** per kilometre. These rates change periodically.

You will be reimbursed for ferry, bridge, road and tunnel tolls, and parking charges.

There will be reimbursement for other travel expenses where applicable. This is subject to the limits set out below.

Limitations for Travel by Privately Owned Vehicle

Personal insurance is required before you may use a private vehicle for Government business. The Government will not pay for any additional insurance costs because you use a vehicle for Government business.

You will not be paid any claim for damage, loss or liability incurred while using a vehicle on Government business, other than that claimed under the *Workers' Compensation Act*.

Distances reimbursed will be those in the Canadian Warehousing Official Distance Guide. Distances not listed will be the generally accepted kilometres for the most direct route.

No additional payment will be made for other employees on duty carried as passengers.

If the total cost of your trip (including the cost of meals, accommodation and incidental expenses) exceeds the cost of the same journey by ordinary commercial means, reimbursement will be limited to the commercial cost.

Headquarters Duty Travel

You may be reimbursed for unusual but necessary transportation expenses incurred while carrying out your duties within the headquarters area.

You may be reimbursed for a taxi between home and work when work after normal hours are required. Circumstances such as the combination of late hours, weather and distance must make it unreasonable for you to use the normal means of transportation.

Headquarters duty travel may be reimbursed when transportation is necessary (e.g., because of bulky documents or time constraints). The method chosen must be the most economical one under the circumstances.

You will not be paid for daily transportation expenses within your headquarters area between your home and place of duty without prior authorization.

LEAVE

Your balance of special, sick and annual leave credits as of March 31 will be provided in writing each April. Unearned annual leave, sick leave or special leave will be forgiven if the employment relationship ends because of death or by lay-off after one or more years of continuous employment.

If, during any period of annual leave, winter bonus leave, time off in lieu of overtime, or special leave, you are recalled to duty, you will be reimbursed reasonable expenses that you incur for:

- **travel to your place of duty;**
- **non-refundable deposits or pre-arrangements associated with the vacation or special leave and**
- **return travel to resume your vacation or special leave.**

Holidays

The following days are designated paid holidays:

- New Year's Day
- Good Friday
- Easter Monday
- Victoria Day
- **National Aboriginal Day, or for those employees working and normally residing in Nunavut, Nunavut Day.**
- Canada Day
- The first Monday in August
- Labour Day
- Thanksgiving
- Remembrance Day
- Christmas Day
- Boxing Day
- Any additional days when proclaimed by an Act of Parliament as a National Holiday or by an Act of the Legislative Assembly of the Northwest Territories as a Territorial Holiday.

When a designated holiday falls on your day of rest, the holiday will be moved to the first working day following the day of rest. When a designated holiday falls during leave with pay, the holiday will not be considered a day of leave.

Annual Leave

Your annual leave must be approved in advance.

You earn annual leave each month in which ten days **salary** is received:

Completed Years of Continuous Employment	Days earned per Month	Days earned per Year
less than two	1.375	16.5
two or more, less than 7	1.79	21.5
7 or more, less than 15	2.08	25
15 or more, less than 20	2.5	30
20 or more	2.92	35

Every reasonable effort will be made to:

- schedule your annual leave in the fiscal year in which it is earned, at a time you request;
- not recall you from annual leave;
- grant you any request made before January 31 to defer four days or more annual leave to the following fiscal year;
- grant you up to five consecutive weeks annual leave, depending upon your annual entitlements.

The Employer shall approve, deny or alter the request for vacation leave submitted by you as soon as possible, but no later than two (2) weeks after the request has been received.

Annual leave will be reinstated if, during your leave:

- there is a death or illness in your immediate family and special leave is granted;
or
- sick leave is granted and a medical certificate is produced.

You will not ordinarily be allowed to carry-over more than one year's entitlement of annual leave credits. Credits exceeding one year's entitlement will be liquidated in cash in May. However, in situations where your vacation leave has been denied due to operational requirements, you shall be permitted to carry over up to two (2) years vacation leave credits.

A fractional entitlement of annual leave at the end of the fiscal year will be increased to a one-half day or to a full day if the entitlement is more than one-half day.

Annual leave unused upon termination will be paid at the last daily rate of pay. If the termination is due to death, the amount will be paid to your estate.

Annual leave may be used, if your employment is terminated by lay-off, to extend the time you need to meet the minimum service requirements for severance pay, or it entitles you to an annual allowance or immediate annuity as defined under the *Public Service Superannuation Act*.

If you cease to be employed for a reason other than dismissal, abandonment of position or rejection on probation and are re-employed, completed years of prior employment shall be considered continuous service for the purpose of determining annual leave entitlements (this does not apply to casuals).

Winter Bonus Days

One winter bonus day will be granted for each five consecutive days of annual leave you take between October 1st and March 31st. When a statutory holiday falls in a period of annual leave, it is counted as annual leave for determining winter bonus days.

There is a limit of four extra days for each fiscal year.

Winter bonus days must be taken at the same time as your annual leave. There is no carry-over of these days.

Winter bonus days will be provided if the application for all annual leave between October 1st and March 31st is denied and annual leave continues to be denied from the date of application to March 31st. You will be granted the equivalent number of extra days you would have received had the original leave application been approved. The annual leave application must have been initially received prior to December 15th.

Sick Leave (With Pay)

You earn one and one-quarter sick leave credit days each calendar month in which you receive at least ten days pay.

It is your responsibility to inform your supervisor that you are requesting sick leave at your regular start time.

All absences because of illness on a normal working day are charged against sick leave credits. The exceptions are:

-
- when you leave work sick after working one-half day plus at least two hours, no sick leave credits are used;
 - when you leave work sick after at least two hours on the job, only a one-half day of sick leave credits are used.

A certificate is required from a qualified medical practitioner, certifying that your illness or injury has resulted in an inability to perform the duties of your job for:

- sick leave over three working days;
- sick leave in a fiscal year that you have been granted nine days sick leave without a medical certificate;
- any application for sick leave that your Deputy Minister requests a certificate.

If necessary, up to 15 days of sick leave credits may be advanced. They will be charged against your future credits, as earned.

Any unused sick leave credits will be reinstated after you return to work following a leave of absence without pay or a reinstatement following lay-off.

Sick leave may later be replaced by injury on duty leave according to the conditions outlined in the Injury On Duty Section of this Handbook.

Special Leave (With Pay)

Special leave credits are earned (to a maximum of 30 days at any given time) at the following rates:

- one-half day for each calendar month in which you receive pay for at least ten days;
- one-quarter day for each calendar month in which you receive pay for less than ten days.

You will be granted special leave for up to five consecutive working days when:

- there is a death in your immediate family; or
- you are to be married.

You may be granted special leave for up to five consecutive working days when:

- a member of your immediate family requires surgery or becomes ill (not including childbirth), and you must care for dependants or for the sick person;
- a member of your immediate family outside your community of residence becomes seriously ill;
- special circumstances not directly attributable to you prevent you from reporting to duty, including:
 - serious household domestic emergencies.
 - a transportation problem, if you make every reasonable effort to report for duty.
 - death of your grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law.
- there is a general value to the public service, such as where you:
 - take an examination, which will improve your position or qualifications in the public service;
 - attend your university convocation, if you have been continuously employed for at least one year;
 - attend a course in civil defence training;
 - require a medical examination for enlistment in the Armed Forces or for a veteran's treatment program.

For the purposes of special leave, your immediate family includes father, mother, brother, sister, spouse, common-law spouse, child, grandparent, father-in-law, mother-in-law and any other relative permanently living with you.

You may use up to one day special leave to attend the funeral of your aunt or uncle.

You will be granted special leave **up to three working days** for the birth or adoption of a child. This may be divided into two parts and taken on separate days.

Special leave may be granted if you are required to be a non-medical escort for a member of your immediate family.

Special leave will be granted for time lost through quarantine. A medical certificate is required.

Special leave of more than five consecutive working days may be approved by your Deputy Head.

You may be advanced up to six days of special leave when you have insufficient credits to cover the leave. Advanced leave will be deducted from future credits.

Casual Leave (With Pay)

You may be granted two hours for medical, dental and legal appointments, and for special or unusual circumstances.

One day per occurrence may be granted for regular or recurring medical treatments and check-ups.

Court Leave (With Pay)

Court leave is given if you must:

- serve on a jury; or
- attend as a witness before a body authorized by law to compel the attendance of witnesses.
- you are required by law to attend a proceeding under the *Young Offenders Act* (Canada) concerning a dependent.

Injury On Duty Leave (With Pay)

Injury on duty leave is granted when a Workers' Compensation Board determines that you are unable to perform the duties of your job. It is intended to provide short-term relief.

Your problem must be a result of:

- accidental personal injury received in the performance of duties and not caused by your wilful misconduct; or
- sickness resulting from the nature of your employment; or
- over-exposure to radioactivity or other hazardous conditions during employment.

Any amount payable by Workers' Compensation Board for loss of wages in respect of the injury must be assigned to the Government.

Emergency Leave

Leave of absence with or without pay may be granted in emergency or unusual circumstances.

Leave for Relocation of Your Spouse

Leave without pay may be approved if your spouse is permanently relocated or accepts an appointment to another position outside of your headquarters area.

Mandatory Leave Without Pay

All employees, except casuals, must take five mandatory leave without pay days. Where the employer is able to shut down its operations, non-continuous employees will take the five mandatory leave without pay days over the Christmas and New Year season on days set by the employer. Where the employer is unable to shut down its operations, the five mandatory leave without pay days for continuous employees will be scheduled in advance to be taken at a time that is mutually acceptable to you and the employer.

You cannot be granted leave with pay or lieu time on the five mandatory leave days in which the operations are shut down by the employer or which are scheduled in advance by the Employer and the employee.

You will have 1.92% recovered from your bi-weekly pay cheque. This amount will be used to annualize the effect of the five mandatory leave without pay days so you receive regular pay on your mandatory leave without pay days.

If you do not work the full year and do not take any of the five mandatory pay days you will have your gross salary reduced by 1.92%

Maternity Leave (Without Pay)

Maternity leave without pay will be granted starting as early as 11 weeks before the expected date of birth, and ending not later than 26 weeks after the end of the pregnancy. The maximum period of maternity leave is 37 weeks. Any further time taken off is at the discretion of your department.

Your Superintendent/Director must be notified at least 15 weeks before the expected date of birth. A medical certificate certifying pregnancy may be requested.

If you request it in writing, the Superintendent/Director may defer the beginning of your leave or terminate it early. You may be granted leave to start earlier than 11 weeks before the expected date of birth.

When working conditions may be detrimental to the health of a pregnant employee or the unborn child the Employer will:

- (1) change those working conditions; or
- (2) assign suitable alternative work; or
- (3) temporarily transfer the employee;

Where none of these options are reasonable within operational requirements, allow the employee to take a leave of absence without pay for the duration of her pregnancy.

Maternity Leave With Allowance

You will be paid a maternity leave **allowance** if:

- six months of continuous employment have been completed;
- proof has been provided of receipt of Employment Insurance benefits; and
- there is an agreement to return to work for at least six months when the maternity leave ends.

The date of your return to work may be changed with the Government's consent.

If you do not return to work, the amount of **the allowance** must be reimbursed to the Government. If you return to work for less than six months, **the allowance** will be pro-rated. An exception is made for death, disability and lay-off.

The **allowance** provides a "top up" of Employment Insurance benefits to a maximum of 17 weeks at 93% of your last weekly rate of pay.

The Employer is not responsible for any consequences of an employment insurance benefit overpayment nor is it responsible for providing any additional payments in respect of maternity leave should the employee's benefits be affected by tax, employment insurance, or legislative provisions.

Parental Leave (Without Pay)

If you will have actual care and custody of a newborn child of whom you are the natural mother or natural father, or an adopted child, parental leave without pay may be granted to you for up to 26 weeks in the 52 week period immediately following the birth of the child or, in the case of an adoption, the time that the child comes into your care and custody.

Parental leave may be shared by an employee couple, but the total amount of parental leave cannot exceed 26 weeks for both employees combined.

If you intend to request parental leave you must make every effort to provide reasonable notice to the Employer. In the case of an adoption, you must notify the Employer as soon as the application has been approved by the adoption agency or legal guardianship or custody papers have been drawn up.

If you are taking maternity leave, you may also take parental leave, in which case, it must be taken immediately following the maternity leave. The total amount of maternity and parental leave combined cannot exceed 52 weeks.

Parental Leave With Allowance

You will be paid a parental leave allowance if:

- six months of continuous employment have been completed;
- proof has been provided of receipt of Employment Insurance benefits; and
- there is an agreement to return to work for at least six months when the parental leave ends.

The date of your return to work may be changed with the Government's consent.

If you do not return to work, the **allowance** must be reimbursed to the Government. If you return to work for less than six months, the **allowance** will be pro-rated. An exception is made for death, disability and lay-off.

The **allowance** provides a "top up" of Employment Insurance benefits to a maximum of **17** weeks at 93% of your last weekly rate of pay.

The Employer is not responsible for any consequences of an employment benefit overpayment nor is it responsible for providing any additional payments in respect of parental leave should the employee's benefits be affected by tax, unemployment insurance, or legislative provisions.

When parental leave is taken by an employee couple, payments made pursuant to the Parental Leave allowance shall not exceed a total of 17 weeks for both employees combined.

No employee shall be laid off, transferred or relocated while on, or within 6 months of his/her return from maternity or parental leave without the consent of the employee and the Employer.

Self-Funded Leave Plan

The Government will provide a deferred salary leave plan to allow you flexibility in your long term career and personal goals.

The plan allows you to defer 20% of your salary for four years to fund a one-year leave of absence without pay or 10% of your salary for four and one-half years to fund a six-month leave of absence without pay. In accordance with the Income Tax Regulations you must agree to return to regular employment for no less than the period of leave.

During the period of leave, you may engage in outside activities outside the Public Service in accordance with the Code of Conduct regarding Outside Employment.

You must request the leave in advance. Your deferred salary will be deposited into a trust that will provide income during the leave. The deferred salary is exempt from taxation until the funds are released to you.

You are responsible for the employer and the employee share of pension contributions while on leave. The period of leave counts as pensionable service.

Contact your Human Resource Practitioner within your Department, Board or Agency for details of application procedures and entitlements.

EDUCATION LEAVE

Education leave is time off to undertake full-time post-secondary studies for at least one academic year at a recognized university, community college or technical institute.

An academic year is two full program semesters, completed in succession, or completed within a 12-month period.

The number of opportunities for education leave with assistance is limited. Preference is given to long-term employees at lower income levels who have limited career options. Preference is also given to Affirmative Action applicants and long-term Northwest Territories residents.

Eligibility

You must have three years of continuous service before starting education leave. This may be waived in unusual circumstances.

Education leave is only granted if there is evidence of satisfactory performance and potential for career development. A current performance review is required.

Levels of Assistance for Education Leave

Assistance includes tuition, travel and removal costs.

Education leave is without salary. However, allowances instead of salary may be paid:

- **Full Allowance**
 - 100% of present salary may be paid if your skills have become technically obsolete and retraining is needed to satisfactorily carry out the duties of your position.
 - 100% of present salary may be paid if qualified people cannot be recruited for essential work.
- **Partial Allowance**
 - A minimum allowance equivalent to 50% of your present salary may be paid to meet an identified need rather than recruit outside the Government. The decision is based on the most economical use of existing staff to capitalize on experience, knowledge and capability.

- Recognizing that 50% of salary may prove a financial burden if you continue studies beyond a one year program, a 10% increase will be added to the allowance in each consecutive year of study, to a maximum of 80% of salary.
- **Assistance Without Allowance**
 - Assistance only, with no allowance in lieu of salary may be paid to further post-secondary education to obtain qualifications that are generally relevant to present or future requirements of the Government.

Procedures

Applications for education leave are submitted to your Deputy Head. For information regarding application guidelines and content, contact your departmental human resource section.

Successful applicants must sign a leave of absence agreement. Those granted education leave are usually required to return to work for a period equivalent to the leave.

You must submit proof of acceptance at a recognized university or community college, along with a course outline, before you go on education leave.

If you have consecutive years of education leave you will normally be required to return for temporary work assignments between academic years. Travel costs and housing accommodation for temporary work assignments will be provided at single status only.

You do not earn leave credits while on education leave, except during periods of temporary work assignments.

Employees are not eligible to receive pay increments or economic increases while they are away from their duties on education leave.

Pension deductions will be based on the full salary for the position you held before education leave, and will be recovered from you in equal instalments over a period equal to twice as long as the absence.

Short Term Leave for Training Purposes

Your Deputy Head may grant short-term leave (without pay) to take advanced or supplementary professional or technical training of less than one academic year. The leave will be based on present and future job requirements and on individual qualifications.

Full or partial financial assistance and full or partial allowance may be granted if:

- your skills have become technically obsolete and you need retraining to carry out your work satisfactorily; or
- the courses are required for you to keep abreast of new knowledge and techniques in your field of work or to maintain certification; or
- qualified people cannot be recruited to carry out essential work.

If you take short term leave for training with full or partial allowance you must return to work for a period equivalent to the leave.

Leave Without Pay for Education Purposes

You may also be granted leave without pay (without allowance or assistance) for education purposes. Approval is needed from your Deputy Head.

Courses Taken on Personal Time

Tuition fees for courses you take on your personal time may be refunded. To qualify, you must show evidence of successful completion of the course. The course must be of value to your work, and it must not require absence from duties. You must obtain approval from your Deputy Head for reimbursement of tuition costs before you take the course.

Deputy Heads or their designates have the discretion to pay the course/tuition fees in advance. Deputy Heads or their designates have the authority to waive the requirements for an employee to reimburse the Employer for tuition/course fees paid in advance in exceptional circumstances, or if there was some overall benefit from the training initiative.

MEDICAL TRAVEL ASSISTANCE

Medical travel assistance is granted for travel from your community of residence for non-elective medical treatment. The coverage is for you, your spouse and dependant children. Reimbursement will be determined on a trip by trip basis subject to the following provisions.

Payment will not exceed:

- return transportation to the point of departure or the nearest place where adequate treatment is available, whichever results in the lesser expense;
- 25 days hotel accommodation and meal costs, at duty travel rates; and
- the lesser of return taxi or shuttle bus fare between the airport and the treatment centre.

You will be reimbursed for overnight hotel accommodation en route when travel to the treatment centre is interrupted by weather or other circumstances beyond your control.

Your claim must be supported by a certificate from a qualified medical practitioner. The certificate must state that the treatment was non-elective, required for the health of the patient, and could not be provided by the facilities or services available in your community of residence.

When specialized treatment as an outpatient is required, a maximum of \$50 per day will be reimbursed for accommodation, meals and local transportation expenses. This is for any period beyond 25 days and up to 40 days.

Medical travel assistance will not be provided if a similar benefit is available through another employer. Double coverage is not available if more than one family member is employed by the Government. Every effort must be made to schedule medical appointments/procedures while on other forms of leave.

Escort

The travel expenses of a **non-medical** escort may be reimbursed. A qualified medical practitioner must certify that it is necessary for the patient to be accompanied by some other person.

The escort must be 19 years of age or older.

If you are the non-medical escort for an immediate family member you may be granted special leave.

Medical Travel Leave

If you receive medical travel assistance you may be granted medical travel leave for the actual time taken to travel, up to a maximum of three days.

Travel leave will not be granted for escort duty.

PENSION PLAN

Superannuation Plan

This pension plan provides a benefit based on the average of your best five consecutive years of salary and number of years of pensionable service. Participation in this plan is compulsory.

Pension benefits are calculated as follows:

$$(\text{Total Pensionable Service}) \times (\text{Average of Best 5 Consecutive Years Salary}) \times 2\%$$

For example:

Retirement at age 60 with 22 years of service: Over the last five years, your salary has ranged from \$39,662 to \$46,315 with an average salary of \$42,879. The Superannuation pension will be $2\% \times 22 \times \$42,879 = \$18,867$ per year. At age 65, you will become eligible to receive benefits from the Canada Pension Plan and your pension will be reduced by the amount of CPP benefit you would receive for your pensionable service.

Benefits payable are indexed to increases in the Consumer Price Index.

If you have a minimum of two years of pensionable service you may take your pension in any one of a number of ways:

- Immediate Annuity
 - payable at age 60, or
 - payable at age 55 with a minimum of 30 years service.
- Deferred Annuity
 - payable at age 60 if you terminate employment before attaining that age.
- Annual Allowance
 - early payment of a deferred annuity which is subject to a 5% reduction for each year under the age of 60, or under the age of 55 or under 30 years of pensionable service if terminating after age 50 with at least 25 years of pensionable service.

- payable at age 50 or at any later time before the deferred annuity begins.
- Transfer Value Payment (if under age 50 at termination)
 - a lump sum payment representing the actuarial value of a contributor's pension entitlement. A Transfer Value Payment must be transferred directly into a locked-in vehicle such as a locked-in RRSP, another Registered Pension Plan or to a financial institution for the purchase of a life annuity. The Transfer Value option is irrevocable.

Payroll deductions are taken at 4.0% of your salary up to the yearly maximum pensionable earnings, and 7.5% above the yearly maximum. The Government also contributes to the plan. Canada Pension Plan contributions are made on salary up to the yearly maximum pensionable earnings.

Transferring Service from Other Plans

There are pension transfer agreements with some other employers who have compatible pension plans. They permit the transfer of all pensionable service to the Superannuation Plan.

To qualify for such a transfer, you must satisfy the conditions of the specific agreement, which are usually:

- employment by the Government within a specified time (usually three months) after ceasing your employment with a participating employer;
- no refund of contributions or other benefits from the pension plan of your previous employer;
- you must submit an application for transfer to the Government within the specified time - usually six months or one year;

Time limits may be extended in certain circumstances. Before requesting a transfer of funds, it is vital that you carefully compare the benefits payable under each plan. All transfers are irrevocable.

Return of Contributions

A return of contributions made to the Plan, plus interest, will normally be payable to terminating employees with less than two years of pensionable service.

Election for Prior Service

You may purchase prior service where your contributions to an approved pension plan have been refunded.

The purchase of prior service with the following employers can be made at any time while you are a contributor to the Superannuation Plan:

- the public service of the Northwest Territories;
- the public service of the Yukon;
- the public service of Canada;
- the Canadian Armed Forces;
- the Royal Canadian Mounted Police.

Your service with other employers may qualify if the service occurred within two years of joining the Government.

Once made, the purchase of prior service is irrevocable except in specific and unusual circumstances.

INSURANCE

The face value of life insurance contracts normally decreases annually starting at age 66. Detailed information is available in separate booklets for each insurance.

Supplementary Death Benefit

This benefit provides a lump sum payable to your designated beneficiary. The payment is equal to twice your basic yearly salary, rounded up to the nearest multiple of \$1,000. The premiums are deducted monthly at \$0.15 per \$1,000 of coverage. This is part of the Superannuation Plan. Participation in this plan is compulsory.

Long Term Disability Insurance

This insurance provides you with up to 70% of your basic yearly salary if you become disabled. Benefits are payable after a waiting period of 13 weeks or after all your sick leave credits are used, whichever is later.

For the first 24 months, your disability must prevent you from performing the duties of your position. After 24 months, the disability must prevent you from performing the duties of any commensurate occupation. A commensurate occupation is one for which you are reasonably qualified by training, education or experience. The rate of pay for the commensurate occupation must be at least 2/3 of the current rate for your regular occupation.

Long Term Disability Insurance benefits will continue while the disability lasts, until your 65th birthday.

Coverage is compulsory and premiums are shared by the Government and the employee.

Employee Duty Travel Accident Insurance

All persons employed in the Public Service of the Northwest Territories are eligible to receive this benefit.

The Government of the Northwest Territories provides as an employee benefit Travel Accident Insurance, which insures employees against accidents, which may occur while the employee, is traveling “on the business of the insured”.

The term “on the business of the insured” means any trip on assignment by or with the authorization of the Employer for the purpose of furthering the business of the Employer.

At no cost to the employees this policy provides:

1. **Accidental Death and Dismemberment**
- \$200,000.00 Principal Sum
2. **Weekly Indemnity**
The lesser of:
 - (a) \$250.00; or
 - (b) 70% of the employee's normal weekly earnings, or
 - (c) 100% of the employee's normal weekly earnings reduced by the amount of any weekly benefit which is payable to the employee by the Workers' Compensation Board, or any other government agency in respect of the employee's disability. In no case shall the weekly income benefit be less than \$100.00.
3. **Medical Expense**
- \$10,000.00 maximum

The following schedule sets out the benefits for loss occurring within 365 days from the date of an accident, and resulting directly and independently of all other causes from accidental bodily injuries sustained by an employee:

	Proportion of Principal Sum Payable by Insurer	
For Loss Of Life		100 percent
For total and permanent loss of Hearing in both ears or speech		66 2/3 percent
Hearing in one ear		16 2/3 percent
For permanent loss or total permanent loss of use of Both hands at or above wrists		100 percent
Both feet at or above ankles		100 percent
One hand at or above wrist and one foot at or above ankle		100 percent
Entire sight of both eyes		100 percent
One hand at or above wrist and entire sight of one eye		100 percent
One foot at or above ankle and entire sight of one eye		100 percent
One arm at or above elbow		75 percent
One leg at or above knee		75 percent
Either hand at or above wrist		66 2/3 percent
Either foot at or above ankle		66 2/3 percent
Thumb and index finger of either hand at or above metacarpo-phalangeal joints		33 1/3 percent

If the employee should sustain more than one of the losses described above as the result of any one accident, the Insurer will pay the amount stated for each such loss up to but not exceeding in aggregate the amount referred to in the Schedule as the Principal Sum Benefit.

The indemnities set forth in this policy are in addition to any other benefits which may be payable by the Government of the Northwest Territories or by any insurance plan or scheme in which the Government participates with the employees.

Dental Plan

The plan provides you with 100% reimbursement for all eligible expenses, subject to a yearly deductible of \$25 for single coverage and \$50 for family coverage. Major restorative work (crowns, bridges, dentures, etc.) is reimbursed at 50%. Dental coverage (excluding orthodontic services) is limited to \$1,000 per year per dependant.

The plan provides orthodontic coverage for your dependants under the age of 19. Reimbursement is limited to 50% of actual costs, to a maximum of \$3,000 per dependant per lifetime.

Coverage comes into effect after six months of continuous employment. This waiting period does not apply if you terminate employment and are rehired within three months.

Details of the plan are outlined in the Dental Plan Booklet.

Public Service Management Insurance Plan (PSMIP)

This life insurance plan has four parts:

- Basic Life - one year of basic salary;
- Supplementary Life - one year of basic salary;
- Accidental Death and Dismemberment - up to \$250,000 for accidental death or an appropriate percentage payable for dismemberment; and
- Dependants' Insurance - both life insurance and accidental death and dismemberment benefits (double indemnity) of \$5,000 for your spouse and \$2,500 for each dependant child over 14 days of age.

All PSMIP insurance plans are optional. Premiums are based on age and basic salary and are deducted from salary.

Public Service Health Care Plan (PSHCP)

PSHCP is a supplementary health care plan. Participation, including the level of coverage, is optional. Premiums for Level I coverage are paid by the employer. Premiums for Level II and III are shared by the employee and employer.

This insurance provides 80% reimbursement for all eligible expenses, subject to a yearly deductible of \$60 for single coverage and \$100 for family coverage.

This insurance provides extended health care benefits (in addition to the Northwest Territories Health Care) for specialist services, prescription drugs, vision care, rental of hospital equipment, nursing assistance, ambulance services, etc. Hospital benefits are also available and there is reimbursement for the cost of semi-private or private rooms up to \$60 per day under Level I, \$100 per day under Level II and \$150 per day under Level III.

PERFORMANCE EVALUATION

Performance evaluations are done annually on each Government employee.

During your orientation period you and your supervisor will meet to set objectives. The two of you continue to meet informally throughout the year to review your performance.

You and your supervisor will meet to review your performance before fiscal year end. Objectives will be assigned for the following fiscal year. You will be given an opportunity to add any comments you wish to your evaluation. This performance review will be placed in your personnel file.

Your personnel file will be made available for your examination at reasonable times in the presence of an authorized representative of the Government. You may place a document in your personnel file with your supervisor's permission.

JOB EVALUATION

Job Evaluation will be done using the Hay Job Evaluation System. The Hay Job Evaluation Guide Charts (Appendix B), in conjunction with benchmark positions as set out in the Job Evaluation Manual, will be used for assessing the value of your position.

If you feel your position has been improperly evaluated:

- 1) Discuss the evaluation with your supervisor or a representative of management who is knowledgeable in the job evaluation system. Upon request, you will be provided with a copy of the Statement of Duties for your position, together with the point rating and the rationale supporting the point rating assigned.
- 2) You may submit a job evaluation appeal. This appeal will be referred to a Job Evaluation Appeal Board consisting of the Secretary of the Financial Management Board, the Deputy Head of your Department or their delegates, and a representative of the Employee. All members of the Job Evaluation Appeal Board must be trained on the use of the Job Evaluation System.
- 3) If the Board reaches a unanimous decision, it is binding on the parties. If a unanimous decision is not reached, you may request that the Deputy Head refer the appeal to a Job Evaluation Review Board.
- 4) The Job Evaluation Review Board shall consist of a representative of the Employer, a representative of the Employee, and an independent chairperson, all trained on the use of the Job Evaluation System.
- 5) The decision of the Job Evaluation Review Board must be unanimous and is binding.
- 6) You may withdraw your appeal at any time.

CONFLICT OF INTEREST

You must adhere to and comply with the provisions of the *Code of Conduct Respecting Conflict of Interest and Oath of Office and Secrecy* and any amendments that may be made to it from time to time.

INDEMNIFICATION

Damages or costs awarded against you in a civil action or proceeding will be paid. This includes any sum required to be paid by the settlement of any claim. The following conditions apply:

- the alleged misconduct was committed in the performance of duties;
- your conduct was not a gross disregard or neglect of your duties as an employee; and
- you have given immediate notice to the Government of the action or proceeding.

You must immediately notify your Deputy Head upon becoming aware of any act or omission that could lead to a need for legal representation or result in a claim against the Government. All information must be provided. The Government may deny indemnity if your intentional delay prejudices the defence.

The Department of Justice will provide legal representation (subject to existing insurance coverage and the prerogative of the insurer to provide counsel). The counsel may be from within the Department of Justice or otherwise, at the Government's discretion. The Government accepts full responsibility for the conduct of the action. You must cooperate fully with the appointed counsel.

POLITICAL ACTIVITY

Involvement in political activities is allowed. Political activities may include joining a political party or giving money to any political candidate or party. However, the following restrictions apply to your political involvement.

Federal and Territorial Elections

You may not:

- Personally ask for funds for a territorial or federal political party or candidate.
- Engage in any territorial or federal political activity during working hours.
- Use Government premises, supplies or equipment for any political activity, or display or distribute any federal or territorial campaign literature on Government premises. This does not apply to Government staff housing.
- Intentionally use your position to affect the political activity of another person. For example, promise a Government job in return for support given to a particular candidate.
- Serve as an official agent for a candidate in an election, or as an executive officer of a political party or riding association (official agents are declared on the nomination papers of a candidate).
- Publicly criticize any policy about which you acquire information by virtue of employment with the Government.
- Be a candidate in a territorial, provincial or federal election unless you have obtained a leave of absence from the Chairman of the Financial Management Board.
- Serve as an elected representative in the Legislative Assembly of the Northwest Territories, the Legislative Assembly of a province or territory or in the Parliament of Canada.

In addition, Restricted Employees (as defined below) may not:

- Publicly express views on any matter that forms part of the platform of a territorial or federal political party, including criticizing candidates' positions on issues.
- Attend any meeting of a territorial federal political party, riding or association as a voting delegate.
- Serve as an executive officer of a Federal party, riding or association.
- Campaign for, or actively work in support of a territorial or federal political party or candidate.
- Be a candidate in a Territorial or Federal election if the absence of the employee seriously interferes with the working of the public service.

Restricted Employees include:

- executive branch staff, other than secretarial staff, clerical staff, or executive assistants to elected Ministers;
- staff of the Personnel Secretariat, other than secretarial or clerical staff; and
- supervisors of schools.

You must take a leave of absence without pay before you announce your candidacy in a territorial, provincial or federal election. The leave or employment will end when the election results are official. Applications for political leave must be made to the Chairman of the Financial Management Board.

Municipal Elections

If you wish to become involved in municipal politics you cannot:

- Engage in any political activity during working hours.
- Use Government premises, supplies or equipment for any political activity.
- Display or distribute any campaign literature on Government premises, unless it is Government staff housing.
- Intentionally use your position to affect the political activity of another person.

- Publicly criticize any policy about which you acquire information by virtue of your employment with the Government.

If you are an excluded employee identified in the Public Service Regulations as a restricted employee and are elected mayor of a municipality, you must resign from the Government. "Municipality" includes cities, towns, villages, and hamlets. Restricted employees are defined above.

GRIEVANCE PROCESS

Employees who have a complaint about their treatment under the *Public Service Act*, Regulations or other terms and conditions of employment, may take advantage of the grievance process. Before submitting a complaint you may seek the advice of a Personnel Administrator. You must present your grievance personally.

Step One

You must submit a written grievance to your first level of management as designated by the Government. This grievance must be submitted within 15 calendar days of your becoming aware of the situation that has resulted in the complaint. Your grievance must describe the nature of the complaint you are making.

The person designated to hear your complaint has 21 days to meet with you, hear your grievance, decide on it and send a written copy of the decision to you.

Step Two

If you are not satisfied with the decision made, or if the complaint cannot be resolved at Step One, you may submit your grievance to your Deputy Head. You must submit this grievance within 14 days of receiving the first level decision.

The Deputy Head will have 14 days to meet with you, hear your grievance and respond to your complaint in writing.

Time lines may be extended by mutual agreement.

SEVERANCE PAY

Lay-Off

If you are laid off after one year or more of continuous employment you are entitled to severance pay. You have the following options:

- Separation Assistance - you shall receive severance pay of two weeks pay per year for the first ten complete years of continuous employment and three weeks pay for each succeeding complete year of continuous employment. The total amount of severance pay, which may be paid under this sub-clause, shall not exceed 65 weeks of pay.
- Severance Priority - you shall receive severance pay for two weeks pay for the first complete year of continuous employment, two weeks pay for the second complete year of continuous employment and one week of pay for each succeeding complete year of continuous employment. The total amount of severance pay, which may be paid under this sub-clause, shall not exceed 28 weeks of pay. You shall be provided priority staffing for one year from the last day of the lay-off notice period.
- Retraining - you shall, during the three month notice period, be eligible for this option if:
 - you have three years of continuous employment;
 - there is a specific vacant position or anticipated vacancy for which no other lay-off qualifies and you may become qualified with retraining; and
 - you and the Employer agree that the retraining can be completed within 12 consecutive months.
- Education Assistance - you may be eligible for this option if:
 - you have three years of continuous employment;
 - the proposed program of study relates to positions within the Government; and
 - you provide proof of acceptance in an educational program.

Education assistance calculated at 80% of your current salary for a period of up to 12 months.

If you are laid off for a second or subsequent time, severance pay will be calculated on complete years of continuous employment, less any period for which you have been previously granted severance pay.

Resignation

You are entitled to severance pay upon resignation if:

- you have ten or more years continuous employment;
- you give two months notice of termination (or any shorter period that the Employer may agree); and
- if the termination is for reasons other than lay-off, abandonment of position, rejection on probation or dismissal.

This severance pay is calculated as follows:

$$\frac{[\text{Weekly rate of pay on termination}] \times [(\text{completed years of continuous employment}) - (\text{previous years for which severance was paid}) \text{ to a maximum of } 26]}{\text{divided by } 2}$$

Retirement

Retirement, for severance pay purposes, means termination from the public service with an entitlement to an immediate annuity under the Superannuation Plan. You may take an equivalent period of leave with pay instead of severance pay.

Employees on strength as at December 31, 1994:

You are entitled to severance pay if:

- you retire; or
- your employment is terminated because chronically poor health makes performance of your duties impossible.

This severance pay is calculated as follows:

$$\frac{[\text{Weekly rate of pay on termination}] \times [(\text{years of service}) - (\text{previous years for which severance was paid})] \text{ to a maximum of } 30 \text{ weeks}}{\text{to a maximum of } 30 \text{ weeks}}$$

Employees taken on strength on or after January 1, 1995:

You are entitled to severance pay upon retirement if:

- you have ten or more years continuous employment;
- you give two months notice of termination; and
- if the termination is for reasons other than lay-off, abandonment of position, rejection on probation or dismissal.

This severance pay is calculated as follows:

$$\frac{[\text{Weekly rate of pay on termination}] \times [(\text{completed years of continuous employment}) - (\text{previous years for which severance was paid}) \text{ to a maximum of } 26]}{\text{divided by } 2}$$

Death

Employees on strength as at December 31, 1994:

In the event of death, your estate is entitled to severance pay.

This severance pay is calculated as follows:

$$(\text{Weekly rate of pay at death}) \times (\text{years of continuous service to a maximum of } 30)$$

This is in addition to any other benefits.

Employees taken on strength on or after January 1, 1995:

In the event of death, your estate is entitled to severance pay if you have ten years or more of continuous employment.

This severance pay is calculated as follows:

$$\frac{[\text{Weekly rate of pay on termination}] \times [(\text{completed years of continuous employment}) - (\text{previous years for which severance was paid}) \text{ to a maximum of } 26]}{\text{divided by } 2}$$

Dismissal, Abandonment of Position

No severance pay is paid if you are dismissed for cause or if you abandon your position.

REMOVAL ON TERMINATION

Removal assistance may be provided upon termination of employment. You are responsible for making and paying for all moving and travel arrangements, and submitting your invoices to the Government for reimbursement.

Eligible Cost

Eligible costs include packing, crating, unpacking, uncrating, transportation and in-transit insurance. If professional movers are not used for the move, eligible costs may include the cost of locally purchased packing materials and the cost of crates. Eligible costs also include personal travel for you and your dependants as follows:

- travel by commercial carrier to your eligible destination;
- accommodation and meal costs (duty travel rates) only at points between your community of residence and point of departure, and only when stopovers are a result of airline schedules;
- the equivalent of economy airfare for travel by means other than air, no additional travel expenses for stopovers will be reimbursed.

Eligible cost is subject to weight and destination limits.

Weight Limits

The maximum weight of effects (including weight of crates)

- In furnished accommodation:
 - If no dependants - maximum 680 kg (1,500 lb)
 - With dependants - maximum 1,814 kg (4,000 lb)
- In unfurnished accommodation:
 - If no dependants - maximum 1,814 kg (4,000 lb)
 - With dependants - maximum 6,804 kg (15,000 lb)

Point of Departure

- Edmonton - For all locations within the NWT

Eligible Destinations

If your community of residence at termination is the same as your point of recruitment and:

- you have ten years of service; eligible costs are calculated to your point of departure and to your new domicile. The lesser of these is your eligible cost.
- you have 20 years of service and were on strength as of January 1, 1995, your eligible cost is calculated to your new domicile anywhere in Canada.

If your community of residence at termination is not the same as your point of recruitment, your eligible cost is the lesser of the costs of moving your effects to your point of recruitment or to your new domicile.

If your community of residence at termination is not the same as your point of recruitment and you were hired before August 5, 1976, you may choose to have your eligible cost calculated on your previous ultimate removal entitlement of \$20 per month of continuous service to a maximum of the lesser of \$2,400 or the actual cost as substantiated by freight bills and travel receipts. If you choose this option and your community of residence is not on the Mackenzie Highway System, your eligible cost is increased by an amount equivalent to the eligible cost between your community of residence and the nearest of these.

Eligible costs are further limited by a length of service entitlement and the ultimate removal entitlement cap set for each community in the maximum reimbursement schedule. These are set out in the following table:

<u>Length of Service</u>	<u>Entitlement</u>
less than 3 years	none
3 years but less than 4	50% of eligible costs
4 years but less than 5	60% of eligible costs
5 years but less than 6	70% of eligible costs
6 years but less than 7	80% of eligible costs
7 years but less than 8	90% of eligible costs
over 8 years	100% of eligible costs

Maximum Reimbursement Schedule			
Aklavik	\$10,086	Jean Marie River	\$ 7,710
Colville Lake	\$10,026	Kakisa	\$ 5,946
Deline	\$ 9,552	Lutselk'e	\$ 7,428
Dettah	\$ 6,000	Nahanni Butte	\$ 7,710
Enterprise	\$ 5,226	Norman Wells	\$ 7,590
Fort Good Hope	\$10,464	Paulatuk	\$13,308
Fort Liard	\$ 5,868	Rae-Edzo	\$ 6,318
Fort McPherson	\$10,200	Rae Lakes	\$ 7,896
Fort Providence	\$ 5,820	Sachs Harbour	\$14,388
Fort Resolution	\$ 7,428	Snare Lake	\$ 7,590
Fort Simpson	\$ 7,710	Trout Lake	\$ 7,710
Fort Smith	\$ 4,800	Tuktoyaktuk	\$10,908
Hay River	\$ 5,226	Tulita	\$ 8,898
Hay River Reserve	\$ 5,226	Wha Ti	\$ 7,434
Holman	\$12,138	Wrigley	\$ 7,710
Inuvik	\$ 9,126	Yellowknife	\$ 6,000

Maximum Reimbursement

The maximum amount the Government will reimburse for removal costs on termination is the lesser of:

- the amount determined by applying your percentage of entitlement to the eligible cost of your removal; or
- the amount determined by applying your percentage of entitlement to the amount of maximum reimbursement for your community of residence at termination.

Laid off employees and the dependants of deceased employees are entitled to the lesser of 100% of eligible costs or 100% of the maximum reimbursement for the employee's community of residence. Additionally, the dependants of a deceased employee are entitled to be reimbursed for the costs of shipping the body.

Limitations

Only one removal on termination will be paid per household, **and only be paid after actual termination of employment.**

No reimbursement will be made if you receive duplicate assistance from another employment source.

Your claims must be substantiated by freight bills.

You must actually move from your community of residence. The move must take place within **one year**, except in extenuating circumstances approved by your Deputy Head.

TERMINATION

Two weeks notice in writing is required for resignation from the Government. Advance notice is appreciated. After you have submitted your resignation you are given a 24-hour period in which you may withdraw it.

You are encouraged to contact the Human Resources Practitioner for your Department, Board or Agency at least six months in advance of retirement. This will ensure timely processing of all pension and benefit documents.

APPENDIX A

Salary Grids for Excluded Employees

Employees are paid according to the following salary grid.

Your letter of offer of employment with the Government indicates the range and step that you will be paid.

If you have any questions about your placement on the salary grid, please contact the human resources administrator for your department.

			HOURLY RATES OF PAY Effective April 1, 2002						
Pay Range	Min Pts	Max Pts	Hourly Rate						
			Casual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	92	101	14.77	17.37	17.81	18.26	18.72	19.20	19.69
2	102	112	15.34	17.94	18.40	18.87	19.35	19.84	20.34
3	113	124	15.99	18.59	19.06	19.54	20.04	20.55	21.07
4	125	137	16.58	19.18	19.67	20.17	20.68	21.21	21.75
5	138	151	17.25	19.85	20.35	20.87	21.40	21.94	22.50
6	152	166	17.86	20.46	20.98	21.51	22.06	22.62	23.19
7	167	183	18.52	21.12	21.66	22.21	22.77	23.35	23.94
8	184	201	19.22	21.82	22.37	22.94	23.52	24.12	24.73
9	202	221	19.90	22.50	23.07	23.66	24.26	24.88	25.51
10	222	243	20.61	23.21	23.80	24.41	25.03	25.67	26.32
11	244	267	21.35	23.95	24.56	25.18	25.82	26.48	27.15
12	268	293	24.31	26.91	27.60	28.30	29.02	29.76	30.52
13	294	322	25.37	27.97	28.68	29.41	30.16	30.93	31.72
14	323	354	26.52	29.12	29.86	30.62	31.40	32.20	33.02
15	355	389	27.68	30.28	31.05	31.84	32.65	33.48	34.33
16	390	427	28.90	31.50	32.30	33.12	33.96	34.83	35.72
17	428	469	30.15	32.75	33.58	34.44	35.32	36.22	37.14
18	470	515	31.46	34.06	34.93	35.82	36.73	37.67	38.63
19	516	565	32.81	35.41	36.31	37.24	38.19	39.16	40.16
20	566	620	34.19	36.79	37.73	38.69	39.68	40.69	41.73
21	621	680	35.66	38.26	39.24	40.24	41.27	42.32	43.40
22	681	746	37.18	39.78	40.79	41.83	42.90	43.99	45.11
23	747	818	38.74	41.34	42.39	43.47	44.58	45.72	46.89
24	819	897	40.36	42.96	44.06	45.18	46.33	47.51	48.72
25	898	983	42.04	44.64	45.78	46.95	48.15	49.38	50.64

			ANNUAL RATES OF PAY Effective April 1, 2002 Standard 37.5 Weekly Hours						
Pay	Min	Max	Annual Rate						
Range	Pts	Pts	Casual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	92	101	28,802	33,872	34,730	35,607	36,504	37,440	38,396
2	102	112	29,913	34,983	35,880	36,797	37,733	38,688	39,663
3	113	124	31,181	36,251	37,167	38,103	39,078	40,073	41,087
4	125	137	32,331	37,401	38,357	39,332	40,326	41,360	42,413
5	138	151	33,638	38,708	39,683	40,697	41,730	42,783	43,875
6	152	166	34,827	39,897	40,911	41,945	43,017	44,109	45,221
7	167	183	36,114	41,184	42,237	43,310	44,402	45,533	46,683
8	184	201	37,479	42,549	43,622	44,733	45,864	47,034	48,224
9	202	221	38,805	43,875	44,987	46,137	47,307	48,516	49,745
10	222	243	40,190	45,260	46,410	47,600	48,809	50,057	51,324
11	244	267	41,633	46,703	47,892	49,101	50,349	51,636	52,943
12	268	293	47,405	52,475	53,820	55,185	56,589	58,032	59,514
13	294	322	49,472	54,542	55,926	57,350	58,812	60,314	61,854
14	323	354	51,714	56,784	58,227	59,709	61,230	62,790	64,389
15	355	389	53,976	59,046	60,548	62,088	63,668	65,286	66,944
16	390	427	56,355	61,425	62,985	64,584	66,222	67,919	69,654
17	428	469	58,793	63,863	65,481	67,158	68,874	70,629	72,423
18	470	515	61,347	66,417	68,114	69,849	71,624	73,457	75,329
19	516	565	63,980	69,050	70,805	72,618	74,471	76,362	78,312
20	566	620	66,671	71,741	73,574	75,446	77,376	79,346	81,374
21	621	680	69,537	74,607	76,518	78,468	80,477	82,524	84,630
22	681	746	72,501	77,571	79,541	81,569	83,655	85,781	87,965
23	747	818	75,543	80,613	82,661	84,767	86,931	89,154	91,436
24	819	897	78,702	83,772	85,917	88,101	90,344	92,645	95,004
25	898	983	81,978	87,048	89,271	91,553	93,893	96,291	98,748

HOURLY RATES OF PAY Effective April 1, 2003									
Pay	Min	Max	Hourly Rate						
Range	Pts	Pts	Casual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	92	101	15.29	17.89	18.34	18.81	19.29	19.78	20.28
2	102	112	15.88	18.48	18.95	19.43	19.92	20.43	20.95
3	113	124	16.54	19.14	19.63	20.13	20.64	21.16	21.70
4	125	137	17.17	19.77	20.27	20.78	21.31	21.85	22.41
5	138	151	17.84	20.44	20.96	21.49	22.04	22.60	23.17
6	152	166	18.47	21.07	21.61	22.16	22.72	23.30	23.89
7	167	183	19.15	21.75	22.30	22.87	23.45	24.05	24.66
8	184	201	19.86	22.46	23.03	23.62	24.22	24.84	25.47
9	202	221	20.57	23.17	23.76	24.36	24.98	25.62	26.27
10	222	243	21.31	23.91	24.52	25.14	25.78	26.44	27.11
11	244	267	22.07	24.67	25.30	25.94	26.60	27.28	27.97
12	268	293	25.13	27.73	28.44	29.16	29.90	30.66	31.44
13	294	322	26.22	28.82	29.55	30.30	31.07	31.86	32.67
14	323	354	27.40	30.00	30.76	31.54	32.34	33.16	34.01
15	355	389	28.58	31.18	31.97	32.78	33.62	34.48	35.36
16	390	427	29.84	32.44	33.27	34.12	34.99	35.88	36.79
17	428	469	31.14	33.74	34.60	35.48	36.38	37.31	38.26
18	470	515	32.48	35.08	35.97	36.89	37.83	38.80	39.79
19	516	565	33.87	36.47	37.40	38.35	39.33	40.33	41.36
20	566	620	35.30	37.90	38.87	39.86	40.88	41.92	42.99
21	621	680	36.81	39.41	40.42	41.45	42.51	43.59	44.70
22	681	746	38.35	40.95	42.00	43.07	44.17	45.30	46.46
23	747	818	39.98	42.58	43.67	44.78	45.92	47.09	48.29
24	819	897	41.63	44.23	45.36	46.52	47.71	48.93	50.18
25	898	983	43.39	45.99	47.16	48.36	49.59	50.86	52.16

			ANNUAL RATES OF PAY Effective April 1, 2003 Standard 37.5 Weekly Hours						
Pay	Min	Max	Annual Rate						
Range	Pts	Pts	Casual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	92	101	29,816	34,886	35,763	36,680	37,616	38,571	39,546
2	102	112	30,966	36,036	36,953	37,889	38,844	39,839	40,853
3	113	124	32,253	37,323	38,279	39,254	40,248	41,262	42,315
4	125	137	33,482	38,552	39,527	40,521	41,555	42,608	43,700
5	138	151	34,788	39,858	40,872	41,906	42,978	44,070	45,182
6	152	166	36,017	41,087	42,140	43,212	44,304	45,435	46,586
7	167	183	37,343	42,413	43,485	44,597	45,728	46,898	48,087
8	184	201	38,727	43,797	44,909	46,059	47,229	48,438	49,667
9	202	221	40,112	45,182	46,332	47,502	48,711	49,959	51,227
10	222	243	41,555	46,625	47,814	49,023	50,271	51,558	52,865
11	244	267	43,037	48,107	49,335	50,583	51,870	53,196	54,542
12	268	293	49,004	54,074	55,458	56,862	58,305	59,787	61,308
13	294	322	51,129	56,199	57,623	59,085	60,587	62,127	63,707
14	323	354	53,430	58,500	59,982	61,503	63,063	64,662	66,320
15	355	389	55,731	60,801	62,342	63,921	65,559	67,236	68,952
16	390	427	58,188	63,258	64,877	66,534	68,231	69,966	71,741
17	428	469	60,723	65,793	67,470	69,186	70,941	72,755	74,607
18	470	515	63,336	68,406	70,142	71,936	73,769	75,660	77,591
19	516	565	66,047	71,117	72,930	74,783	76,694	78,644	80,652
20	566	620	68,835	73,905	75,797	77,727	79,716	81,744	83,831
21	621	680	71,780	76,850	78,819	80,828	82,895	85,001	87,165
22	681	746	74,783	79,853	81,900	83,987	86,132	88,335	90,597
23	747	818	77,961	83,031	85,157	87,321	89,544	91,826	94,166
24	819	897	81,179	86,249	88,452	90,714	93,035	95,414	97,851
25	898	983	84,611	89,681	91,962	94,302	96,701	99,177	101,712

HOURLY RATES OF PAY Effective April 1, 2004									
Pay	Min	Max	Hourly Rate						
Range	Pts	Pts	Casual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	92	101	15.83	18.43	18.90	19.38	19.87	20.37	20.89
2	102	112	16.44	19.04	19.52	20.02	20.53	21.05	21.58
3	113	124	17.13	19.73	20.23	20.74	21.27	21.81	22.36
4	125	137	17.76	20.36	20.88	21.41	21.95	22.51	23.08
5	138	151	18.46	21.06	21.59	22.14	22.70	23.28	23.87
6	152	166	19.10	21.70	22.25	22.82	23.40	24.00	24.61
7	167	183	19.81	22.41	22.98	23.56	24.16	24.77	25.40
8	184	201	20.54	23.14	23.73	24.33	24.95	25.58	26.23
9	202	221	21.27	23.87	24.48	25.10	25.74	26.39	27.06
10	222	243	22.02	24.62	25.25	25.89	26.55	27.23	27.92
11	244	267	22.80	25.40	26.05	26.71	27.39	28.09	28.81
12	268	293	25.95	28.55	29.28	30.03	30.80	31.58	32.38
13	294	322	27.06	29.66	30.42	31.20	31.99	32.81	33.65
14	323	354	28.28	30.88	31.67	32.48	33.31	34.16	35.03
15	355	389	29.51	32.11	32.93	33.77	34.63	35.51	36.42
16	390	427	30.81	33.41	34.26	35.13	36.03	36.95	37.89
17	428	469	32.13	34.73	35.62	36.53	37.46	38.42	39.40
18	470	515	33.53	36.13	37.05	38.00	38.97	39.96	40.98
19	516	565	34.97	37.57	38.53	39.51	40.52	41.55	42.61
20	566	620	36.44	39.04	40.04	41.06	42.11	43.18	44.28
21	621	680	37.98	40.58	41.62	42.68	43.77	44.89	46.04
22	681	746	39.60	42.20	43.28	44.38	45.51	46.67	47.86
23	747	818	41.24	43.84	44.96	46.11	47.29	48.50	49.74
24	819	897	42.97	45.57	46.73	47.92	49.14	50.40	51.69
25	898	983	44.77	47.37	48.58	49.82	51.09	52.39	53.73

			ANNUAL RATES OF PAY Effective April 1, 2004 Standard 37.5 Weekly Hours						
Pay	Min	Max	Annual Rate						
Range	Pts	Pts	Casual	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	92	101	30,869	35,939	36,855	37,791	38,747	39,722	40,736
2	102	112	32,058	37,128	38,064	39,039	40,034	41,048	42,081
3	113	124	33,404	38,474	39,449	40,443	41,477	42,530	43,602
4	125	137	34,632	39,702	40,716	41,750	42,803	43,895	45,006
5	138	151	35,997	41,067	42,101	43,173	44,265	45,396	46,547
6	152	166	37,245	42,315	43,388	44,499	45,630	46,800	47,990
7	167	183	38,630	43,700	44,811	45,942	47,112	48,302	49,530
8	184	201	40,053	45,123	46,274	47,444	48,653	49,881	51,149
9	202	221	41,477	46,547	47,736	48,945	50,193	51,461	52,767
10	222	243	42,939	48,009	49,238	50,486	51,773	53,099	54,444
11	244	267	44,460	49,530	50,798	52,085	53,411	54,776	56,180
12	268	293	50,603	55,673	57,096	58,559	60,060	61,581	63,141
13	294	322	52,767	57,837	59,319	60,840	62,381	63,980	65,618
14	323	354	55,146	60,216	61,757	63,336	64,955	66,612	68,309
15	355	389	57,545	62,615	64,214	65,852	67,529	69,245	71,019
16	390	427	60,080	65,150	66,807	68,504	70,259	72,053	73,886
17	428	469	62,654	67,724	69,459	71,234	73,047	74,919	76,830
18	470	515	65,384	70,454	72,248	74,100	75,992	77,922	79,911
19	516	565	68,192	73,262	75,134	77,045	79,014	81,023	83,090
20	566	620	71,058	76,128	78,078	80,067	82,115	84,201	86,346
21	621	680	74,061	79,131	81,159	83,226	85,352	87,536	89,778
22	681	746	77,220	82,290	84,396	86,541	88,745	91,007	93,327
23	747	818	80,418	85,488	87,672	89,915	92,216	94,575	96,993
24	819	897	83,792	88,862	91,124	93,444	95,823	98,280	100,796
25	898	983	87,302	92,372	94,731	97,149	99,626	102,161	104,774



GUIDE CHART FOR EVALUATING
KNOW-HOW

DEFINITION: Know-How is the sum total of every kind of knowledge and skill, *however acquired*, needed for acceptable job performance. Know-How has three dimensions — the requirements for:

- **Cognitive Know-How:** The depth and breadth of specialized/technical knowledge and skills required in application of practical procedures, specialized techniques or scientific/professional discipline.
- **Managerial Know-How:** Knowledge and skill required for integrating and harmonizing activities, resources and functions involving some combination of planning, organizing, integrating, coordinating, evaluating, staffing, directing and/or controlling.
- **Human Relations Know-How:** Active, person to person skills needed in the area of human relationships.

		• • • MANAGERIAL KNOW-HOW																	
		N. None			I. Minimal			II. RELATED			III. DIVERSE			IV. BROAD			V. TOTAL		
		Performance of task(s) highly specific as to nature and content, does not involve the supervision of others.			Coordination of activities which are similar in content and nature, with an appropriate awareness of other related activities.			Manage mentor coordination of varied but homogeneous activities or objectives. Direction of activities and tasks may be through subordinates.			Management of activities which are diverse in nature or objectives. Direction of activities may be through subordinate supervisors.			Management of an integrated business department or function having substantial diversity of activities or objectives. Functions may significantly affect organization planning and operations.			Management of all departments and functions in the Government of the Northwest Territories.		
		1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
PRACTICAL PROCEDURES	L LIMITED: Follows basic instructions or carries out simple work routines.	29	33	38	38	43	50	50	57	66	66	76	87	87	100	115	115	132	152
		33	38	43	43	50	57	57	66	76	76	87	100	100	115	132	132	152	175
		38	43	50	50	57	66	66	76	87	87	100	115	115	132	152	152	175	200
SPECIALIZED TECHNIQUES	A BASIC: Apply basic instructions, perform simple tasks or work routines which are repetitive.	38	43	50	50	57	66	66	76	87	87	100	115	115	132	152	152	175	200
		43	50	57	57	66	76	76	87	100	100	115	132	132	152	175	175	200	230
		50	57	66	66	76	87	87	100	115	115	132	152	152	175	200	200	230	264
SCIENTIFIC DISCIPLINES	B ELEMENTARY: Practical application of skills to established work processes and procedures.	50	57	66	66	76	87	87	100	115	115	132	152	152	175	200	200	230	264
		57	66	76	76	87	100	100	115	132	132	152	175	175	200	230	230	264	304
		66	76	87	87	100	115	115	132	152	152	175	200	200	230	264	264	304	350
SCIENTIFIC DISCIPLINES	C VOCATIONAL: Application of knowledge and skills to procedures and work routines which are generally well defined but may occasionally require some judgement calls	66	76	87	87	100	115	115	132	152	152	175	200	200	230	264	264	304	350
		76	87	100	100	115	132	132	152	175	175	200	230	230	264	304	304	350	400
		87	100	115	115	132	152	152	175	200	200	230	264	264	304	350	350	400	460
SCIENTIFIC DISCIPLINES	D ADVANCED VOCATIONAL: Application of knowledge and skills, procedures or processes. Some specialized skills (usually non-theoretical) are required.	87	100	115	115	132	152	152	175	200	200	230	264	264	304	350	350	400	460
		100	115	132	132	152	175	175	200	230	230	264	304	304	350	400	400	460	528
		115	132	152	152	175	200	200	230	264	264	304	350	350	400	460	460	528	608
SCIENTIFIC DISCIPLINES	E SPECIALIZED: Application of knowledge of theory and principals within a specialized professional and/or technical area. May require understanding/skill in a variety of processes.	115	132	152	152	175	200	200	230	264	264	304	350	350	400	460	460	528	608
		132	152	175	175	200	230	230	264	304	304	350	400	400	460	528	528	608	700
		152	175	200	200	230	264	264	304	350	350	400	460	460	528	608	608	700	800
SCIENTIFIC DISCIPLINES	F SEASONED: Proficiency in the application of theories and principles within a specialty field (or fields). Has a broad understanding of theories and principles gained through extensive experience.	152	175	200	200	230	264	264	304	350	350	400	460	460	528	608	608	700	800
		175	200	230	230	264	304	304	350	400	400	460	528	528	608	700	700	800	920
		200	230	264	264	304	350	350	400	460	460	528	608	608	700	800	800	920	1056
SCIENTIFIC DISCIPLINES	G SPECIALIZED MASTERY: Mastery of principles and theories developed in a highly specialized professional area or gained through broad seasoning and/or special development.	200	230	264	264	304	350	350	400	460	460	528	608	608	700	800	800	920	1056
		230	264	304	304	350	400	400	460	528	528	608	700	700	800	920	920	1056	1216
		264	304	350	350	400	460	460	528	608	608	700	800	800	920	1056	1056	1216	1400
SCIENTIFIC DISCIPLINES	H PROFESSIONAL MASTERY: Externally recognized expertise in or mastery of a complex professional field.	264	304	350	350	400	460	460	528	608	608	700	800	800	920	1056	1056	1216	1400
		304	350	400	400	460	528	528	608	700	700	800	920	920	1056	1216	1216	1400	1600
		350	400	460	460	528	608	608	700	800	800	920	1056	1056	1216	1400	1400	1600	1840

• • • HUMAN RELATION SKILLS		
1. BASIC: Courtesy, tact and effectiveness in dealing with others in everyday working relationships. Includes contacts to request or provide information.	2. IMPORTANT: Alternative or combined skills in understanding and/or influencing people are important in achieving job objectives, causing action or understanding others.	3. CRITICAL: Alternative or combined skills in understanding and motivating people are important in the highest degree.

		TO FIND PROBLEM SOLVING POINTS, READ OFF WHERE KNOW-HOW SCORE AND PROBLEM SOLVING % INTERSECT																												
		← Know-How Points →																												
% PS		38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	% PS	
87%		33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	87%	
76%		29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	76%	
66%		25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	66%	
57%		22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	57%	
50%		19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	50%	
43%		16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	43%	
38%		14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	38%	
33%		12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	33%	
29%		10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	29%	
25%		9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	25%	
22%		8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	22%	
19%		7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	19%	
16%		6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	16%	
14%		5	6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	14%	
12%		4	5	6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	12%	
10%		3	4	5	6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	10%	
		115 132 152 175 200 230 264 304 350 400 460 528 608 700 800 920 1056 1216 1400																												

MOST LIKELY	<input type="checkbox"/>
LESS LIKELY	<input type="checkbox"/>
UNLIKELY	<input type="checkbox"/>



GUIDE CHART FOR EVALUATING PROBLEM SOLVING

DEFINITION: Problem Solving measures the extent to which assistance or guidance in terms of instruction, procedures and guidelines is available and the activities required to resolve various situations. Problem Solving has two dimensions:

- Thinking Latitude - The extent to which assistance or guidance is available from others or from past practice and precedents.
- Situational Challenges - The nature of the problem encountered and the process used to resolve the problem.

N.B. The evaluation of Problem Solving should be made without reference to the job's freedom to make decisions or take action; this is measured on the Accountability Chart.

MEASURING PROBLEM SOLVING: All thinking requires the presence of knowledge in the form of facts, principles, procedures, standards, concepts, etc. This is the raw material to which the thinking processes are applied.

Problem Solving measures the degree to which thinking processes must be applied to the required knowledge in order to obtain the results expected of the job.

To the extent that thinking is limited or reduced by job demands or structure, covered by precedent, simplified by definition, or assisted by others, Problem Solving is diminished and results are obtained by the automatic application of skills rather than by the application of the thinking processes to knowledge.

		●● SITUATIONAL CHALLENGES												
		1. REPETITIVE Identical situations requiring resolution by simple choice of known things.	2. PATTERNED Similar situations requiring resolution by discriminating choice of known things.	3. INTERPOLATIVE Differing situations requiring search for solutions within area of known things.	4. ADAPTIVE Variable situations requiring analytical, interpretative, evaluative, and/or constructive solutions.	5. UNCHARTED Novel or non-recurring path-finding situations requiring the development of new concepts and imaginative approaches.								
STEP VALUES 2432 2112 1840 — 1600 — 1400 1216 1056 920 — 800 — 700 608 528 460 — 400 — 350 304 264 230 — 200 — 175 152 132 115 ↕ 100 — 87 2 — 76 3 — 66 4 — 57 5 — — 50 — 6 — 43 7 — 38 8 — 33 9 — 29 10 — — 25 — 11 — 22 12 — 19 13 — 16 14 — 14 15 — — 12 — 16 — 10 17 — 9 18 — 8 19 — 7 20 — — 6 — 5	STEP BELOW 100% ↕ ↔	● THINKING ENVIRONMENT	A HIGHLY STRUCTURED: The work is covered by very detailed and precisely defined rules, instructions, procedures and guidelines with almost continuous assistance.	10%	12%	14%	16%	19%	22%	25%	29%	33%	38%	A
			B ROUTINE: The work is covered by detailed rules, instructions, procedures and guidelines. Most problems are referred to the supervisor.	12%	14%	16%	19%	22%	25%	29%	33%	38%	43%	B
			C SEMI-ROUTINE: The work is covered by well defined and somewhat diversified rules, instructions, procedures and guidelines. Precedents are available to cover most situations. Unusual problems are referred to the supervisor.	14%	16%	19%	22%	25%	29%	33%	38%	43%	50%	C
			D STANDARDIZED: The work is covered by clear but substantially diversified rules, instructions, procedures and guidelines. Precedents are available to cover many situations. When in doubt, problems are referred to the supervisor.	16%	19%	22%	25%	29%	33%	38%	43%	50%	57%	D
			E CLEARLY DEFINED: The work is covered by functional rules, instructions, procedures, guidelines, precedents, specific objectives and a well defined frame of reference. Problems are referred to the supervisor when solutions are not within the intent of the functional	19%	22%	25%	29%	33%	38%	43%	50%	57%	66%	E
			F GENERALLY DEFINED: The work is covered by a general frame of reference and functional objectives. The problems require the collection and analysis of data. There is a need to consult the supervisor and coordinate plans.	22%	25%	29%	33%	38%	43%	50%	57%	66%	76%	F
			G BROADLY DEFINED: The work is covered by the organization's broad objectives and functional goals. The problems require the collection, analysis and evaluation of data, with recommended solutions.	25%	29%	33%	38%	43%	50%	57%	66%	76%	87%	G
			H ABSTRACT: The work is covered by business philosophy and politics. There are many conflicting, complex, and sensitive issues. The problems require policy development and/or highly creative solutions.	29%	33%	38%	43%	50%	57%	66%	76%	87%	H	

CHARACTERISTIC HAY PROFILES (PERCENTAGE OF KH – PS – AC)

% PS/KH	TO FIND PROFILE: IN COLUMN BELOW THAT CORRESPONDS TO STEP DIFFERENCE BETWEEN AC & PS POINTS, READ PROFILE OPPOSITE % PS/KH																										
	ACCOUNTABILITY HIGHER THAN PROBLEM SOLVING						AC = PS			ACCOUNTABILITY LOWER THAN PROBLEM SOLVING																	
	4 UP			3 UP			2 UP			1 UP			LEVEL			1 DOWN			2 DOWN			3 DOWN			4 DOWN		
87%	29	26	45	32	27	41	33	29	38	35	30	35	36	32	32	38	33	29	40	34	26	41	36	23	42	37	21
76%	32	25	43	34	26	40	36	28	36	38	29	33	40	30	30	42	31	27	43	32	25	44	34	22	45	35	20
66%	36	23	41	38	24	38	40	26	34	42	27	31	44	28	28	45	29	26	46	31	23	47	32	21	49	32	19
57%	39	22	39	41	23	36	43	25	32	45	26	29	46	27	27	48	28	24	49	29	22	51	30	19	53	30	17
50%	42	21	37	44	22	34	46	23	31	48	24	28	50	25	25	52	26	22	53	27	20	55	27	18	56	28	16
43%	45	20	35	47	21	32	49	22	29	52	22	26	54	23	23	55	24	21	56	25	19	58	25	17	59	26	15
38%	49	19	32	51	19	30	53	20	27	55	21	24	56	22	22	59	22	19	60	23	17	62	23	15	62	24	14
33%	53	17	30	55	18	27	56	19	25	59	19	22	60	20	20	62	20	18	63	21	16	65	21	14	66	22	12
29%	56	16	28	58	17	25	60	17	23	62	18	20	64	18	18	65	19	16	66	19	15	68	19	13	69	20	11
25%	59	15	26	62	15	23	63	16	21	65	16	19	66	17	17	68	17	15	70	17	13	70	18	12	72	18	10
22%	62	14	24	65	14	21	66	15	19	68	15	17	70	15	15	72	15	13	72	16	12	74	16	10	75	16	9
19%	66	12	22	68	13	19	70	13	17	72	13	15	72	14	14	74	14	12	75	14	11	76	15	9	77	15	8
16%	69	11	20	70	12	18	72	12	16	74	12	14	76	12	12	76	13	11	77	13	10	79	13	8	80	13	7
14%	72	10	18	74	10	16	75	11	14	76	11	13	78	11	11	79	11	10	80	11	9	81	12	7	82	12	6
12%	75	9	16	76	9	15	77	10	13	79	10	11	80	10	10	81	10	9	82	10	8	83	11	6	84	11	5
10%	77	8	15	79	8	13	80	9	11	81	9	10	82	9	9	83	9	8	84	9	7	85	10	5	86	9	5



Definition: Accountability is the answerability for action and for the consequences thereof. It is the measured effect of the job on end results. It has three dimensions in the following order of importance:

- **Freedom to Act** — The degree to which answerability for action and associated consequences is governed by supervisory or procedural control. The higher the level of this control, the lower the freedom to act.
- **Job Impact on End Result** — The degree of control the position has over the magnitude for which the job is accountable.
- **Magnitude** — The quantitative component for which the job is held accountable usually gauges the degree to which the organization is affected by the achievement of the job results.

IMPACT: The degree of control exercised by the position over the magnitude for which the job is accountable.

A — Ancillary: The degree of control over magnitude is indirect and minimal. Position tends to involve the processing or collection of information or provides service for use by others in achieving results.

C — Contributory: The degree of control over the magnitude is indirect. Work involves interpretive, facilitative, advisory or other supporting services for use by others in achieving results.

S — Shared: The degree of control over the magnitude is direct and shared equally and jointly with other peer level positions.

P — Primary: The position has a controlling impact on end results of a given magnitude. Is the sole position answerable for these results.

GUIDE CHART FOR EVALUATING ACCOUNTABILITY

		●●● Magnitude (Annual Basis) ▶																							
		(M) Minimal Up to \$50K				(1) Very Small \$50K-\$500K				(2) Small \$500K-\$5M				(3) Medium \$5M-\$50M				(4) Large \$50M-\$500M				(5) Very Large \$500M-\$5B			
		\$50K				\$50 - 500K				\$500K - 5M				\$5M - 50M				\$50M - 500M				\$500M - 5B			
		●● IMPACT ▶																							
		A	C	S	P	A	C	S	P	A	C	S	P	A	C	S	P	A	C	S	P	A	C	S	P
● FREEDOM TO ACT	R RESTRICTED: These jobs are almost continuously subject to restricted and explicit instructions covering simple tasks. Supervision is almost continuous.	5	7	9	12	7	9	12	16	9	12	16	22	12	16	22	29	16	22	29	38	22	29	38	50
		6	8	10	14	8	10	14	19	10	14	19	25	14	19	25	33	19	25	33	43	25	33	43	57
		7	9	12	16	9	12	16	22	12	16	22	29	16	22	29	38	22	29	38	50	29	38	50	66
	A PRESCRIBED: These jobs receive detailed instructions to perform assigned tasks under direct supervision.	8	10	14	19	10	14	19	25	14	19	25	33	19	25	33	43	25	33	43	57	33	43	57	76
		9	12	16	22	12	16	22	29	16	22	29	38	22	29	38	50	29	38	50	66	38	50	66	87
		10	14	19	25	14	19	25	33	19	25	33	43	25	33	43	57	33	43	57	76	43	57	76	100
	B CONTROLLED: These jobs are subject to instruction and established work routines and/or close supervision.	12	16	22	29	16	22	29	38	22	29	38	50	29	38	50	66	38	50	66	87	50	66	87	115
		14	19	25	33	19	25	33	43	25	33	43	57	33	43	57	76	43	57	76	100	57	76	100	132
	16	22	29	38	22	29	38	50	29	38	50	66	38	50	66	87	50	66	87	115	66	87	115	152	
C STANDARDIZED: These jobs are subject to standardized practices, established but varied work procedures and general work instructions. Progress and results are checked by supervisor.	19	25	33	43	25	33	43	57	33	43	57	76	43	57	76	100	57	76	100	132	76	100	132	175	
	22	29	38	50	29	38	50	66	38	50	66	87	50	66	87	115	66	87	115	152	87	115	152	200	
	25	33	43	57	33	43	57	76	43	57	76	100	57	76	100	132	76	100	132	175	100	132	175	230	
D GENERALLY REGULATED: These jobs are subject to varied work procedures covered by precedents and are subject to supervisory review of end results. Latitude to choose appropriate course of action.	29	38	50	66	38	50	66	87	50	66	87	115	66	87	115	152	87	115	152	200	115	152	200	264	
	33	43	57	76	43	57	76	100	57	76	100	132	76	100	132	175	100	132	175	230	132	175	230	304	
	38	50	66	87	50	66	87	115	66	87	115	152	87	115	152	200	115	152	200	264	152	200	264	350	
E DIRECTED: These jobs, by their nature or size, are subject to broad practices and procedures covered by functional precedents and policies, achievement of a circumscribed operational activity, and to managerial direction.	43	57	76	100	57	76	100	132	76	100	132	175	100	132	175	230	132	175	230	304	175	230	304	400	
	50	66	87	115	66	87	115	152	87	115	152	200	115	152	200	264	152	200	264	350	200	264	350	460	
	57	76	100	132	76	100	132	175	100	132	175	230	132	175	230	304	175	230	304	400	230	304	400	528	
F ORIENTED: These jobs are broadly subject to policies and operational goals of the organization and to managerial direction of a general nature.	66	87	115	152	87	115	152	200	115	152	200	264	152	200	264	350	200	264	350	460	264	350	460	608	
	76	100	132	175	100	132	175	230	132	175	230	304	175	230	304	400	230	304	400	528	304	400	528	700	
	87	115	152	200	115	152	200	264	152	200	264	350	200	264	350	460	264	350	460	608	350	460	608	800	
G OPERATIONALLY GUIDED: These jobs are subject to the guidance of broad organization policies and objectives, legislation and the mandate of the organization.	100	132	175	230	132	175	230	304	175	230	304	400	230	304	400	528	304	400	528	700	400	528	700	920	
	115	152	200	264	152	200	264	350	200	264	350	460	264	350	460	608	350	460	608	800	460	608	800	1056	
	132	175	230	304	175	230	304	400	230	304	400	528	304	400	528	700	400	528	700	920	528	700	920	1216	
H STRATEGICALLY GUIDED: These jobs, by virtue of their control of significant operations and their involvement in strategic decisions, are subject only to very broad guidance from the top and from broad organization policies.	152	200	264	350	200	264	350	460	264	350	460	608	350	460	608	800	460	608	800	1056	608	800	1056	1400	
	175	230	304	400	230	304	400	528	304	400	528	700	400	528	700	920	528	700	920	1216	700	920	1216	1600	
	200	264	350	460	264	350	460	608	350	460	608	800	460	608	800	1056	608	800	1056	1400	800	1056	1400	1840	



GUIDE CHART FOR EVALUATING WORKING CONDITIONS

GENERAL:

Working Conditions as a compensable factor is a measure of the type of conditions, in terms of frequency and duration of occurrence, under which the job must be performed. Working Conditions has four sub factors.

- **Physical Demands:** This factor measures frequency and duration, or any *combination*, of the physical effort required by the job.

Examples of these activities include: lifting, carrying or moving material, people or objects, stretching, pulling, pushing, climbing, walking, sitting, standing, and/or working in awkward positions, or other unusual circumstances.

- **Environmental Conditions:** This factor measures the frequency and duration of exposure to adverse environmental conditions that cannot be controlled by the employee or the GNWT.

Examples of these include: toxic or unpleasant fumes, extremes of temperature, loud noise, vibration, dirt, dust, and unavoidable exposure to hazardous substances, equipment, and/or situations, infections, diseases, inclement weather, disruptions caused by work schedules and travel requirements.

- **Sensory Demands:** This factor measures the frequency and duration of sensory demands required by the job.

Examples include: the requirement for coordination, agility and dexterity of the senses, spatial acuity, judgments through senses of touch, smell, sight, sound, speed and accuracy.

- **Mental Demands:** This factor measures the frequency and duration of the mental demand required by the job.

Examples of such factors include: periods of concentration, attention to detail, dealing with unknown factors, monotonous aspects of work, interruptions, distractions or confusing influences, uncontrolled workflow and overlapping demand, exposure to emotionally disturbing experiences.

P	
• PHYSICAL DEMANDS	
The job requires physical demand for occasional periods of short duration. May involve physical fatigue, sitting or standing in a comfortable location with ability to move about, minor lifting or stooping.	
A. Minimal fatigue or physical stress.	1 2 3 4 5
B. Moderate fatigue or physical stress.	6 7 8 9 10
C. Considerable fatigue or physical stress.	12 14 16 19 22
D. Extreme fatigue or physical stress.	25 29 33 38 43

E	
•• ENVIRONMENTAL CONDITIONS	
The combination of intensity, duration and frequency of exposure to factors in the environment is such that it results in:	
a. Minimal discomfort or risk of accident or ill-health.	1 2 3 4 5
b. Considerable discomfort or moderate risk of accident or ill-health.	6 7 8 9 10
c. Extreme discomfort or substantial risk of accident or ill-health.	12 14 16 19 22
d. Extreme risk of accident or ill-health.	25 29 33 38 43

S	
••• SENSORY DEMANDS	
The combination of intensity, duration and frequency of concentration is such that it requires:	
I. Limited sensory attention.	1 2 3 4 5
II. Moderate sensory attention.	6 7 8 9 10
III. Considerable sensory attention.	12 14 16 19 22
IV. Extreme sensory attention.	25 29 33 38 43

M	
•••• MENTAL DEMANDS	
The combination of intensity, duration and frequency of exposure to physical and environmental factors is such that it results in:	
1. Minimal mental stress.	1 2 3 4 5
2. Moderate mental stress.	6 7 8 9 10
3. Considerable mental stress.	12 14 16 19 22
4. Extreme mental stress.	25 29 33 38 43