

Excluded Employees' Handbook

Government of the
Northwest Territories

April 1, 2009 – March 31, 2012



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 Act* 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 Act* 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. **Subject to the foregoing, the terms of employment in this handbook are June 19, 2009, unless another date is expressly stated.**

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 Service Centre in your region.

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

<http://www.hr.gov.nt.ca/policy/>

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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 **employee of the Government, other than an employee of the Northwest Territories Power Corporation or a teacher, who is ineligible for membership in a bargaining unit, pursuant to the *Public Service Act*.**

Employer

The Government of the Northwest Territories as represented by the **Minister of Human Resources** 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.

Spouse

A person, regardless of gender who:

- is married to you, or
- has lived together in a conjugal relationship outside of marriage with you and you represent that person as your spouse.

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.

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 ensure you are familiar with and adhere to the GNWT policies entitled “E-mail Use Policy, Internet Use Policy, and Mobile Handheld Device Policy understanding that if you fail to abide by the terms and conditions of these policies, you may be subject to disciplinary action, up to and including dismissal.

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 Métis 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 co-ordination, 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.

For these purposes, Management Positions are positions within the Senior Management Group including Deputy Ministers, Assistant Deputy Ministers, Superintendents, Directors and Chief Executive Officers, where all the positions included in this group are determined by **the Department of Human Resources**.

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 **the Department of Human Resources**.

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, interference, restriction, harassment or coercion exercised or practiced with respect to any employee by reason of age, sex, race, colour, creed, national or ethnic origin, marital status, family status, sexual orientation, **gender identity**, disability, conviction for which a pardon has been granted, religious or political affiliation, 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 **transferred or** 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 two (2) years 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. This does not apply to casual employees.

If you are a newly appointed employee or **are the successful employee in a competition for a new job**, you will be **placed on step 2 of the** applicable pay range of your position **if you have two (2) years of directly related experience to the responsibilities of the new job; at step 3 if you have more than two (2) but less than four (4) years of directly related experience to the responsibilities of the new job; and step 4 if you have more than four (4) years of directly related experience to the responsibilities of the new job.**

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 multiplying your base salary (hourly rate in Appendix A) by the number of hours you are scheduled to work in a two-week period (75 or 80). Upon initial hire, one week of your base salary will be withheld and paid out upon termination.

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.

Responsibility Allowance

Employees receive a responsibility allowance for temporarily performing the duties of a higher position.

When you are required to temporarily perform the duties of a position at a higher pay range:

- for five (5) days or less, you will receive a responsibility allowance equal to 10% of your base salary;
- for more than five (5) days, you will receive a responsibility allowance equal to 12% of your base salary.

If your increment falls within the acting period, it will be applied in the acting category.

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.

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 one hours pay at your base salary 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 one and one-half hours pay at your base salary for each eight (8) consecutive hours or portion thereof that you are on standby.

When you are on standby and you are **required to return to the workplace**, 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.

When you report to work during standby, 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 costs over ten dollars (\$10). If you use your personal motor vehicle, you will be paid the appropriate distance rates specified in the Duty Travel Section of this handbook.

When you are on standby and you are required to work by responding by phone, email or other electronic means and are not required to return to the workplace, you will be compensated at the greater of:

- **One (1) hour at the straight time rate; or**
- **Compensation at the applicable overtime rate for time worked.**

The minimum one hour payment applies only once during each sixty minute period.

The minimum payment of one hour at the overtime rate, as specified in the Overtime section of this handbook, does not apply.

If you are on standby, you are not entitled to Call-Back Pay.

Call-Back Pay

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

- Compensation at the appropriate overtime rate; or
- 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 **costs over ten dollars (\$10)**. If you use your personal motor vehicle, you will be paid the appropriate distance rates specified in the Duty Travel Section of this handbook.

If you are required to work during off duty hours by responding by phone, email or other electronic means and are not required to return to the workplace, you will be compensated at the greater of:

- **One (1) hour at the straight time rate; or**
- **Compensation at the applicable overtime rate for time worked.**

The minimum one hour payment applies only once during each sixty minute period.

The minimum payment of one hour at the overtime rate, as specified in the Overtime section of this handbook, does not apply.

If you receive pay under this article, you are not entitled to Standby Pay.

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 **\$2.50 an hour for all regularly scheduled hours worked between 16:00 and midnight; and \$2.50 an hour for all regularly scheduled hours worked between midnight and 08:00.**

You will also be paid shift premium for all overtime hours worked immediately before and after the regularly scheduled hours above, but not for other overtime hours.

Weekend Premium

If you are regularly scheduled to work on weekends, you will be paid an additional premium of **\$2.50** per hour for all regularly scheduled straight-time hours worked on Saturdays and Sundays.

You will not be paid the weekend premium for overtime hours.

Standard Work Schedules include 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

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.

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.

Job share employees are entitled to removal on initial appointment and ultimate removal assistance except where you receive assistance to return to your point of hire and back to the community of employment after each rotation the following will apply:

- **No ultimate removal or removal on initial appointment will be provided. However, transportation costs including meals and interim lodging en route plus cost for shipment of two hundred and twenty five (225) kilograms of luggage for you and each of your dependants will be provided for each rotation.**
- **A rotation in this case is considered to be your move to your place of employment and your move from your place of employment before and after each period of job share service.**

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 ranges 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.

Your supervisor must authorize overtime in advance.

You are entitled to overtime compensation for each completed 15 minutes of overtime worked subject to a minimum payment of one (1) hour at the overtime rate.

Overtime is compensated as follows:

- One and a half (1 ½) times your base salary for all hours worked; and
- Two (2) times your base salary for all hours worked after the first four (4) consecutive hours of overtime; and
- Two (2) times your base salary for all hours worked on the second or subsequent day of rest providing the days of rest are consecutive.

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. 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.

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 base salary plus two (2) times your base salary.

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 rate you are paid is based on your community of employment.**

The annual northern allowance rates are as follows, effective April 1, 2009:

Region/Community	Annual Rate
Deh Cho	
Fort Liard	\$7,456
Fort Providence	\$7,576
Fort Simpson	\$10,191
Hay River Reserve	\$5,818
Jean Marie River	\$11,831
Kakisa	\$7,488
Nahanni Butte	\$15,380
Trout Lake	\$19,068
Wrigley	\$15,424
Fort Smith	
Enterprise	\$5,830
Fort Resolution	\$8,982
Fort Smith	\$5,965
Hay River	\$5,800
Lutselk'e	\$15,088
Tli Cho	
Behchoko	\$4,993
Detah	\$3,464
Gameti	\$13,871
Wekweeti	\$13,648
Whati	\$13,614

Region/Community	Annual Rate
Beaufort Delta	
Aklavik	\$19,204
Fort McPherson	\$15,710
Inuvik	\$14,121
Paulatuk	\$22,401
Sachs Harbour	\$22,944
Tsiigehtchic	\$15,661
Tuktoyaktuk	\$19,473
Ulukhaktok	\$24,270
Sahtu	
Colville Lake	\$20,844
Deline	\$19,146
Fort Good Hope	\$18,928
Norman Wells	\$15,142
Tulita	\$17,393
Nunavut	
Iqaluit	\$14,236
Rankin Inlet	\$18,303
Headquarters	
Yellowknife	\$3,450
Other	
Dawson City	\$8,176

The Northern Allowance methodology will be updated on a yearly basis and the updated Northern Allowance Rates will be implemented on April 1 of each year.

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	Inuinnaqtun	North Slavey
Cree	French	Inuktitut	South Slavey
Gwich'in	Inuvialuktun	Tlicho	

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, you shall be compensated at the applicable duty travel rates. You shall be compensated, 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 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.

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 to a maximum of \$250.

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 your entitlement under these removal benefit provisions.

If you are a casual employee hired from outside the community in which you will be working, you will be eligible for the following relocation expenses in and out of the community:

- **Airfare for you by the most economical and direct means;**
- **Meals and Incident Expenses as per the Duty Travel section of this handbook;**
- **One day's pay each way;**
- **Excess baggage (not including pets or food stuffs) to a maximum of four (4) pieces not more than 25 kilograms each, for the employee;**
- **Lodging up to 10 days in the community of work.**

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 will receive **pay for up to one standard working day (7.5 or 8 hours)** at 1.5 times your 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 **\$10** 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	\$16.65
Lunch	\$17.75
Dinner	\$53.05
Incidentals	\$17.30
Total	\$104.75

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 **Human Resource Intranet** Site at:

<http://www.hr.gov.nt.ca/library/DutyTravel.htm>

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 50% of the meal amounts 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 7 consecutive days on duty travel, a maximum of \$20 for each subsequent 7 days, if not supported by receipts; or, if supported by receipts, a maximum of \$20 after 5 consecutive days and the same amount for each subsequent 5 days.
- Casual wages for service personnel - where a satisfactory explanation is provided, to a maximum of \$50.
- Childcare expenses - if your childcare expenses are more than normal because of the duty travel, you may be reimbursed a maximum of **\$50** per day per child.

Except for Laundry as stated, no item over **\$10** 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 **\$0.545** per kilometre for travel within the Northwest Territories and **\$0.495** per kilometre for travel elsewhere. If the use of a privately owned vehicle is for your convenience, the allowance is reduced to **\$0.28** 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 **the generally accepted most direct route**. For travel **within the Northwest Territories**, the distance is outlined on the **Department of Transportation Distance in Kilometers between Northwest Territories Communities** chart.

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 is 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.

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

LEAVE

Your balance of special, sick and **vacation** leave credits as of March 31 will be provided in writing each May. **Earned but unused vacation** 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 **vacation** leave, winter bonus leave, time off in lieu of overtime, or special leave, you are recalled to duty, **you will be paid at 1 ½ times your base salary for the first day or shift worked. Your leave credits will be restored. You will also 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.

Designated Paid 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.

Vacation Leave

Your **vacation** leave must be approved in advance.

You earn **vacation** leave each month in which **you earn at least one** day's salary:

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

Effective April 1, 2011, you will earn Vacation Leave for each hour that you receive pay at the following rates:

Completed Years of Continuous Employment	Amount earned per Hour	Days earned per Year
less than two	0.063462	16.5
two or more, less than 7	0.082616	21.5
7 or more, less than 15	0.096000	25
15 or more, less than 20	0.115385	30
20 or more	0.134770	35

Every reasonable effort will be made to:

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

Vacation 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 **vacation** leave credits. Credits exceeding one year's entitlement will be liquidated in cash in **June**. However, in situations where your **vacation** leave has been denied due to operational requirements, you shall be permitted to carry over that period of denied leave in addition to the one year of accrued **vacation** leave credits.

A fractional entitlement of **vacation** leave at the end of the fiscal year will be increased to the next hour.

Vacation 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.

Vacation 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 with the GNWT shall be considered continuous service for the purpose of determining **vacation** leave entitlements (this does not apply to casuals).

Winter Bonus Days

One winter bonus day will be granted for each five consecutive days of **vacation** leave you take between October 1st and March 31st. When a **designated paid** holiday falls in a period of **vacation** leave, it is counted as **vacation** 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 **vacation** leave. There is no carry-over of these days.

Winter bonus days will be provided if the application for all **vacation** leave between October 1st and March 31st is denied and **vacation** 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 **vacation** 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.

Effective April 1, 2011, you will earn sick leave credits at the rate of 0.05793 hours for each hour that you receive 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.

Unless otherwise informed by your supervisor, you must **make** a statement that you were unable to perform your job due to illness.

If requested by your supervisor, you must provide a medical certificate from a medical or nurse practitioner.

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.

Effective April 1, 2011, you will earn special leave at the rate of 0.023077 hours for each hour that you receive pay.

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

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

- there is a death in your immediate family (you may be granted up to 3 additional days special leave for the purposes of travel) 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 becomes seriously ill;
- special circumstances not directly attributable to you prevent you from reporting to duty, including:
 - serious household domestic emergencies;
 - a transportation problem **caused by weather**, if you make every reasonable effort to report for duty.
- 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.

You may use up to three days of special leave to attend the funeral of your aunt, uncle, niece or nephew.

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 **up to** two hours for medical, dental and legal appointments, appointments with school authorities and for special or unusual circumstances.

If your appointment is completed in less than two hours, you are expected to return directly to work.

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 ***Youth Criminal Justice Act*** (Canada) concerning a dependent.

Injury On Duty Leave (With Pay)

Injury on duty leave is granted when a Workers' **Safety and Compensation Commission** 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' **Safety & Compensation Commission** 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 for up to one year may be approved if your spouse is permanently relocated or accepts an appointment to another position **within the NWT but** outside of your headquarters area.

Mandatory Leave With Pay

You must take five days of Mandatory Leave with Pay (MLWP) per fiscal year. Part time employees will have their entitlement pro-rated.

If you are in a non-continuous position, your MLWP days are to be taken between December 19th and January 5th on days set by the Employer.

- **You are not eligible for the MLWP days if you are on leave without pay on the working day immediately preceding and following the MLWP days.**
- **You will be provided with the MLWP days no matter what your start date in the fiscal year.**

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- You will not receive a payout of MLWP days if you terminate your employment prior to the days set by the Employer.

If you are in a continuous position, you must schedule your MLWP days in advance, at a time that is mutually acceptable to you and your supervisor.

- If you and your supervisor are unable to schedule some or all of the MLWP days, you will be paid out the remaining value of the MLWP days at the end of the fiscal year.
- If you are on leave without pay for more than three months, you will be entitled to a pro-rated amount of MLWP days.
- If you terminate your employment prior to the end of the fiscal year, you will be paid out the remaining pro-rated value of MLWP days.
- If you are a casual employee assigned continuous work, you will be entitled to a pro-rated amount of the five days of MLWP.

Maternity Leave Without Pay

Maternity leave without pay will be granted for a period of 17 weeks commencing at any time during the 17-week period prior to your expected date of delivery.

Your Superintendent/Director must be notified at least four (4) weeks before the expected date of commencement of your maternity leave without pay. 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 17 weeks before the expected date of delivery.

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 continuous 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 to be reimbursed 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 weekly rate of pay for part-time and relief employees will be the prorated weekly rate in effect immediately before the commencement of maternity leave and averaged over the six month period of continuous service.**

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 your 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 **will** be granted to you for up to 37 consecutive 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 37 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.

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 continuous 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 **to be reimbursed** 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 weekly rate of pay for part-time and relief employees will be the prorated weekly rate in effect immediately before the commencement of maternity leave and averaged over the six month period of continuous service.**

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 your 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.

Leave Without Pay for Compassionate Care

You will be granted up to a maximum of eight weeks to provide care or support to a gravely ill family member at risk of dying within 26 weeks.

Family member means:

- **your spouse,**
- **your child or your spouse's child,**
- **your parent or your spouse's parent and,**
- **any other person who is a member of a class of persons prescribed in subsection 23.1(1) of the *Employment Insurance Act (Canada)*;**

Care or support to a family member means:

- providing psychological or emotional support;
- arranging for care by a third party; or
- directly providing or participating in the care.

Compassionate care leave may be taken over one or more periods. Each period of compassionate care leave must be at least one (1) week.

If you and one or more of your family members who are employees apply for compassionate care, Deputy Heads will review operational requirements.

When requesting compassionate care, you must provide a medical certificate indicating the ill family member needs care or support and is at risk of dying within 26 weeks.

If the family member dies while you are on leave without pay for compassionate care, the leave without pay for compassionate care ceases. You must contact your supervisor and may request special leave.

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 **Client Service Manager** responsible for 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 **one removal in and out**.

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 the Human Resource Service Centre in your region.

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 **with or** without pay to take advanced or supplementary 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 or
 - **your Deputy Head requires you to take the training.**

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 dependent 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. **Reimbursement of these costs are not applicable to periods spent in a treatment facility;**
- up to a maximum of \$50 per day for accommodation, meals and **ground transportation (i.e. taxis to and from appointments)** expenses for any periods beyond 25 days and not to exceed 40 days; 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.

When you travel in a privately owned car and the total cost of the trip, including the per diem rate for meals, incidentals and lodging expenses, exceed the cost of the same journey by ordinary commercial means, reimbursement will be limited to the commercial cost.

Your claim must be supported by a form completed by a qualified medical practitioner certifying that medical travel is necessary as 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. The medical practitioner submits the form to Stanton Territorial Hospital for approval.

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.

Medical Travel - Dental

The GNWT provides Medical Travel Assistance for some dental procedures; the requirements for approval for medical travel for dental procedures are narrow.

Your claim must be supported by a qualified healthcare professional or practitioner which can include a dentist, a licensed medical doctor, nurse practitioner, community health nurse or midwife stating that:

- the treatment is non-elective;
- the urgent treatment is needed immediately or the patient's health could be jeopardized; and
- the treatment could not be provided by the facilities or services available in your community.

In addition, the claim must also be approved by Green Shield, the GNWT's dental coverage provider.

Medical travel will not be covered for the following procedures:

- Routine Extraction of Wisdom Teeth
- Routine Root Canals
- Periodontal (soft tissue work, e.g., dentures)

Each medical travel claim for dental procedure must be assessed by a healthcare professional before Medical Travel is approved.

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.

If you opt to drive rather than travel by air, medical travel leave will be limited to the time required to travel had you travelled by air.

Travel leave will not be granted for escort duty.

PENSION PLAN

Public Service 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 for your pension contributions are made on a bi-weekly basis. The Government also contributes to the plan. Canada Pension Plan contributions are made on salary up to the yearly maximum pensionable earnings. Contact the Human Resource Service Centre in your region for annual contribution rates.

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.

Transferring Service from Other Plans

There are pension transfer agreements (**PTAs**) 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:

- **You have ceased or cease to be employed with another employer and be or become employed with the GNWT;**
- **You have not received or will not received a refund of contributions or other benefits from the pension plan of your previous employer;**
- **You must complete and deliver the appropriate authorizing documents within the specified time limit; usually the later of one year from the date of signature of the agreement or within one year of the date you become subject to the pension plan.**
- **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.**

The amount of funds available from your former employer may not be sufficient to credit you, under the *Public Service Superannuation Act (PSSA)*, with all of the pensionable service accumulated with your former employer. There may be differences between the pension benefits provided by each plan and also differences in the actuarial assumptions each plan uses in the pension transfer calculation.

A PTA is not always the most cost effective way to have your pensionable service credits from your former employer's pension plan recognized under the *PSSA*. You may be eligible through Service Buyback to purchase the pensionable service with your former employer through the elective service provision of the *PSSA*.

Election for Prior Service

You may **elect to purchase prior service to increase your pensionable employment with the Superannuation Plan** where your contributions to an approved pension plan have been refunded.

The purchase of prior service with employers **who participate in the Superannuation Plan** can be made at any time while you are a contributor to the Superannuation Plan. **Some of these employers include:**

- 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 **also** 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.

HEALTH AND 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, **or** until your 65th birthday, **whichever is earlier**.

Coverage is compulsory and **monthly** 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 Employer provides 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 your normal weekly earnings reduced by the amount of any weekly benefit which is payable to you by the Workers' Compensation Board, or any other government agency in respect of the your 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 metacarpophalangeal joints	33 1/3 percent

If you 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 **\$1,500** 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 **\$4,000** 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 dependent child over 14 days of age.

Participation in all PSMIP insurance plans is optional. **The monthly** premiums are based on age and basic salary and are deducted from **your** salary.

Details of these plans are outlined in the PSMIP booklet.

Public Service Health Care Plan (PSHCP)

PSHCP is a supplementary health care plan. Participation, including the level of coverage, is optional. **Monthly** premiums for Level I coverage are paid by the Employer. **Monthly** 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 **Extended Health Care Benefits**) 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, **\$140** per day under Level II and **\$220** per day under Level III.

Details of this plan are outlined in the PSHCP booklet.

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, 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 Job Description for your position, together with the point rating and the rationale supporting the point rating assigned.
- 2) You may submit a job evaluation appeal. **At the time you submit an appeal, you may provide any documentation demonstrating you were performing new or changed duties and demonstrating you raised concerns with your Employer.**
 - **This appeal will be referred to a Job Evaluation Appeal Board consisting of the Deputy Minister of Human Resources, 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) 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.

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 co-operate fully with the appointed counsel.

GRIEVANCE PROCESS

If you have a complaint about your treatment under the *Public Service Act*, Regulations or other terms and conditions of employment, you may **utilize** the grievance process. Before submitting a complaint, you may seek the advice of a Human Resource Services Officer.

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 eighteen months from the last day of the lay-off notice period.

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- 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 is 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.

Medical Termination

If you are terminated as a result of a recommendation made to the Employer that you are incapable of performing your duties because of chronically poor health; and when such occurs:

- (a) you shall be paid severance pay equal to the product obtained by multiplying your weekly rate of pay on termination of employment by the number of completed years of your continuous employment to a maximum of thirty (30), less any period of continuous employment in respect of which severance pay was previously granted.

- (b) when employment is terminated under this Clause, you shall have the right to waive your entitlement to severance pay and, in lieu thereof, be granted an equivalent period of leave with 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 unreduced 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:

[Weekly rate of pay on termination] x
[(completed years of continuous employment) -
(previous years for which severance was paid) to a maximum of 26]
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:

(Weekly rate of pay at death) x
(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:

[Weekly rate of pay on termination] x
[(completed years of continuous employment) -
(previous years for which severance was paid) to a maximum of 26]
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.

If your community of residence on termination is different than your point of recruitment, your entitlement to removal assistance is based on your years of continuous service with the Government of the Northwest Territories as follows:

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

A year of service is the twelve (12) month period to the anniversary date of your initial appointment.

Eligible costs are based on your length of service entitlement and the maximum reimbursement for the community in which you were residing upon termination as set out in the following table:

MAXIMUM REIMBURSEMENT SCHEDULE

Community	Rate	Community	Rate
Aklavik	\$13,440	Jean Marie River	\$7,710
Behchoko	\$6,318	Kakisa	\$6,595
Colville Lake	\$10,880	Lutselk'e	\$8,320
Deline	\$9,600	Nahanni Butte	\$8,320
Detah	\$6,329	Norman Wells	\$9,600
Enterprise	\$6,595	Paulatuk	\$13,440
Fort Good Hope	\$10,880	Rankin Inlet	\$8,634
Fort Liard	\$7,924	Sachs Harbour	\$14,720
Fort McPherson	\$12,693	Trout Lake	\$8,320
Fort Providence	\$6,770	Tsiigehtchic	\$12,372
Fort Resolution	\$7,428	Tuktoyaktuk	\$13,440
Fort Simpson	\$7,710	Tulita	\$9,600
Fort Smith	\$5,737	Ulukhaktok	\$13,440
Gameti	\$8,320	Wekweeti	\$8,320
Hay River	\$6,595	Whati	\$7,680
Hay River Reserve	\$6,595	Wrigley	\$8,191
Inuvik	\$12,800	Yellowknife	\$6,329
Iqaluit	\$10,284		

If your community of residence remains the same as your point of recruitment, you will be entitled to 100% of the maximum rate for your community after 10 years of service.

Laid off employees and the dependants of deceased employees are entitled to the 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.

If you were hired and subsequently appointed to either an indeterminate or term position, as long as you have maintained continuous service, your point of recruitment will be deemed to be the your community of residence at the time of initial hire.

Payment of Ultimate Removal Assistance

- Payment of ultimate removal assistance as a lump sum will be made upon the provision of evidence satisfactory to the Department of Human Resources that you have moved from your community of residence. Such evidence must be submitted to the Department of Human Resources within twenty one (21) months from the date of termination.
- You are responsible for making all moving arrangements and paying for your move.
- You must move from your community of residence within eighteen (18) months from the date of termination. If you do not move from your community of residence within this time or have not submitted satisfactory evidence of your move, you will no longer be entitled to the Removal Assistance.
- Only one entitlement will be paid per family unit.

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 48 hour period in which you may withdraw it.

You are encouraged to contact the regional Human Resources Service Centre 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 regional Human Resource Service Centre.

HOURLY RATES OF PAY

Effective April 1, 2009

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	18.42	21.02	21.56	22.11	22.68	23.26	23.86
102	112	2	19.22	21.82	22.38	22.95	23.54	24.14	24.76
113	124	3	20.12	22.72	23.30	23.90	24.51	25.14	25.78
125	137	4	20.95	23.55	24.15	24.77	25.41	26.06	26.73
138	151	5	21.87	24.47	25.10	25.74	26.40	27.08	27.77
152	166	6	22.73	25.33	25.98	26.65	27.33	28.03	28.75
167	183	7	23.66	26.26	26.93	27.62	28.33	29.06	29.81
184	201	8	24.65	27.25	27.95	28.67	29.41	30.16	30.93
202	221	9	25.64	28.24	28.96	29.70	30.46	31.24	32.04
222	243	10	26.66	29.26	30.01	30.78	31.57	32.38	33.21
244	267	11	27.71	30.31	31.09	31.89	32.71	33.55	34.41
268	293	12	30.00	32.60	33.44	34.30	35.18	36.08	37.01
294	322	13	31.50	34.10	34.97	35.87	36.79	37.73	38.70
323	354	14	33.13	35.73	36.65	37.59	38.55	39.54	40.55
355	389	15	34.79	37.39	38.35	39.33	40.34	41.37	42.43
390	427	16	36.56	39.16	40.16	41.19	42.25	43.33	44.44
428	469	17	38.37	40.97	42.02	43.10	44.21	45.34	46.50
470	515	18	40.27	42.87	43.97	45.10	46.26	47.45	48.67
516	565	19	42.28	44.88	46.03	47.21	48.42	49.66	50.93
566	620	20	44.33	46.93	48.13	49.36	50.63	51.93	53.26
621	680	21	46.52	49.12	50.38	51.67	52.99	54.35	55.74
681	746	22	48.76	51.36	52.68	54.03	55.42	56.84	58.30
747	818	23	51.13	53.73	55.11	56.52	57.97	59.46	60.98
819	897	24	53.58	56.18	57.62	59.10	60.62	62.17	63.76
898	983	25	56.16	58.76	60.27	61.82	63.40	65.03	66.70

HOURLY RATES OF PAY
Effective April 1, 2010

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
92	101	1	18.95	21.55	22.10	22.67	23.25	23.85	24.46	25.09
102	112	2	19.77	22.37	22.94	23.53	24.13	24.75	25.38	26.03
113	124	3	20.68	23.28	23.88	24.49	25.12	25.76	26.42	27.10
125	137	4	21.55	24.15	24.77	25.40	26.05	26.72	27.40	28.10
138	151	5	22.48	25.08	25.72	26.38	27.06	27.75	28.46	29.19
152	166	6	23.36	25.96	26.63	27.31	28.01	28.73	29.47	30.23
167	183	7	24.33	26.93	27.62	28.33	29.06	29.80	30.56	31.34
184	201	8	25.35	27.95	28.67	29.40	30.15	30.92	31.71	32.52
202	221	9	26.35	28.95	29.69	30.45	31.23	32.03	32.85	33.69
222	243	10	27.39	29.99	30.76	31.55	32.36	33.19	34.04	34.91
244	267	11	28.47	31.07	31.87	32.69	33.53	34.39	35.27	36.17
268	293	12	30.83	33.43	34.29	35.17	36.07	36.99	37.94	38.91
294	322	13	32.34	34.94	35.84	36.76	37.70	38.67	39.66	40.68
323	354	14	34.02	36.62	37.56	38.52	39.51	40.52	41.56	42.63
355	389	15	35.72	38.32	39.30	40.31	41.34	42.40	43.49	44.61
390	427	16	37.53	40.13	41.16	42.22	43.30	44.41	45.55	46.72
428	469	17	39.41	42.01	43.09	44.19	45.32	46.48	47.67	48.89
470	515	18	41.34	43.94	45.07	46.23	47.42	48.64	49.89	51.17
516	565	19	43.40	46.00	47.18	48.39	49.63	50.90	52.20	53.54
566	620	20	45.51	48.11	49.34	50.60	51.90	53.23	54.59	55.99
621	680	21	47.74	50.34	51.63	52.95	54.31	55.70	57.13	58.59
681	746	22	50.06	52.66	54.01	55.39	56.81	58.27	59.76	61.29
747	818	23	52.48	55.08	56.49	57.94	59.43	60.95	62.51	64.11
819	897	24	54.99	57.59	59.07	60.58	62.13	63.72	65.35	67.03
898	983	25	57.65	60.25	61.79	63.37	64.99	66.66	68.37	70.12

HOURLY RATES OF PAY

Effective April 1, 2011

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
92	101	1	19.55	22.15	22.72	23.30	23.90	24.51	25.14	25.78	26.44
102	112	2	20.37	22.97	23.56	24.16	24.78	25.42	26.07	26.74	27.43
113	124	3	21.32	23.92	24.53	25.16	25.81	26.47	27.15	27.85	28.56
125	137	4	22.20	24.80	25.44	26.09	26.76	27.45	28.15	28.87	29.61
138	151	5	23.17	25.77	26.43	27.11	27.80	28.51	29.24	29.99	30.76
152	166	6	24.07	26.67	27.35	28.05	28.77	29.51	30.27	31.05	31.85
167	183	7	25.06	27.66	28.37	29.10	29.85	30.62	31.40	32.20	33.03
184	201	8	26.11	28.71	29.45	30.20	30.97	31.76	32.57	33.41	34.27
202	221	9	27.14	29.74	30.50	31.28	32.08	32.90	33.74	34.61	35.50
222	243	10	28.22	30.82	31.61	32.42	33.25	34.10	34.97	35.87	36.79
244	267	11	29.33	31.93	32.75	33.59	34.45	35.33	36.24	37.17	38.12
268	293	12	31.75	34.35	35.23	36.13	37.06	38.01	38.98	39.98	41.00
294	322	13	33.32	35.92	36.84	37.78	38.75	39.74	40.76	41.81	42.88
323	354	14	35.04	37.64	38.60	39.59	40.60	41.64	42.71	43.81	44.93
355	389	15	36.76	39.36	40.37	41.41	42.47	43.56	44.68	45.83	47.01
390	427	16	38.64	41.24	42.30	43.38	44.49	45.63	46.80	48.00	49.23
428	469	17	40.56	43.16	44.27	45.40	46.56	47.75	48.97	50.23	51.52
470	515	18	42.56	45.16	46.32	47.51	48.73	49.98	51.26	52.57	53.92
516	565	19	44.66	47.26	48.47	49.71	50.98	52.29	53.63	55.01	56.42
566	620	20	46.82	49.42	50.69	51.99	53.32	54.69	56.09	57.53	59.00
621	680	21	49.12	51.72	53.05	54.41	55.80	57.23	58.70	60.21	61.75
681	746	22	51.50	54.10	55.49	56.91	58.37	59.87	61.41	62.98	64.59
747	818	23	53.97	56.57	58.02	59.51	61.04	62.61	64.22	65.87	67.56
819	897	24	56.55	59.15	60.67	62.23	63.83	65.47	67.15	68.87	70.64
898	983	25	59.29	61.89	63.48	65.11	66.78	68.49	70.25	72.05	73.90