

***COLLECTIVE AGREEMENT***  
***BETWEEN***  
***THE UNION OF NORTHERN WORKERS***  
***AND***  
***THE MINISTER RESPONSIBLE FOR THE PUBLIC***  
***SERVICE***

**EXPIRES**  
**MARCH 31, 2005**

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## ARTICLE 1

### PURPOSE OF AGREEMENT

- 1.01 The purpose of this Agreement is to maintain harmonious and mutually beneficial relationships between the Employer, the employees and the Union, to set forth certain terms and conditions of employment relating to pay, hours of work, employee benefits, and general working conditions affecting employees covered by this Agreement and to ensure that all reasonable measures are provided for the safety and occupational health of the employees.
- 1.02 The parties to this Agreement share a desire to improve the quality, promote well-being and increase the productivity of the employees to the end that the Territories will be well and efficiently served. Accordingly the parties are determined to establish, within the framework provided by law, an effective working relationship at all levels in which members of the Bargaining Unit are employed.

## ARTICLE 2

### INTERPRETATION AND DEFINITIONS

- 2.01 For the purpose of this Agreement:
- (a) "Alliance" means the Public Service Alliance of Canada.
  - (b) "Allowance" means compensation payable to an employee in addition to his/her regular remuneration payable for the performance of the duties of his/her position.
  - (c) "Union" means Union of Northern Workers.
  - (d) "Bargaining unit" means those employees as set out in Section 41(1.4) (a) of the Public Service Act.
  - (e) A "common-law spouse" relationship is said to exist when, for a continuous period of at least one year, an employee has lived with a person, publicly represented that person to be their spouse, and lives and intends to continue to live with that spouse as if that person were their spouse.
  - (f) (i) "Continuous Employment" and "Continuous Service" means:
    - (1) uninterrupted employment with the Government of the Northwest Territories;

- (2) prior service in the Public Service of the Government of Canada providing an employee was recruited or transferred from the Public Service within three (3) months of terminating his/her previous employment with such government; except where a function of the Federal Government is transferred to the Northwest Territories Government; and
  - (3) prior service with the municipalities and hamlets of the Northwest Territories providing he/she was recruited or transferred within three (3) months of terminating his/her previous employment.
- (ii) With reference to re-appointment of a lay-off, his/her employment in the position held by him/her at the time he/she was laid off, and his/her employment in the position to which he/she is appointed shall constitute continuous employment provided the lay-off occurred subsequent to 1st April 1970.
- (iii) Where an employee other than a casual ceases to be employed for a reason other than dismissal, abandonment of position or rejection on probation, and is re-employed within a period of three months, his/her periods of employment for purposes of superannuation, sick leave, severance pay, vacation leave and vacation travel benefits shall be considered as continuous employment in the Public Service.
- (g) "Day of Rest" in relation to an employee means a day other than a holiday on which that employee is not ordinarily required to perform the duties of his/her position other than by reason of his/her being on leave of absence.
- (h) "Demotion" means the appointment of an employee for reasons of misconduct, incompetence or incapacity, to a new position for which the maximum pay is less than that of his/her former position.
- (i) "Department" means a division of the Public Service designated as a department by the Premier, upon the recommendation of the Executive Council.
- (j) "Deputy Head" means the Deputy Minister of a department, the Chief Executive Officer or President of a board or agency, or a person duly appointed as a Deputy Head.

- (k) "Dependant" means a person residing with the employee who is the employee's spouse (including common-law), child, step-child, adopted child, foster child who is under twenty-one years of age and dependent on him/her for support or being twenty-one years of age or more and dependent upon him/her by reason of mental or physical infirmity or any other relative of the employee's household who is wholly dependent upon him/her for support by reason of mental or physical infirmity.
- (l) "Dismissal" means either a rejection on probation pursuant to Section 21 of the Public Service Act or a dismissal pursuant to Section 33 of the Act.
- (m) "Effects" include the furniture, household goods and equipment and personal effects of an employee and his/her dependants at the time of his/her move but does not include automobiles, boats, motorcycles, snow-mobiles, trailers, animals, or foodstuffs. However, where a continuing employee is moved from one community to another within the Northwest Territories he/she may include in his/her effects all-terrain vehicles, snowmobiles and foodstuffs.
- (n) "Employee" means a member of the Bargaining Unit and includes:
  - (i) a "casual employee" who is a person employed by the Employer for work of a temporary nature pursuant to the provisions of Appendix A5;
  - (ii) an "indeterminate employee" who is a person employed for an indeterminate period;
  - (iii) a "part-time employee" who is an employee who has been appointed to a position for which the hours of work on a continuing basis are less than the standard work day, week or month;
  - (iv) a "professional employee" who is an employee appointed to a position in an area of work where there is a requirement for a highly developed or specialized body of knowledge acquired through University education or a member of a group governed or regulated by a professional body; and
  - (v) a "seasonal employee" who is an employee appointed to a position which is not continuous throughout the year but recurs in successive years;
  - (vi) a "term employee" who is a person other than a casual or indeterminate employee who is employed for a fixed period in excess of four (4) months and includes employees hired as a leave replacement, employees hired in relation to programs of a

fixed duration or without ongoing funding, or employees hired in relation to or in support of training.

- (o) "Employer" means the Government of the Northwest Territories as represented by the Minister responsible for the Public Service Act or his/her designate.
- (p) "Fiscal Year" means the period of time from April 1 in one year to March 31 in the following year.
- (q) "Grievance" means a complaint in writing that an employee, group of employees, or the Union submits to management, to be processed through the grievance procedure.
- (r) "Headquarters" when modified by the word "employees" means the settlement in which the employee's position is located. In other contexts it may refer to the Regional Headquarters or the Governmental Headquarters in Yellowknife.
- (s) "Holiday" means the twenty-four (24) hour period commencing at 12:01 A.M. of a day designated as a paid holiday in this Agreement.
- (t) "Lay-Off" means 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.
- (u) "Leave of Absence" means absence from duty with the Employer's permission.
- (v) "Manager" means an employee responsible for planning, organizing, coordinating, directing and controlling the use of human resources, material and money.
- (w) "May" shall be regarded as permissive and "shall" and "will" as imperative.
- (x) "Membership Fees" means the fees established pursuant to the By-Laws of the Union as the fees payable by the members of the Bargaining Unit, and shall not include any initiation fee, insurance premium, or special levy.



- (y) "Overtime" means work performed by an employee in excess of or outside of his/her regularly scheduled hours of work.
- (z) "Point of Departure" means:
  - (i) Montreal - for all communities in the Baffin Region.  
Winnipeg - for all communities in the Keewatin Region.  
Edmonton - for all communities in the Kitikmeot, Inuvik and Fort Smith Regions and Yellowknife Headquarters.
  - (ii) The point of departure for each community in the above regions shall remain in effect for the term of this Collective Agreement notwithstanding any regional reorganization.
- (aa) "Probation" means a period of six (6) months from the day upon which an employee is first appointed to or promoted within the Public Service of the Northwest Territories except that for an employee first appointed to a position at Pay Level 13 or higher, it shall be a period of one (1) year. An employee who is appointed to a position which has the same duties, as his/her previous position shall not serve an additional probationary period. If an employee does not successfully complete his/her probationary period on transfer or promotion the Employer will make every reasonable effort to appoint him/her to a position comparable to the one from which he/she was transferred or promoted.
- (bb) "Promotion" means the appointment of an employee to a new position **where the position to which the employee is appointed is at a higher pay range than the position the employee formerly occupied.**
- (cc) "Public Service" means the Public Service of the Northwest Territories, as defined in the Public Service Act.
- (dd) "Rates of Pay"
  - (i) "weekly rate of pay" means an employee's annual salary divided by 52.176;
  - (ii) "daily rate of pay" means an employee's weekly rate of pay divided by five (5);
  - (iii) "hourly rate of pay" means an employee's daily rate of pay divided by his/her regularly scheduled daily hours of work, or where an employee is paid by the hour, the rate of pay established by the Employer for his/her part-time employment.

- (ee) "Representative" means an employee who has been elected or appointed as an area steward or who represents the Union at meetings with management and who is authorized to represent the Union.
- (ff) "Transfer" means the appointment of an employee to a new position, that does not constitute a promotion or demotion.
- (gg) "Week" for the purposes of this Agreement shall be deemed to commence at 12:01 A.M. on Monday and terminate at midnight on Sunday.
- (hh) "Voluntary Separation" means:
  - (i) an employee whose employment has been terminated and whose position is filled by another employee who was about to be or has been given a lay-off notice or who has been laid-off and is on the priority list as a result of a lay-off.
  - (ii) an employee whose position has been transferred to a new community and the employee chooses not to transfer with the position.
- (ii) "Reasonable Job Offer" means an offer of indeterminate employment within the Public Service, normally at a pay level equal to or greater than the employee's current level. Where practicable, a reasonable job offer shall be within the employee's headquarters.

2.02 Except as otherwise provided in this Agreement, expressions used in this Agreement:

- (a) if defined in the Public Service Act or in the Regulations made thereunder, or in the Union of Northern Workers' Act, have the same meaning as given to them in those Acts; and
- (b) if defined in the Interpretation Act, but not defined in the Acts mentioned in paragraph (a) above, have the same meaning as given to them in the Interpretation Act.

2.03 Where the masculine gender is used, it shall be considered to include the feminine gender unless any provision of this Agreement otherwise specifies.

### ARTICLE 3

#### RECOGNITION

- 3.01 The Employer recognizes the Union as the exclusive bargaining agent for all employees in the Bargaining Unit.

#### DISCRIMINATION

- 3.02 The Employer and the Union agree that there shall be no 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, disability, conviction for which a pardon has been granted, religious or political affiliation, or any other grounds proscribed by applicable legislation, by reason of Union membership or activity, nor by exercising their rights under the Collective Agreement.

### ARTICLE 4

#### APPLICATION

- 4.01 The provisions of this Agreement apply to the Union, the employees and the Employer.
- 4.02 Part-time employees shall be entitled to all eligible benefits provided under this Agreement except as limited by the eligibility provisions of the **Public Service Health Care Plan**, the Superannuation/Disability Insurance Plan and the Dental Plan **in the same proportion as their yearly hours of work** compared to the standard **yearly hours of work for their position**.

### ARTICLE 5

#### STATE SECURITY

- 5.01 Nothing in this Agreement shall be construed to require the Employer to do or refrain from doing anything contrary to any Act of the Northwest Territories.

#### FUTURE LEGISLATION

- 5.02 In the event that any law passed by Parliament or the Northwest Territories Legislative Assembly renders null and void or alters any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement. When this occurs the Collective Agreement shall be re-opened upon the request of either party and negotiations shall commence

with a view to finding an appropriate substitute for the annulled or altered provision.

### CONFLICT OF PROVISIONS

- 5.03 Where there is any conflict between the provisions of this Agreement and any regulation, direction or other instrument dealing with terms and conditions of employment issued by the Employer, the provisions of this Agreement shall prevail.

## ARTICLE 6

### STRIKES AND LOCKOUTS

- 6.01 During the term of this Collective Agreement there shall be no lockouts by the Employer and no interruption or impeding of work, work stoppage, strike, sit-down, slow-down, or any other interference with production by any employee or employees.

## ARTICLE 7

### MANAGERIAL RESPONSIBILITIES

- 7.01 Except to the extent provided herein, this Agreement in no way restricts the Employer in the management and direction of the Public Service.

## ARTICLE 8

### RESTRICTION ON OUTSIDE EMPLOYMENT

- 8.01 (1) When an employee wishes to carry on any business or employment outside his/her regularly scheduled hours of duty he/she shall notify the Employer in writing of the nature of such business or employment.
- (2) When the Employer desires to prohibit an employee's engagement in business or employment outside his/her regularly scheduled hours of duty such employee will be notified in writing together with the reason for withholding such permission.
- 8.02 Employees are prohibited from carrying on any business or employment outside their regularly scheduled hours of duty when such business or employment is such that:

- (a) a conflict of duties may develop between an employee's regular work and his/her outside interests; and
- (b) certain knowledge and information available only to Public Service personnel place the individual in a position where he/she can exploit the knowledge or information for personal gain.

## ARTICLE 9

### EMPLOYER'S DIRECTIVES

- 9.01 The Employer shall provide the Union with a copy of all Personnel Directives or other such instruments within thirty (30) days of issuance.

## ARTICLE 10

### UNION ACCESS TO EMPLOYER PREMISES

- 10.01 Upon reasonable notification, the Employer shall permit access to its work premises of an accredited representative of the Union. When visits to restricted areas are involved the representative shall obtain the Employer's permission to enter the premises. Permission to enter the Employer's premises shall not be unreasonably denied.
- 10.02 The reasons for access to work premises pursuant to Article 10.01 above shall include, but not be limited to, the following:
- (a) meetings with employees,
  - (b) orientation of new employees,
  - (c) distributing information to employees,
  - (d) health and safety activities.

## ARTICLE 11

### APPOINTMENT OF REPRESENTATIVES

- 11.01 The Employer acknowledges the right of the Union to appoint employees as representatives. The Union will provide the Employer with the names of all representatives within a reasonable period.

- 11.02 The Union shall determine the jurisdiction of each representative, having regard to the plan of organization, the distribution of employees at the workplace and the administrative structure implied by the grievance procedure covered by this Agreement.

## ARTICLE 12

### TIME-OFF FOR UNION BUSINESS

#### ARBITRATION HEARINGS (Disputes) & MEDIATION

- 12.01 (a) Upon reasonable notification, the Employer will grant leave with pay to a reasonable number of employees representing the Union before an Arbitration hearing or at mediation;
- (b) Employee Called as a Witness
- Upon reasonable notification, the Employer will grant leave with pay to an employee called as a witness before an Arbitration hearing;
- 12.02 (a) The Employer will grant leave with pay to an employee who is a party to the grievance, which is before an Arbitration Board.
- (b) Employee Who Acts as a Representative
- Upon reasonable notification, the Employer will grant leave with pay to the Representative of an employee who is a party to the grievance.
- (c) Employee Called as a Witness
- Upon reasonable notification, the Employer will grant leave with pay to a witness called by an employee who is a party to the grievance.

#### CONTRACT NEGOTIATIONS MEETINGS

- 12.03 Upon reasonable notification, the Employer will grant leave with pay for four (4) employees for the purpose of attending contract negotiations on behalf of the Union for the duration of such negotiations.

#### PREPARATORY CONTRACT NEGOTIATIONS MEETINGS

- 12.04 Upon reasonable notification, the Employer will grant leave without pay to a reasonable number of employees to attend preparatory negotiations meetings.

### MEETINGS BETWEEN EMPLOYEE ORGANIZATIONS AND MANAGEMENT

- 12.05 Upon reasonable notification, the Employer will grant time-off with pay to a reasonable number of employees who are meeting with management on behalf of the Union.

### EMPLOYEE ORGANIZATION, EXECUTIVE COUNCIL MEETINGS, CONGRESS AND CONVENTIONS

- 12.06 Upon reasonable notification, the Employer will grant reasonable leave without pay to a reasonable number of employees to attend Executive Council meetings and conventions of the Union, the Alliance, the Canadian Labour Congress and the N.W.T. Federation of Labour.

### REPRESENTATIVES TRAINING COURSE

- 12.07 Upon reasonable notification, the Employer will grant reasonable leave without pay to employees who exercise the authority of a Representative on behalf of the Union to undertake training related to the duties of a Representative.

### TIME OFF FOR REPRESENTATIVES

- 12.08 (a) A Representative shall obtain the permission of his/her immediate supervisor before leaving his/her work to investigate a grievance, to meet with local management for the purpose of dealing with grievances and to attend meetings called by management. Such permission shall not be unreasonably withheld.
- (b) The Representative shall make every reasonable effort to report back to his/her supervisor before resuming his/her normal duties.
- (c) Where an employee and his/her Representative are involved in the process of a grievance, he/she shall be granted time off with pay.

### LEAVE FOR ELECTED OFFICERS

- 12.09 (a) (i) Upon the request of the Union, employees elected as President, 1st Vice-President, 2nd Vice-President, and Regional Vice-President of the Union shall be granted leave of absence for the term of office. During the leave of absence such employees shall maintain all accumulated rights and benefits to which they are entitled under the Collective Agreement.

- (ii) Upon reasonable notification, the Employer shall grant leave without pay to a Union representative seconded for a minimum period of one week to serve as President of the Union on a temporary basis.
  - (b) The Employer shall continue to pay such employees their applicable salary in accordance with the terms of the Collective Agreement. Upon invoice by the G.N.W.T., the Union shall reimburse the Employer for the amounts so paid.
  - (c) The benefits of any group plan shall be extended to such employees and the Union will reimburse the Employer for any costs involved.
  - (d) Such employees shall be entitled to an increment for each year of their leave of absence to a maximum of Step six in their pay level of their applicable salary.
  - (e) Such employees shall advise the Employer as soon as possible when an extension of the leave of absence is applicable due to re-election.
  - (f) Upon termination of their leave of absence such employees shall be offered as a minimum the position they held with the Employer in the same work site and community before they commenced the leave of absence. When such employees wish to invoke this clause of the Collective Agreement they shall provide the Employer with a three month notice of their intent to do so.
  - (g) Notwithstanding Clause 12.09(f), the Employer may make an offer of employment to such employees to a position inside the Bargaining Unit should such employees bid on a competition and be the successful candidate.
- 12.10 Upon reasonable notification, the Employer will grant leave without pay to allow the PSAC Regional Executive Vice-President to perform his/her duties.
- 12.11 The Employer shall grant time off with pay to:
- (a) An employee who is party to a staffing or a job evaluation appeal.
  - (b) An employee who represents an employee who is party to a staffing or job evaluation appeal.
  - (c) Up to two employees who are delegated to represent the Union in a staffing or job evaluation appeal proceeding.
- 12.12 The employer will grant leave without pay for two (2) employees:



- (a) to participate as delegates to constitutional conferences or other similar forums mandated by territorial legislation; and
- (b) to present briefs to commissions, boards and hearings that are mandated by territorial legislation or the Federal Government and whose area of interest is of concern to organized labour.

## ARTICLE 13

### CHECK OFF

- 13.01 Effective the first of the month following the signing of this Agreement, the Employer will, as a condition of employment, deduct an amount equal to the amount of membership dues from the pay of all employees in the Bargaining Unit.
- 13.02 The Union shall inform the Employer in writing of the authorized deduction to be checked off for each employee within the Bargaining Unit.
- 13.03 For the purpose of applying Clause 13.01, deductions from pay for each employee will occur on a bi-weekly basis and will apply to the extent that earnings are available. Where an employee does not have sufficient earnings in respect of any bi-weekly period to permit deduction, the Employer shall not be obligated to make such deductions from subsequent salary.
- 13.04 From the date of signing, and for the duration of this Agreement, no employee organization other than the Union shall be permitted to have membership fees deducted by the Employer from the pay of the employees in the Bargaining Unit.
- 13.05 The Union shall inform the Employer in writing of the authorized deduction for PSAC Group Life Insurance premiums for each employee who participates in the PSAC Group Life Insurance Plan, and the Employer shall make the authorized deduction from the participating employee's pay.
- 13.06 The amounts deducted in accordance with Clauses 13.01 and 13.05 shall be remitted to the Comptroller of the Alliance, by cheque, within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on the employee's behalf.
- 13.07 The Employer agrees to continue past practice of making deductions for other purposes on the basis of the production of appropriate documentation.

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- 13.08 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.
- 13.09 The Employer agrees to identify annually on each employee's T-4 slip the total amount of Union dues deducted for the preceding year.

## ARTICLE 14

### INFORMATION

- 14.01 The Employer agrees to continue the past practice of providing the Union, on a monthly basis, with information concerning the identification of each member in the Bargaining Unit. This information shall include, but not be limited to, the name, location, job evaluation, and social insurance number of all employees in the Bargaining Unit.
- The Employer shall indicate which employees have been recruited or transferred and those employees who have been struck off strength during the period reported.
- 14.02 The Employer shall provide each employee with a copy of the Collective Agreement.
- 14.03 The Employer agrees to provide each new member of the Bargaining Unit with a copy of the Collective Agreement upon his/her appointment.
- 14.04 The Employer shall provide a translated version of the Collective Agreement in one of the official languages of the Northwest Territories, as requested by an employee. In the event of any dispute concerning a proper interpretation of any provision of this Agreement the English version shall govern.
- 14.05 The Employer shall provide the Union with a monthly report of all positions excluded from the Bargaining Unit as per criteria 41(1.7) of the Public Service Act. This report shall include position number, position title, settlement code and the names of the employees. In addition, the Employer shall provide the Union with a monthly report of all employees that were included or excluded from the bargaining unit during that month. This report shall include employees' names, position number, position title, settlement code, position descriptions and exclusion criteria for those employees in positions not specifically named in the Act (i.e., 41(1.7)(a), 41(1.7)(d-legal officer), and 41(1.7)(h).

## ARTICLE 15

PROVISION OF BULLETIN BOARD SPACE AND OTHER FACILITIES

- 15.01 The Employer and the Union agree that it is in the interests of both parties to have an informed membership and to this end the Employer shall provide reasonable bulletin board space in each work location clearly identified for exclusive Union use for the posting of notices pertaining to elections, appointments, meeting dates, minutes of Union meetings, news items and social and recreational affairs.
- 15.02 The Employer may make available to the Union specific locations on the premises for the placement of bulk quantities of literature of the Alliance or of the Union.
- 15.03 Upon the request of a Union Representative, the Employer shall make available to the Union and the members of the Bargaining Unit a suitable meeting room for each local or branch to be used from time to time for the conducting of business relating to the Bargaining Unit, where suitable accommodation is not otherwise available, and where the Employer has a suitable meeting room available.
- 15.04 (a) The Employer will process any mail originating from the Union addressed to Union officers in accordance with the Employer's normal internal mail distribution system.
- (b) The Employer will process any mail originating from the Union officers and addressed to the Union head office in Yellowknife in accordance with the Employer's normal internal mail distribution system.
- 15.05 A representative of the Union shall have the right to meet with new employees in the employee's community to make a presentation of up to 60 minutes. Employees shall be granted leave with pay to attend these meetings.

## ARTICLE 16

DESIGNATED PAID HOLIDAYS

- 16.01 (1) The following days are designated paid holidays for employees covered by this Collective Agreement:
- (a) New Year's Day;
- (b) Good Friday;

- (c) Easter Monday;
  - (d) The day fixed by proclamation of the Governor in Council for the celebration of the Birthday of the Sovereign;
  - (e) **National Aboriginal Day, or for those employees working and normally residing in Nunavut, Nunavut Day.**
  - (f) Canada Day;
  - (g) The first Monday in August;
  - (h) Labour Day;
  - (i) The day fixed by Order of the Government of the Northwest Territories as a general day of Thanksgiving;
  - (j) Remembrance Day;
  - (k) Christmas Day;
  - (l) Boxing Day; and
  - (m) 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.
- (2) Where the Employer agrees to provide the majority of employees in any community with time off in support of a community function, those employees who are unable to take advantage of the time off because of operational requirements will be paid at the overtime rate for hours worked during that period.

16.02 Article 16.01 does not apply to an employee who is absent without pay on both the working day immediately preceding and the working day following the Designated Paid Holiday, except with the approval of the Employer or where leave has been granted under Article 12.

#### HOLIDAY FALLING ON A DAY OF REST

16.03 When a day designated as a holiday under Clause 16.01 coincides with an employee's day of rest, the holiday shall be moved to the employee's first working day following his/her day of rest.

16.04 When a day designated as a holiday for an employee is moved to another day under the provisions of Clause 16.03:

- (a) work performed by an employee on the day from which the holiday was moved shall be considered as work performed on a day of rest and
  - (b) work performed by an employee on the day to which the holiday was moved, shall be considered as work performed on a holiday.
- 16.05 When the Employer requires an employee to work on a Designated Paid Holiday as part of his/her regularly scheduled hours of duty or as overtime when he/she is not scheduled to work he/she shall be paid in addition to the pay that he/she would have been granted had he/she not worked on the holiday:
- Twice (2) his/her hourly rate for all hours worked,
- or
- an equivalent combination of cash and a day of leave at a later date convenient to both the employee and the Employer.
- 16.06 Where a day that is a designated holiday for an employee falls within a period of a leave with pay, the holiday shall not count as a day of leave.
- 16.07 At the request of the employee, and where the operational requirements of the service permit, an employee shall not be required to work both Christmas and New Year's Day.
- 16.08 All regularly scheduled shift hours worked by employees between 5:00 P.M. December 24 and 12:01 A.M. the day following, or 5:00 P.M. December 31 and 12:01 A.M. the day following, will be paid in accordance with Clause 16.05.

## ARTICLE 17

### LEAVE - GENERAL

- 17.01 When the employment of an employee who has been granted more vacation, sick or special leave with pay than he/she has earned is terminated, the employee shall be considered to have earned that amount of leave with pay granted to him/her provided that:
- (a) an employee's employment is terminated by his/her death;
  - (b) an employee's employment is terminated by lay-off instituted at any time after he/she has completed one (1) or more years of continuous employment.

- 17.02 When an employee is in receipt of an extra allowance and is granted leave with pay, he/she is entitled during his/her period of leave to receive the allowance if the special or extra duties in respect of which he/she is paid the allowance were assigned to him/her on a continuing basis.
- 17.03 During the month of May in each year, the Employer shall inform each employee in the Bargaining Unit in writing of the balance of his/her special, sick and vacation leave credits as of the 31st day of March.
- 17.04 If, at the end of the fiscal year, an employee's entitlement to vacation leave with pay includes a fractional entitlement the entitlement shall be increased **to the next hour.**
- 17.05** Any public servant who is recruited from the Public Service of Canada will receive credit for all sick leave and special leave credits earned but not taken by him/her in his/her Public Service prior to joining the Public Service of the Northwest Territories.
- 17.06** (i) When during any period of **vacation leave, special leave or time off in lieu of overtime**, an employee is recalled to duty, he/she shall be reimbursed for reasonable expenses that he/she incurs:
- (a) in proceeding to his/her place of duty;
  - (b) in respect of any non-refundable deposits or prearrangements associated with his/her leave;
  - (c) in returning to the place from which he/she was recalled if he/she immediately resumes **vacation leave, special leave or time off in lieu of overtime** upon completing the assignment for which he/she was recalled;
- after submitting such accounts as are normally required by the Employer.
- (ii) The employee shall not be considered as being on **vacation leave, special leave or time off in lieu of overtime** during any period in respect of which he/she is entitled under *paragraph (i) above* to be reimbursed for reasonable expenses incurred by him/her.
- (iii) **For the purposes of this clause vacation leave, special leave and time off in lieu of overtime shall include:**
- (a) any period of mandatory leave without pay,
  - (b) leave under clause 18.08, and
  - (c) days granted in lieu of designated paid holidays
- that are taken concurrent with vacation leave, special leave or time off in lieu of overtime.**

- 17.07 An employee's leave request shall not be denied based solely on the Employer incurring additional overtime costs.**

## ARTICLE 18

### VACATION LEAVE

#### ACCUMULATION OF VACATION LEAVE

- 18.01 (1) For each month of a fiscal year in which an employee receives ten days pay, he/she shall earn Vacation Leave at the following rates:
- (a) **one decimal three seven five (1.375)** days each month until the month in which the anniversary of the second (2nd) year of continuous service is completed.
  - (b) **one decimal seven nine (1.79)** days each month commencing in the month after completion of two (2) years of continuous service and ending in the month that **seven (7)** years of continuous service is completed.
  - (c) **two decimal zero eight (2.08) days each month commencing in the month after completion of seven (7) years of continuous employment.**
  - (d) **two decimal five (2.5)** days each month commencing in the month after completion of fifteen (15) years of continuous employment.
  - (e) **two decimal nine two (2.92)** days each month commencing the month after completion of twenty (20) years of continuous employment.
- (2) The accumulated service for part-time employees shall be counted for the improved vacation leave entitlements in (b), (c) and (d) above of section (1) of this Article.
- (3) (a) Leave will be taken in hours, on the basis of the employee's regularly scheduled hours of work for the day the leave is taken.
- (b) An employee's entitlement to vacation leave will be converted from days to hours as follows:

- (i) Employees whose standard hours are 40 hours weekly will have their entitlement to vacation leave multiplied by 8.
- (ii) Employees whose standard hours are 37.5 hours weekly will have their entitlement to vacation leave multiplied by 7.5.
- (iii) Employees whose standard hours are 42 hours weekly will have their entitlement to vacation leave multiplied by 8.4.

#### GRANTING OF VACATION LEAVE

- 18.02 (1) In granting vacation leave with pay to an employee, the Employer shall make every reasonable effort:
- (a) to schedule vacation leave for all employees in the fiscal year in which it is earned;
  - (b) not to recall an employee to duty after he/she has proceeded on vacation leave;
  - (c) to grant the employee his/her vacation leave during the fiscal year in which it is earned at a time specified by him/her;
  - (d) to comply with any request made by an employee before January 31, that he/she be permitted to use in the following fiscal year any period of vacation leave of four (4) days or more earned by him/her in the current year.
  - (e)
    - (i) to grant the employee vacation leave for at least up to five (5) consecutive weeks depending upon his/her vacation entitlements when so requested by the employee; and
    - (ii) to grant employees their vacation leave preference and, where as between two or more employees who expressed a preference for the same period of vacation leave, length of service with the Government of the Northwest Territories will prevail;
    - (iii) where the operational requirements of the service are such that an employee is not permitted to take his/her vacation leave during the **specific period requested** in one fiscal year, special consideration will be given to **the employee** being granted his/her vacation leave during the **specific period requested by the employee** in the next fiscal year;



- (f) to grant the employee his/her vacation leave when specified by the employee if the period of vacation leave is less than a week, providing the employee gives the Employer reasonable advance notice.
- (2) The Employer shall approve or disapprove the request for vacation leave submitted by the employee as soon as possible, but no later than two (2) weeks after the request has been received. In those work locations where the Employer has notified the Union in writing that advance scheduling leave of vacation leave will occur, this two week period shall commence on the date designated by the Employer as the deadline for submission of vacation leave applications for the purpose of advance scheduling.
- (3) Where the Employer has proposed to change, reduce or deny the vacation leave requested by the employee, the Employer shall provide the employee with the reasons, in writing, for such change, reduction or denial of vacation leave, within the two (2) week period noted in Article 18.02 (2) above.

18.03 Where in respect of any period of vacation leave, an employee:

- (a) is granted special leave, when there is a death in his/her immediate family as defined in Article 19; or
- (b) is granted special leave with pay because of illness in the immediate family as defined in Article 19; or
- (c) is granted sick leave on production of a medical certificate;

the period of vacation leave so displaced shall either be added to the vacation period if requested by the employee and approved by the Employer or reinstated for use at a later date.

#### CARRY-OVER PROVISIONS

18.04 Normally, employees will not be permitted to carry over more vacation leave credits than can be earned in one (1) fiscal year. Vacation leave credits exceeding a one (1) year entitlement will be liquidated in cash in the month of May. However, in situations where an employee's vacation leave has been denied due to operational requirements, the employee shall be permitted to carry over up to two (2) years vacation leave credits.

### LEAVE WHEN EMPLOYMENT TERMINATES

**18.05** Where an employee dies or otherwise terminates his/her employment:

- (a) The employee or his/her estate shall, in lieu of earned but unused vacation leave, be paid an amount equal to the product obtained by multiplying the number of **hours** of earned but unused vacation leave by the **hourly** rate of pay applicable to the employee immediately prior to the termination of his/her employment, or
- (b) the Employer shall grant the employee any vacation leave earned but not used by him/her before the employment is terminated by lay-off if the employee so requests because of a requirement to meet the minimum service requirements for severance pay.

**18.06** An employee whose employment is terminated by reason of a declaration that he/she abandoned his/her position is entitled to receive the payment referred to in Clause 18.05. If after reasonable efforts the Employer is unable to locate the employee within 6 months of termination, his/her entitlement shall lapse.

**18.07** Where an employee other than a casual ceases to be employed for a reason other than dismissal, abandonment of position or rejection on probation and is re-employed, his/her completed years of prior employment shall be considered continuous service under Article 18.01(1).

**18.08 (a)** An employee who has requested and is granted annual leave between October 1 and March 31 of any year shall, in addition to his/her vacation leave entitlement receive one (1) day of extra leave when he/she liquidates five (5) consecutive days of annual leave within the above days; and one (1) more day when he/she liquidates at least an additional five (5) consecutive days of annual leave; and one (1) more day when he/she liquidates at least an additional five (5) consecutive days of annual leave; and one (1) more day when he/she liquidates at least an additional five (5) consecutive days of annual leave. No employee may receive more than four (4) extra days in any one fiscal year. Extra vacation leave days must be taken at the same time as annual leave. There will be no carry-over of these days.

**(b) Where an employee applies for leave during the period of October 1 and March 31; and**

**(i) the leave application was received prior to December 15th; and**

**(ii) the leave was denied; and**

- (iii) the employee was prohibited from taking leave during the entire period from the date the leave form was submitted until March 31st

the employee shall be granted the equivalent number of extra days they would have received had the original leave application been approved in accordance with 18.08(a).

## ARTICLE 19

### SPECIAL LEAVE

#### CREDITS

- 19.01 (1) An employee shall earn special leave credits up to a maximum of thirty (30) days at the following rates:
- (a) .50 of a day for each calendar month in which he/she received pay for at least ten (10) days, or
  - (b) .25 of a day for each calendar month in which he/she received pay for less than ten (10) days.

As credits are used, they may continue to be earned up to the maximum.

- (2) (a) Special leave will be taken in hours, on the basis of the employee's regularly scheduled hours of work for the day the leave is taken.
- (b) An employee's entitlement to special leave will be converted from days to hours as follows:
  - (i) Employees whose **standard hours are 40 hours weekly** will have their entitlement to special leave multiplied by 8.
  - (ii) Employees whose **standard hours are 37.5 hours weekly** will have their entitlement to special leave multiplied by 7.5.
  - (iii) Employees whose **standard hours are 42 hours weekly** will have their entitlement to special leave multiplied by 8.4.

SPECIAL LEAVE

19.02 For the purpose of this article, immediate family is defined as an employee's father, mother, brother, sister, spouse, common-law spouse, child, step-child, foster child, father-in-law, mother-in-law, grandmother, grandfather, and any relative permanently residing in the employee's household or with whom the employee presently resides.

(1) The Deputy Head shall grant special leave earned with pay for a period of up to five (5) consecutive working days:

- (a) when there is a death in the employee's immediate family;
- (b) when an employee is to be married.

(2) The Deputy Head may grant an employee special leave with pay for a period of up to five (5) consecutive working days:

- (a)
  - (i) where a member of the immediate family requires surgery or becomes ill (not including childbirth) and the employee is required to care for his/her dependents or for the sick person;
  - (ii) where a member of the immediate family residing outside the employee's community of residence becomes seriously ill.
- (b) where special circumstances not directly attributable to the employee prevent his/her reporting to duty, including:
  - (i) serious household or domestic emergencies;
  - (ii) a transportation problem caused by weather if the employee makes every reasonable effort to report for duty;
  - (iii) serious community emergencies, where the employee is required to render assistance;
- (c) in the event of the death of the employee's grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law.
- (d) in circumstances which are of general value to the Public Service, such as where the employee:
  - (i) takes an examination which will improve his/her position or qualifications in the Public Service;

- (ii) attends his/her University Convocation, if he/she has been continuously employed for at least one (1) year;
- (iii) attends a course in civil defence training;
- (iv) requires a medical examination for enlistment in the Armed Forces or in connection with a veteran's treatment program.

(e) Such leave will not be unreasonably withheld.

**(3) The Deputy Head shall grant special leave for a period of up to 1 day to allow an employee to attend the funeral of the employee's aunt or uncle.**

19.03 Special leave in excess of five (5) consecutive working days for the purposes enumerated in Clause 19.02 may only be granted with the Employer's approval and such approval shall not be unreasonably denied.

19.04 An employee shall be granted special leave with pay up to a maximum of **three (3) working days** on the occasion of the birth of their child. An employee shall be granted special leave with pay up to a maximum of **three (3) working days** on the occasion of the adoption of a child. This leave may be divided into two parts and taken on separate days.

#### ADVANCE OF CREDITS

19.05 Where an employee has insufficient credits to permit the granting of special leave within the meaning of this Article, leave up to a maximum of six (6) days, may be granted at the Employer's discretion, subject to the deduction of such advance leave from any special leave credits subsequently earned.

#### CASUAL LEAVE

19.06 Employees may be granted casual leave with pay to a maximum of two (2) hours for the following purposes:

- (1) (a) Medical, Dental and Legal Appointments

Whenever it is necessary for an employee to attend upon his/her doctor, dentist, or lawyer during working hours he/she may be granted casual leave for these purposes.

(b) Other Casual Leave

The Deputy Head may grant an employee casual leave for other purposes of a special or unusual nature.

- (2) Employees may be granted casual leave with pay to a maximum of one day per occurrence where the employee's physician requires him/her to attend regular or recurring medical treatments and checkups.

Such casual leave shall not be unreasonably denied.

19.07 Employees shall be granted special leave with pay for time lost through quarantine when the employee provides the Employer with a medical certificate to that effect.

19.08 The provisions of this Article do not apply to an employee who is on leave of absence without pay, or under suspension.

19.09 An employee who is:

- (a) regularly scheduled to work the majority of hours outside of the hours 0800 to 1700, Monday to Friday; or
- (b) working as a social worker, community health nurse or hospital technician and who is normally required to be on standby at least ten days per month;

may use four (4) days of his/her Special Leave Credits each year at his/her discretion on adequate notice to his/her supervisor.

## ARTICLE 20

### SICK LEAVE

#### CREDITS

20.01 (a) An employee shall earn sick leave credits at the rate of one and one-quarter (1 1/4) days for each calendar month for which he/she receives pay for at least ten (10) days.

- (b) (i) Sick leave will be taken in hours, on the basis of the employee's regularly scheduled hours of work for the day the leave is taken.

- (ii) An employee's entitlement to sick leave will be converted from days to hours as follows:

- (1) Employees whose standard hours are 40 hours weekly will have their entitlement to sick leave multiplied by 8.
- (2) Employees whose standard hours are 37.5 hours weekly will have their entitlement to sick leave multiplied by 7.5.
- (3) Employees whose standard hours are 42 hours weekly will have their entitlement to sick leave multiplied by 8.4.

20.02 Subject to Clause (a) and (b) below, and to the remainder of this Article, all absences on account of illness on a normal working day (exclusive of designated holidays) shall be charged against an employee's accumulated sick leave credits.

- (a) There shall be no charge against an employee's sick leave credits when his/her absence on account of illness is less than one-half (1/2) day and the employee has been on duty for at least two (2) hours;
- (b) Where the period of absence on account of illness is at least one-half (1/2) day but less than a full day, one-half (1/2) day only shall be charged as sick leave.

20.03 (a) Unless otherwise informed by the Employer an employee must sign a statement stating that because of his/her illness or injury he/she was unable to perform his/her duties:

- (i) if the period of leave requested does not exceed three working days, and
- (ii) if in the current fiscal year, the employee has not been granted more than 9 days sick leave wholly on the basis of statements signed by him.

- (b) For the purposes of 20.03(a), a day refers to a calendar day, not the number of hours in the employee's shift.

20.04 An employee is required to produce a certificate from a qualified medical practitioner, certifying that such employee is unable to carry out his/her duties due to illness:

- (a) for sick leave in excess of three (3) working days;
- (b) for any additional sick leave in a fiscal year when in the same fiscal year the employee has been granted nine (9) days sick leave wholly on the basis of the statements signed by him.

- 20.05 Where leave of absence without pay is authorized for any reason, or an employee is laid-off because of lack of work, and the employee returns to work upon expiration of such leave of absence or lay-off, he/she shall earn sick leave credits for each month in which he/she worked at least ten (10) days and shall retain any unused sick leave existing at the time of lay-off or commencement of leave without pay.
- 20.06 In circumstances where sick leave would be authorized but the employee has insufficient or no sick leave credits, at the discretion of the Employer, he/she shall be granted sick leave in advance to a limit of fifteen (15) days, which shall be charged against future credits as earned. If the employee dies before authorized unearned sick leave has been liquidated, no recovery shall be made from the employee's estate.
- 20.07 An employee is not eligible for sick leave with pay for any period during which he/she is on leave of absence without pay or under suspension.
- 20.08 When an employee is granted sick leave with pay and injury-on-duty leave is subsequently approved for a concurrent period, there shall be no charge against his/her sick leave credits for the period of concurrency.

#### TRANSPORTATION TO A MEDICAL CENTRE

- 20.09 (a) Where an employee or an employee's dependant is required to travel from his/her place of residence in the N.W.T. to secure medical treatment, traveling expenses incurred will be reimbursed subject to the following provisions:
- (i) Payment shall not exceed the cost of return transportation to the point of departure or the nearest place where adequate treatment is available (whichever results in the lesser expense) accommodation and meal costs, in accordance with Article 20.09(b).
  - (ii) Where, due to inclement weather conditions, or to circumstances completely beyond an employee's control, his/her travel to the centre where treatment is to be provided is interrupted, the enroute accommodation and meals will be reimbursed in accordance with Article 20.09(b).
  - (iii) Payment shall not be made unless the claim is supported by a certificate from a qualified medical practitioner stating that the treatment (including dental) was non-elective and required for the health of the patient and could not be provided by the facilities or services available at the community in which the employee is resident.



- (b) The following expenses, supported by an expense claim with receipts, will be reimbursed:
  - (i) taxi fare for required travel. (Airport shuttle bus must be used if feasible)
  - (ii) the most economical airfare, or mileage in accordance with Article 45.11(a)(ii)
  - (iii) up to 25 days hotel accommodation and meal costs in accordance with Article 45.04 and 45.05.
  - (iv) up to a maximum of fifty dollars (\$50.00) per day for accommodation, meals and local transportation expenses for any periods beyond twenty-five (25) days, and not to exceed forty (40) days.
- (c)
  - (i) Where a qualified medical practitioner certifies that it is necessary for an employee or his/her dependent to be accompanied by some other person, the Employer shall approve the reimbursement of expenses for this person as set out in Article 20.09(b).
  - (ii) When someone other than a medical attendant or person designated by Health and Social Services accompanies the employee or his/her dependant, where applicable, he/she shall be the spouse, the parent or another person designated by the employee.
- (d) In the case of an employee being the **non-medical** escort for a member of his/her immediate family, the employee may be granted special leave. Such leave will not be unreasonably denied. Travel time, as defined under Clause 20.10, will not be granted for this **non-medical** escort duty.
- (e) The employee completes an application for travel assistance under a group surgical or medical plan to which the Employer and the employee share the premium and a form assigning any payment under the group surgical or medical plan to the Employer to the extent that costs for travel have been paid by the Employer under this Article.
- (f) This provision shall apply to an employee's dependants where the employee has declared in a notarized statement that this benefit is not provided to the employee's dependants by the Government of the Northwest Territories or by another employer.

### TRAVEL TIME

- 20.10 Every employee who is proceeding to a medical centre under the provisions of Clause 20.09 may, with the approval of the Employer, be granted leave of absence with pay which is not to be charged against his/her sick leave credits for the lesser of three (3) days or the actual time taken to travel from his/her post to a point of departure and return.

## ARTICLE 21

### OTHER TYPES OF LEAVE

#### COURT LEAVE

- 21.01 Leave of absence with pay shall be given to every employee, other than an employee on leave of absence without pay or under suspension, who is required:
- (a) to serve on a jury and the jury selection process; or
  - (b) by subpoena or summons to attend as a witness in any proceeding held:
    - (i) in or under the authority of a court of justice or before a grand jury;
    - (ii) before a court, judge, justice, magistrate, or coroner;
    - (iii) before the Senate or House of Commons of Canada, or a committee of the Senate or House of Commons, other than in the performance of the duties of his/her position;
    - (iv) before the Executive Council or Legislative Assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it;
    - (v) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it.
  - (c) by law to attend a proceeding under the *Young Offenders Act (Canada)* concerning a dependent.

### INJURY ON DUTY LEAVE

21.02 An employee shall be granted injury-on-duty leave with pay for such reasonable period as may be determined by the Employer where it is determined by a Workers' Compensation Board that he/she is unable to perform his/her duties because of:

- (a) personal injury accidentally received in the performance of his/her duties and not caused by the employee's willful misconduct; or
- (b) sickness resulting from the nature of his/her employment; or
- (c) over-exposure to radioactivity or other hazardous conditions in the course of his/her employment;

if the employee agrees to pay the Government of the Northwest Territories any amount received by him/her for loss of wages in settlement of any claim he/she may have in respect of such injury, sickness or exposure, providing however that such amount does not stem from a personal disability policy for which the employee or his/her agent has paid the premium.

### MATERNITY LEAVE

21.03 (a) (i) An employee who becomes pregnant shall notify the Employer in writing at least fifteen (15) weeks prior to the expected date of the termination of her pregnancy and, subject to Section (ii) of this Clause, shall, eleven (11) weeks before the expected date of the termination of her pregnancy be granted leave without pay for a period ending not later than twenty-six (26) weeks after the date of the termination of her pregnancy. The employee may apply to Compensation Services and she shall be given, within one week of application, a clear understandable information package about maternity leave requirements and benefits, including the Supplementary Unemployment Benefit Plan.

(ii) The Employer may:

- (a) upon written request from the employee, defer the commencement of maternity leave without pay of an employee or terminate it earlier than twenty-six (26) weeks after the date of the termination of her pregnancy;
- (b) grant maternity leave without pay to an employee to commence earlier than eleven (11) weeks before the expected termination of her pregnancy;

- (c) where maternity leave without pay is requested, require an employee to submit a medical certificate certifying pregnancy.
- (iii) Leave granted under this Article shall be counted for the calculation of "continuous employment" and "continuous service".
- (b)
  - (i) After completion of 6 months continuous employment, an employee who provides the Employer with proof that she has applied for and is in receipt of unemployment insurance benefits pursuant to Section 18, Unemployment Insurance Act, shall be paid a maternity leave allowance in accordance with the Supplementary Unemployment Benefit Plan.
  - (ii) An applicant under Clause 21.03(b)(i) shall sign an agreement with the Employer providing:
    - (a) that she will return to work and remain in the Employer's employ for a period of at least six (6) months after her return to work;
    - (b) that she will return to work on the date of the expiry of her maternity leave, unless this date is modified with the Employer's consent.
  - (iii) Should the employee fail to return to work, except by reason of death, disability or lay-off as per the provision of Clause 21.03(b)(ii), the employee recognizes that she is indebted to the Employer for the amount received as Maternity allowance. Should the employee not return for the full six months, the employee's indebtedness shall be reduced on a prorated basis according to the number of months for which she received pay.
  - (iv) No employee shall be laid off, transferred or relocated while on, or within six (6) months of his/her return, from maternity or parental leave without the consent of the employee, the employer and the union.
- (c) In respect of the period of maternity leave, payments made according to the Supplementary Unemployment Benefits Plan will consist of the following:

- (i) For the first two (2) weeks, payments equivalent to 93% of her weekly rate of pay. For up to a maximum of an additional 15 weeks, payments equivalent to the difference between the unemployment insurance benefits she is eligible to receive and 93% of her weekly rate of pay;
- (ii) (a) for a full-time employee the weekly rate of pay referred to in Clause 21.03(c)(i) shall be the weekly rate of pay to which she is entitled for the job evaluation prescribed in her certificate of appointment on the day immediately preceding the commencement of the maternity leave.
- (b) for a part-time employee the weekly rate of pay referred to in Clause 21.03(c)(i) shall be the prorated weekly rate of pay to which she is entitled for the job evaluation prescribed in her certificate of appointment averaged over the six month period of continuous employment immediately preceding the commencement of the maternity leave.
- (iii) Employees have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan.
- (iv) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments under the plan.
- (v) Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Clause 21.03(c)(i), the payments shall be adjusted accordingly.
- (d) Further, when a pregnant employee produces a statement from her physician that her working conditions may be detrimental to her health or that of the fetus, the Employer will:
  - (i) change those working conditions;
  - (ii) assign suitable alternative work;
  - (iii) temporarily transfer the employee; or
  - (iv) 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.

LEAVE IN EMERGENCY OR  
UNUSUAL CIRCUMSTANCES

- 21.04 Notwithstanding any provisions for leave in this Agreement, the Employer may grant leave of absence with or without pay to an employee in emergency or unusual circumstances.

PARENTAL LEAVE WITHOUT PAY

- 21.05 (a) Where an employee has or will have the actual care and custody of his/her new-born child or an employee commences proceedings to adopt a child or obtains an order for the adoption of a child, he/she shall be granted parental leave without pay for a single period of up to twenty-six (26) consecutive weeks. The leave shall be taken during the fifty-two (52) week period immediately following the day the child is born or, in the case of adoption; within the fifty-two (52) week period from the date the child comes into the employee's care and custody.
- (b) An employee who intends to request parental leave shall make every effort to provide reasonable notice to the Employer. In the case of an adoption, the employee shall notify the Employer as soon as the application for adoption has been approved by the adoption agency or legal guardianship and custody papers have been drawn.
- (c) Leave granted under this Clause shall be counted for the calculation of "continuous employment" and "continuous service".
- (d) After completion of six (6) months continuous employment, an employee who provides the Employer with proof that he/she has applied for and is in receipt of parental benefits pursuant to the *Employment Insurance Act* shall be paid a parental leave allowance in accordance with the Parental Supplementary Unemployment Benefit Plan.
- (e) An applicant under Clause 21.05(d) shall sign an agreement with the Employer providing:
- (i) that he/she will return to work and remain in the Employer's employ for a period of at least six (6) months after his/her return to work;
  - (ii) that he/she will return to work on the date of the expiry of his/her *parental* leave unless this date is modified with the Employer's consent.

- (f) Should the employee fail to return to work, in accordance with the provisions of Clause 21.05(e), except by reason of death, disability, or lay-off, the employee recognizes that he/she is indebted to the Employer for the amount received pursuant to the Parental Supplementary Unemployment Benefit Plan. Should the employee not return for the full six-month period, the employee's indebtedness shall be reduced on a prorated basis according to the number of months he/she received pay.
- (g) In respect of the period of parental leave taken by an employee who has not taken maternity leave, payments made according to the Parental Supplementary Unemployment Benefits Plan will be equivalent to 93% of the employee's weekly rate of pay for the first two weeks and for an additional **15** weeks, payments equivalent to the difference between the employment insurance benefit the employee is eligible to receive and 93% of the employee's weekly rate of pay.
- (h) In respect of the period of parental leave taken by an employee who has taken maternity leave, payments made according to the Parental Supplementary Unemployment Benefits Plan will be equivalent to the difference between the employment insurance benefit she is eligible to receive and 93% of her weekly rate of pay for **17** weeks.
- (i) For a full-time employee the weekly rate of pay referred to in Clauses 21.05(g) and (h) shall be the weekly rate of pay to which he/she is entitled for the job evaluation prescribed in his/her certificate of appointment on the day immediately preceding the commencement of the parental leave or maternity leave, as the case may be.
- (j) For a part-time employee the weekly rate of pay referred to in Clauses 21.05(g) and (h) shall be the prorated weekly rate of pay to which he/she is entitled for the job evaluation prescribed in his/her certificate of appointment averaged over the six month period of continuous employment immediately preceding the commencement of the parental leave or maternity leave, as the case may be.
- (k) Employees have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan.
- (l) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments under the plan.
- (m) Parental leave utilized by an employee-couple in conjunction with maternity leave shall not exceed a total of fifty-two (52) weeks for both employees combined.

- (n) Parental leave taken by an employee in conjunction with maternity leave shall be taken immediately after the termination of maternity leave and the duration of both periods of leave combined shall not exceed a total of fifty-two (52) weeks.
- (o) When parental leave is taken by an employee couple, payments made pursuant to the Parental Supplementary Unemployment Benefit Plan shall not exceed a total of **17** weeks for both employees combined, and parental leave taken by an employee couple shall not exceed a total of 26 weeks for both employees combined.

#### LEAVE WITHOUT PAY FOR RELOCATION OF SPOUSE

- 21.06
- (a) The Employer shall grant leave without pay for a period of 1 year, at the request in writing of an employee whose spouse's position is permanently relocated or who accepts an appointment to another position outside the employee's headquarters area. If the employee does not obtain another position within the one year period, the employee shall cease to be an employee at the end of **the** approved period of leave without pay.
  - (b) Leave without pay granted under this Clause shall be deducted from the calculation of "continuous employment" for the purpose of calculating severance pay and vacation leave for the employee involved, except where the period of such leave is less than three (3) months. Time spent on such leave which is for a period of more than three (3) months shall not be counted for pay increment purposes.

### ARTICLE 22

#### HOURS OF WORK - GENERAL

##### DAY WORK

- 22.01
- (a) Unless otherwise agreed upon by the Employer and the Union, the standard hours of work for employees **whose** standard **work week is** 37.5 hours are:
    - (i) The standard daily hours will be seven and one-half consecutive hours, between 08:30 and 17:00, each day from Monday to Friday.
    - (ii) The standard yearly hours will be 1950.



- (iii) The standard daily hours are exclusive of a minimum half hour lunch period scheduled as close as possible to mid-day.
  - (iv) There shall be a paid 15-minute break in the morning and a paid 15-minute break in the afternoon.
- (b) Unless otherwise agreed upon by the Employer and the Union, the standard hours of work for employees **whose standard work week is 40** hours are:
- (i) The standard daily hours will be eight consecutive hours, between 08:00 and 17:00, each day from Monday to Friday.
  - (ii) The standard yearly hours will be 2080.
  - (iii) The standard daily hours are exclusive of a minimum half hour lunch period scheduled as close as possible to mid-day.
  - (iv) There shall be a paid 15-minute break in the morning and a paid 15-minute break in the afternoon.

#### SHIFT WORK

22.02 Where the employee's work is scheduled by the Employer to fall outside of the standard hours of work as defined in 22.01, the following process applies:

- (a) The Employer and the Union will agree before establishing new or revised shift hours for an operational unit. Such agreement will not be unreasonably withheld. The Employer shall give employees at least 14 days notice of any change.
- (b) The daily shift hours will be no more than sixteen (16) hours.
- (c) The number of consecutive shift days of work shall be no more than 7 days.
- (d) The number of consecutive days of rest between shifts shall be no less than 2 days.
- (e) The number of shift days in a year for which the employee is entitled to be paid is determined by dividing the standard yearly hours 1950 or 2080 by the daily shift hours.
- (f) The number of shift days in a year that the employee is scheduled to work is determined by dividing the yearly designated paid holiday hours for the holidays identified in Clause 16.01(1) by the shift hours and

subtracting the result from the number of shift days calculated in accordance with (e) above. Compensation for work on a designated paid holiday shall be compensated in accordance with Clause 16.05.

The following provisions of Article 16 shall not apply to employees covered by Clause 22.02: 16.01(1), 16.02, 16.03, 16.04, 16.05.

22.03 The Employer will post a master work schedule for employees in an operation who work shift hours.

- (a) The Employer shall:
  - (i) avoid excessive fluctuations in hours of work; and
  - (ii) post a schedule no less than 14 calendar days in advance to run for at least 28 calendar days;
- (b) The Employer shall make every reasonable effort to:
  - (i) give employees every second Saturday and Sunday off, ensuring a minimum of 48 consecutive hours off duty;
  - (ii) schedule at least two consecutive days off; and
  - (iii) not schedule more than one shift in any 24 hour period.
- (c) When an employee works two shifts in any calendar day:
  - (i) one of the shifts shall be deemed overtime; and
  - (ii) except in an emergency an employee may not work more than two consecutive shifts.
- (d) An employee shall be granted alternate weekends off as often as reasonably possible with each employee receiving a minimum of every third weekend off. Overtime rates of pay shall apply to weekend hours worked by an employee on the third consecutive weekend and subsequent consecutive weekends worked thereafter. It is understood that if an employee is required to be on travel status on a weekend, it shall be deemed as a weekend worked for the purpose of this clause. This Clause does not apply to employees who are hired exclusively to work weekends or who request to exchange shifts with other employees to work weekends.
- (e) The Employer agrees that there shall be no split shifts.

- 22.04 Provided sufficient advance notice is given, and with the approval of the Employer, employees may exchange shifts if there is no increase in cost to the Employer.
- 22.05 The Employer shall make every reasonable effort to schedule an employee's shifts to allow for regular attendance at educational courses.
- 22.06 The Employer will provide transportation, or the actual cost of commercial transportation, between home and the workplace for an employee whose scheduled hours of work start or finish between midnight and 06:00 or who is required to travel to and from work during those hours to perform overtime work.

#### FLEXIBLE HOURS

- 22.07 At the request of an employee, the Employer may grant flexible or staggered hours between 07:00 and 18:00. This is subject to operational requirements.

#### COMPRESSED WORK WEEK

- 22.08 At the request of an employee, the Employer may agree to allow the employee to work hours from Monday to Friday inclusive which may vary from the standard daily 7.5 or 8 or weekly 37.5 or 40 hours as follows:
- (a) Over a period of **14, 21 or 28** calendar days, the employee must work or be on approved leave or a designated paid holiday for a period equal to **two, three or** four times the standard weekly hours.
  - (b) There must be no increase in cost to the Employer and no decrease in productivity due to the selection of hours.
  - (c) A schedule of hours of work for the compressed work week will be agreed by the employee and the employee's supervisor. An employee who works in excess or outside of the scheduled hours established shall be compensated in accordance with the overtime provisions of this collective agreement.
  - (d) The hours of work may not be varied for the purpose of avoiding payment of overtime to individual employees.
  - (e) This arrangement may be terminated at any time, by either the employee or the Employer with at least 14 days notice.
  - (f) **The Employer's agreement to permit an employee access to the compressed workweek shall not be unreasonably withheld.**

### EMPLOYEE SCHEDULED WORK

- 22.09 (a) At the request of an employee, the Employer may allow employees to determine their own hours of work to meet operational requirements that due to the ongoing nature of their work cannot be met by working the standard hours. Such requests shall not be unreasonably denied.
- (b) Where these employees work more than the standard hours of work over a period of 28 calendar days, they shall be entitled to one compensatory hour off with pay for each extra hour worked. These employees must make every reasonable effort to schedule their hours to minimize extra hours worked.
- (c) Compensatory hours must be taken at a time mutually agreeable to both the employee and the Employer. They must be used in the same fiscal year in which they are earned.
- (d) At the end of the fiscal year, those accumulated compensatory hours which the employee has been unable to use will be liquidated in cash, at the normal hourly rate of pay, up to a maximum of 15 times the standard daily hours of work. If the employee has accumulated more than this, the extra hours will lapse. Under no circumstances will an employee be paid out more than 15 times the standard daily hours of work 7.5 or 8. There shall be no carry over of those hours from one fiscal year to the next.
- (e) It is understood that Clause 22.09 is not intended to be used on an ad hoc basis to meet operational requirements or to avoid the payment of overtime to employees.
- (f) Employees who are required by the Employer to work outside their varied hours shall be paid in accordance with the overtime provisions of this Collective Agreement. Employees who are required by the Employer to work on designated paid holidays shall be compensated in accordance with Article 16.
- (g) This arrangement may be terminated at any time by either the employee or the Employer with a minimum of 14 days notice.

### GENERAL RULES

- 22.10 Employees are entitled to one 15 minute paid rest period in every period of 4 or 3.5 consecutive hours worked as appropriate. The scheduling of these rest periods is subject to the approval of the employee's supervisor.

### SCHOOL YEAR EMPLOYEES

- 22.11 (a) School year employees means Special Needs Assistants, Instructors in Young Offender Facilities and School Community Counselors, Dental Therapists and such other employees as the Employer may, in consultation and with the Union's agreement, designate as school year employees.
- (b) The Employer may establish hours of work for school year employees whose work year follows the school year. The work year for school year employees will normally start a week before the first day of the school year and end a week after the last day of the school year.
- 22.12 (a) School year employees will not be required to report for duty during the Christmas, Easter and Summer Recesses on the local school calendar.
- (b) School year employees will not be entitled to earn the vacation credits or take the vacation leave in Article 18 of this Agreement.
- 22.13 School year employees will be paid at the appropriate pay level for their position over a **52-week** period.
- 22.14 Where an employee dies or otherwise terminates employment during a school year, the employee or estate shall receive that portion of the summer recess pay the employee is entitled to in accordance with the number of school days worked during that school year.

### JOB SHARE EMPLOYEES

- 22.15 At the request of two employees, the Employer may agree to allow them to share the hours of a fulltime position. There must be no increase in cost to the Employer and no decrease in productivity.
- (a) The employees will establish the rotation whereby one employee covers the position at all times except when one or both employees are on approved leave.
- (b) The breaks between each period of job share service shall not interrupt the accumulation of "continuous employment" and "continuous service" with the Government of the Northwest Territories **however shall not be included in the calculation of "Continuous Employment" and "Continuous Service"**.

- (c) The Employer will not unilaterally change the established rotation. However, the established rotation may be changed by mutual agreement to address temporary situations where one of the job share employees is absent from work.
- (d) The provisions for part time employees will apply to each of the job share employees, such that all benefits are prorated except medical transportation assistance, dental and other medical insurance plans. These benefits are not to be prorated and the Employer will continue to pay the full Employer's share.
- (e) The job share may be terminated at any time by either employee or the Employer with reasonable notice.
- (f) Where one of the employees wishes to terminate the job share, that employee must give one month's notice of resignation from the Public Service.
- (g) If one of the employees terminates participation, there shall be a one month period in which to find a replacement before the job share arrangement is terminated. During this period the Employer shall make reasonable efforts to fill the vacant rotation. The Employer will consider any suitable replacement employees suggested by the remaining employee. Failing this the job share arrangement is deemed to be terminated and the shared position must revert to a full-time indeterminate position, with the remaining employee having the option to assume that position full time.

## ARTICLE 23

### OVERTIME

#### 23.01 In this Article:

- (a) "Overtime" means work performed by an employee in excess or outside of his/her regularly scheduled hours of work.
- (b) "Straight time rate" means the hourly rate of remuneration.
- (c) "Time and one-half" means one and one-half times the straight time rate.
- (d) "Double time" means twice the straight time.

- 23.02 An employee who is required to work overtime shall be paid overtime compensation for each completed fifteen (15) minutes of overtime worked by him/her subject to a minimum payment of one (1) hour at the overtime rate when:
- (a) the overtime work is authorized in advance by the Employer, except when employees are required to work in isolated settlements, in which case the Employer must make arrangements for the authorization of overtime prior to the employee's dispatch to an isolated settlement;
  - (b) the employee does not control the duration of the overtime work.
- 23.03 Employees shall record starting and finishing times of overtime worked on a form determined by the Employer.
- 23.04 (1) Subject to the operational requirements of the service the Employer shall make every reasonable effort:
- (a) to allocate overtime work on an equitable basis among readily available qualified employees who are normally required in their regular duties to perform that work; and
  - (b) to give employees who are required to work overtime reasonable advance notice of this requirement.
- (2) An employee may, for cause, refuse to work overtime, providing he/she places his/her refusal in writing.
- (3) Notwithstanding the permission granted by the Employer to engage in business or employment outside his/her regularly scheduled hours of duty under Article 8, such business or employment may not be approved as a cause to refuse to work overtime.
- 23.05 (a) An employee who is required to work overtime shall be entitled to a minimum of one hour's pay at the appropriate rate described below in (b).
- (b) Overtime work shall be compensated as follows:
- (i) at time and one-half (1 1/2) for all hours except as provided in Clause 23.05 (b)(ii);
  - (ii) at double time (2) for all hours of overtime worked after the first four (4) consecutive hours of overtime and double time (2) for all hours worked on the second or subsequent day of rest, provided the days of rest are consecutive.

**Consecutive hours of overtime will not be considered interrupted when:**

- (a) one unpaid meal break of up to one hour is taken after a minimum of three consecutive hours have been worked and the employee returns to work after the meal break; or**
- (b) the overtime commences immediately prior to the start of the employee's regular hours of work and continues immediately following the conclusion of the employee's regular hours of work.**
- (iii) in lieu of (i) and (ii) above, the Employer may agree to grant equivalent leave with pay at the appropriate overtime rate to be taken at a time mutually agreeable to the Employer and the employee. Any unused equivalent leave may be carried over into the next fiscal year.
- (c) "First day of rest" is defined as the twenty-four (24) hour period commencing at midnight of the calendar day on which the employee completed his/her last regular shift, and
- (d) When the first and second or subsequent day of rest are consecutive, "second or subsequent day of rest" is defined as the period immediately following expiration of the first day of rest and ending at the time of commencement of the employee's next regular shift.

23.06 Notwithstanding anything in this Article, an employee's scheduled hours of work shall not be construed as guaranteeing the employee minimum hours of work.

23.07 Where an employee is required to work:

- (a) three (3) or more hours of overtime immediately following his/her regularly scheduled hours of duty; or**
- (b) four (4) or more hours of overtime at any other time;**

**and**, because of the operational requirements of the service, the employee is not permitted to leave his/her place of work, the Employer will either provide the employee with a meal or a meal allowance **equal to the amount of the appropriate meal in accordance with Clause 45.05(a).**



## ARTICLE 24

PAY

- 24.01 Employees are entitled to be paid for services rendered for the job evaluation and position to which they are appointed at the pay rates specified in the appendices attached.
- 24.02 (1) Employees shall be paid on a bi-weekly basis with pay days being every second Friday.
- (2) In the event there is delay in paying new or transferred employees, the Employer will assist those employees by providing advances or by other appropriate means.
- (3) Where **pay advices** are distributed to employees at their place of work, they shall first have been placed in envelopes.
- (4) **Pay** will be deposited to **the credit of the employee** in the **financial institution** of his/her choice in **Canada**.
- (5) (a) Where an employee has received more than his/her proper entitlement to wages or benefits or where retroactive membership dues deductions are necessary, no continuing employee shall be subject to such deductions in excess of ten percent (10%) of the employee's gross earnings per pay period except in recoveries for absence without leave.
- (b) **When** deductions are made, the Employer shall provide an itemized statement of the purpose and the amount of each deduction.
- 24.03 Employees who have earned overtime compensation or any other extra allowances in addition to their regular pay, shall receive such remuneration in the four weeks following the day the employee submits the appropriate form.

ACTING PAY

- 24.04 When an employee is required by the Employer to perform the duties of a **position at a higher pay range** on an acting basis, he/she shall be paid acting pay. **Acting pay shall be the greater of**
- (a) **the higher pay range as if he/she had been appointed to the position at that higher pay range; or**

**(b) 10% of the acting employee's regular pay**

**calculated from the time on which he/she commenced to act, for the period in which he/she acts.**

**SALARY INCREASES**

- 24.05 An employee, **except a casual employee**, who is rehired within **two (2) years** of his/her last date of employment with the Employer to perform the same duties, shall be paid at the same step as he/she was being paid at when he/she ceased to be an employee.
- 24.06 (1) The Employer agrees to pay the negotiated salary increases to every employee not later than the second month following the month in which this Agreement is signed and not later than the month following the month in which any subsequent salary increases become effective.
- (2) The Employer agrees to pay all retroactive remuneration for salary increases, overtime, acting pay and allowances not later than the third month following the month in which the Agreement is signed.
- 24.07 When an employee is appointed to a new position in the Public Service, he/she shall be paid:
- (a) If the appointment constitutes a promotion as defined in Clause 2.01(bb) an increase in salary that is nearest to but not less than the difference between Step 1 and Step 2 of the new pay range. In addition, if a performance increment is due not later than six (6) months from the date of promotion and is recommended, an increment will be granted at the time of promotion on the present pay level prior to application of the new pay level. Where this occurs, the employee's salary review date shall be changed to the effective date of the promotion.
- (b) (i) if the appointment constitutes a transfer, at the rate nearest to, but not less than his/her former rate of pay; or
- (ii) where the employee agrees to accept a transfer to a position, the maximum rate of pay of which is less than his/her present rate of pay, the employee shall be paid at the maximum rate of the new position to which he/she agrees to be transferred.

- (c) If the appointment is as a result of the employee's successful application for a position, the maximum rate of pay of which is equal to or less than that of the employee's present position, the employee shall be paid at a level in the appropriate pay range for the new position that is commensurate to the employee's qualifications and experience for the position.
- 24.08 Where a salary increment and salary revision are effective on the same date, the salary increment shall be applied first and the resulting rate shall be revised in accordance with the salary revision.
- 24.09
  - (1) Notwithstanding the provisions of Clause 24.01 when a position is converted or, where as a result of audit or review, a converted position is found to be over-evaluated and the maximum salary payable in the new range is less than the maximum salary of the incumbent of that position, he/she shall be paid as the present incumbent of that position in a holding range which will permit him/her to be paid at a salary which is nearest to and not less than his/her present maximum salary.
  - (2) Where an employee is being paid as the present incumbent of a position in a holding range and he/she unreasonably refuses a transfer or training which would put him/her in a position at, or above the level of the position before it was re-evaluated, or which would place him/her in a position nearer to the level established for the position before it was re-evaluated, he/she shall cease to be paid in the holding range. Instead he/she shall be paid in the range of rates applicable to the re-evaluated position which is nearest to the rate he/she was being paid in the holding range.
  - (3) Where an employee who is subject to Clause 24.09(2) accepts a transfer or training that would put him/her in a position nearer to the position before it was re-evaluated, he/she shall continue to be paid in the holding range.
  - (4) For the purposes of this Article, a present incumbent is an employee who, subject to the above provisions, continues to receive the annual and negotiated increases for the range of the position before it was re-evaluated downwards.

#### PERFORMANCE INCREMENTS

- 24.10
  - (1) An employee holding a position for which there is a minimum and maximum rate of pay may be granted increases in pay until he/she reaches the maximum for the position. Such pay increases are dependent on satisfactory performance of the duties of the position by the employee, and shall not be granted to the employee until his/her

Deputy Head certifies to the Employer that the employee is so performing the duties of his/her position.

- (2) For the purposes of such pay increases the performance of the employee shall be reviewed annually.
- (3) Pay increments, which are recommended by the Deputy Head, shall be granted **the first day of the month of the employee's initial appointment.**

However, the provisions of Article 24.07 will apply where appropriate.

- (4) Where the Deputy Head intends to recommend withholding a pay increment from an employee, he/she shall, at least two (2) weeks and not more than six (6) weeks before the due date for the pay increment to the employee, give the employee notice in writing of his/her intention to do so. If such notice of denial is not given, the pay increment shall be implemented on the due date.
- (5) Where an employee is not granted a pay increment on the day on which a pay increment would otherwise become due to him/her, a pay increment may become due to him/her six (6) months after the month he/she would have been due to have been granted a pay increment, or the Employer may defer the pay increment for a period of twelve (12) months after the month he/she would have been due to have been granted a pay increment, at which time the employee shall be entitled to the withheld pay increment in addition to the current pay increment should performance be deemed to meet the required standard.

#### APPLICATION OF SALARY REVIEW DATE

- 24.11 (a) The salary review date of an employee who is promoted shall be the first day of the month **of the promotion.**
- (b) The salary review date of an employee who is transferred or whose position is re-evaluated shall remain unchanged.
- (c) The salary review date of an employee who has been on leave of absence without pay in excess of six (6) continuous months shall be moved to a date which provides for a total of twelve (12) months of paid employment between anniversary dates.
- (d) Where the job evaluation of a position or the regrading of a position is to take effect retroactively, only employees on strength on the date of implementation of such change shall be entitled to receive any retroactive benefits that might accrue.

- 24.12 (a) Where a position is re-evaluated as a result of a change in duties and responsibilities and the maximum rate of pay of the new pay range exceeds the maximum rate of pay of the old pay range, the incumbent of the position will be paid at the step in the new pay range which provides him/her with an increase in salary that is nearest to but not less than the difference between Step 1 and Step 2 of the new pay range.
- (b) Where a position is assigned a higher pay range as a result of regrading; that is, where there have been no substantial changes in the duties and responsibilities of the position evaluated, the incumbent of the position re-evaluated will be paid at the same step in the new pay range as they were in the old pay range.
- (c) The effective date of a re-evaluation that results in an increase in pay shall be the date upon which the employee began to substantially perform the new or changed duties, but in any event no retroactivity shall be paid for any re-evaluation adjustment that extends beyond sixty (60) days prior to the filing of a grievance or a job evaluation appeal, whichever is earlier.
- 24.13 Employees who are assigned training responsibilities under the Employer's In-Service Training Program shall be paid a trainer's fee of \$700 per year per trainee.
- 24.14 Employees, other than employees assigned duties of translation and interpretation in their job descriptions, who are required by the Employer to use two or more of the official languages of the Northwest Territories shall receive a bilingual bonus of \$1200 per annum.

#### AIRPORT FIREFIGHTERS - LONG SERVICE PAY

- 24.15 (1) An airport firefighter who receives pay for at least eighty-four (84) hours for each of twelve (12) consecutive calendar months for which the airport firefighter is eligible to receive long service pay, beginning October 1 of each year, is entitled to be paid, in a lump sum, an amount related to the airport firefighter's period of continuous employment in the Public Service set out in the following table:

Period of Continuous Employment	Annual Amount
5 to 9 years	\$240
10 to 14 years	\$350
15 to 19 years	\$480
20 to 24 years	\$610
25 to 29 years	\$740
30 years or more	\$870

- (2) An airport firefighter who does not receive at least eighty-four (84) hours' pay for each of twelve (12) consecutive calendar months for which he/she is eligible to receive long service pay, beginning in October 1 of each year, is entitled to one twelfth (1/12) of the relevant amount as set out in cause 24.15(1) for each month for which he receives at least eighty-four hours' pay.
- (3) Where an airport firefighter does not complete the airport firefighter's specified period of continuous employment in the Public Service upon the first day of a calendar month, the airport firefighter shall, for the purpose of clause 24.15(1), be deemed to have completed the specified period of employment.
  - (a) on the first day of the current month if the airport firefighter completes the specified period of employment during the first fifteen (15) days of the month, and
  - (b) on the first day of the subsequent month in any other case.

## ARTICLE 25

### REPORTING PAY

- 25.01
- (1) If an employee reports to work for his/her regularly scheduled shift and there is a change in his/her shift assignment, he/she shall be entitled to four (4) hours of work. When no work is available he/she shall receive compensation to four (4) hours pay at the straight time rate.
  - (2) If an employee reports to work on his/her regularly scheduled shift and there is insufficient work available, he/she is entitled to four (4) hours of work. When no work is available he/she shall receive compensation to four (4) hours pay at the straight time rate.
  - (3) If an employee is directed to report for work on a day of rest or on a designated paid holiday, and there is insufficient work available, he/she shall be entitled to four (4) hours of work at the appropriate overtime rate. When no work is available, he/she shall receive compensation to four (4) hours pay at the appropriate overtime rate.
  - (4) If an employee is directed to report for work outside of his/her regularly scheduled hours, he/she shall be paid the greater of:
    - (a) compensation at the appropriate overtime rate; or
    - (b) compensation equivalent to four (4) hours pay at the straight time rate.

## ARTICLE 26

CALL-BACK PAY

- 26.01 When an employee is recalled to a place of work for a specific duty, he/she shall be paid the greater of:
- (a) compensation at the appropriate overtime rate; or
  - (b) compensation equivalent to four (4) hours pay at the straight-time rate.
- 26.02 (1) When an employee reports to work, overtime for which he/she has been recalled under the conditions described in Clause 26.01 and is required to use transportation services other than normal public transportation service, he/she shall be paid the actual cost of commercial transportation each way, upon the production of receipt for payment of transportation in excess of (\$5.00) five dollars.
- (2) Where the employee uses his/her personal motor vehicle, he/she shall be paid the appropriate distance rate specified in Article 45 - Duty Travel Expenses.

## ARTICLE 27

SHIFT PREMIUM

- 27.01 An employee who is regularly scheduled to work outside of the normal hours of work, 0800 to 1700, shall be paid a shift premium as follows:
- (a) One dollar and **fifty cents (\$1.50)** per hour for all hours worked between the hours of 4:00 p.m. and 12:00 midnight; and
  - (b) One dollar and **seventy-five cents (\$1.75)** per hour for all hours worked between the hours of 12:00 midnight and 8:00 a.m.

Shift premium will also be paid for all overtime hours worked contiguously to the periods specified in (a) and (b) above.

- 27.02 Employees shall receive an additional premium of seventy-five cents (\$0.75) per hour for work on Saturday and/or Sunday for hours worked. Weekend premium shall be payable in respect of all regularly scheduled straight time hours worked on Saturday and/or Sunday.

## ARTICLE 28

### COMMUTING ALLOWANCES

- 28.01 An employee whose workplace is located outside of an eight km. (5 mile) **driving distance** of a settlement centre, and no public transportation is available to his/her place of work, shall:
- (a) be provided with transportation to and from his/her workplace by the Employer; or
  - (b) where he/she is required to use his/her personal motor vehicle, be paid the distance rate specified in Article 45 - Duty Travel Expenses.

## ARTICLE 29

### STANDBY

- 29.01 (1) Where the Employer requires an employee to be available on standby during off-duty hours, an employee shall be entitled to a standby payment of **\$15.00** for each eight (8) consecutive hours or portion thereof that he/she is on standby, except on his/her days of rest and designated paid holidays.
- For each eight (8) consecutive hours or portion thereof that an employee is on standby on a day of rest or a designated paid holiday, he/she shall be paid **\$20.00**.
- (2) An employee designated by letter or by list for standby duty shall be available during his/her period of standby at a known telephone number and be available to return for duty as quickly as possible if called. In designating employees for standby the Employer will endeavour to provide for the equitable distribution of standby duties among readily available, qualified employees who are normally required, in their regular duties, to perform that work.
  - (3) No standby payment shall be granted if an employee is unable to report for duty when required.



- (4) An employee on standby who is required to report for work shall be paid, in addition to the standby pay, the appropriate overtime rate for all hours worked, subject to a minimum payment of four (4) hours pay at the straight time rate each time he/she reports, except that this minimum shall only apply once during each standby period of eight (8) consecutive hours or portion thereof.
  - (5) Except in the case of an emergency, standby schedules shall be posted fourteen (14) days in advance of the starting date of the new shift schedule.
- 29.02 When an employee on standby is required to report for work, he/she shall be reimbursed transportation costs as follows:
- (a) Actual cost of commercial transportation each way not to exceed five dollars (\$5.00) without the production of a receipt;
  - (b) Where he/she uses his/her personal motor vehicle, the appropriate distance rate specified in Article 45 - Duty Travel Expenses.
- 29.03 Subject to operational requirements and where there is cause, employees may refuse to be on standby during off-duty hours.

## ARTICLE 30

### TECHNOLOGICAL CHANGE

- 30.01 Technological change means:
- (a) the introduction by the Employer of equipment or material of a different nature than that previously utilized; and
  - (b) a change in the Employer's operation directly related to the introduction of that equipment or material.

### NOTICE

- 30.02 When the Employer is considering the introduction of a technological change which would result in significant changes in the employment status or working conditions of employees, it shall provide the Union and every affected employee, at least six (6) months notice before the introduction of a technological change, with a written description of the change it intends to carry out, disclosing foreseeable adverse effects on employees.

### UNION-MANAGEMENT MEETINGS ON CHANGES

- 30.03 Where the Employer has notified the Union that it intends to introduce a technological change, the parties undertake to meet within the next fifteen (15) days and to hold constructive and meaningful consultations in an effort to reach agreement on solutions and administrative procedures to deal with problems arising from the change.

### COMMITMENT

- 30.04 The Employer shall make every reasonable effort to continued employment of employees who would otherwise become redundant because of technological change.

### TRAINING

- 30.05 Where an employee requires new or different skills as a result of technological change, the Employer shall make every reasonable effort to provide the required training courses at no cost to the employee.

## ARTICLE 31

### PAY FOR TRAVEL ON BEHALF OF EMPLOYER

- 31.01 (1) Where an employee is required to travel on behalf of the Employer, he/she shall be paid **as though he/she were at work for all hours traveled.**
- (2) For the purpose of this Article, hours traveled includes a one (1) hour check-in period at airports **(two (2) hours for flights originating outside Nunavut, the Yukon and the N.W.T.)**, bus depots, or train stations, as well as a one (1) 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.
- (2) The Employer will make every reasonable effort to restrict travel outside of the employee's headquarters that requires absence from home beyond a period, which includes two (2) weekends.
- (4) Where an employee is absent from home on a designated paid holiday or day of rest and does not work **or travel**, he/she shall receive cash payment at time and one-half (1 1/2) his/her rate of pay or be granted the equivalent leave with pay.

## ARTICLE 32

SEVERANCE PAYLAY-OFF

32.01 An employee who has one year or more of continuous employment and who is laid off is entitled to be paid severance pay.

32.02 An employee who is laid-off following the signing of this Agreement, may request one of the following options:

(a) (i) Separation Assistance - The lay-off shall receive severance pay of two (2) weeks pay per year for the first ten complete years of continuous employment, and three (3) weeks pay for each succeeding complete year of continuous employment. The lay-off can request this payment be made bi-weekly to extend employment or in annual instalments. The total amount of severance pay which may be paid under this sub-clause shall not exceed 65 weeks of pay.

(ii) The Employer may waive the requirement to work the three month notice period or portion thereof and provide 13 weeks pay, or appropriate portion thereof in lieu:

(1) when the Employer determines the lay-off's work should be discontinued. The lay-off shall be provided priority staffing status for three months.

(2) when, upon the request of the lay-off, the Employer determines the lay-off's work can be discontinued. The lay-off waives the three month priority staffing status;

or;

(b) (i) Severance Priority - The lay-off shall receive severance pay of two (2) weeks pay for the first complete year of continuous employment, two (2) weeks pay for the second complete year of continuous employment and one (1) 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.

(ii) The lay-off shall be provided priority staffing for one (1) year from the last day of the lay-off notice period. Where a lay-off accepts an appointment that is not indeterminate the lay-off shall continue

to be provided priority staffing for the length of the appointment plus three (3) months. At no time will the length of the priority status be less than one (1) year.

(iii) The Employer may waive the requirement to work the three month notice period or portion thereof and provide 13 weeks pay, or appropriate portion thereof in lieu:

(1) when the Employer determines the lay-off's work should be discontinued. The lay-off shall be provided priority staffing status for three months.

(2) when, upon the request of the lay-off, the Employer determines the lay-off's work can be discontinued. The lay-off waives the three month priority staffing status;

or;

(c) Retraining - The lay-off shall, during the 3 month notice period be eligible for this option if:

(i) the lay-off has three (3) years of continuous service;

(ii) there is a specific vacant position or anticipated vacancy for which no other lay-off qualifies and the lay-off may become qualified with retraining; and

(iii) the employee and the Employer agree that the retraining can be completed within 12 consecutive months.

Retraining shall consist primarily of on-the-job training but may include course work or other formal training including college or university.

Where practicable, the retraining shall take place in the lay-off's headquarters.

Lay-offs undertaking retraining shall be paid at their current range. Upon successful completion of retraining, the lay-off shall be appointed to the position for which she/he was retrained. The Employer shall pay all authorized costs associated with retraining including but not limited to tuition, travel and relocation.

Continuation and completion of a retraining plan are subject to satisfactory performance by the lay-off. Lay-offs who are unsuccessful in retraining shall be considered to be at the beginning of their lay-off period

and they shall be notified in writing prior to the commencement of the lay-off period.

or;

- (d) Education Assistance - The lay-off may be eligible to apply for this option if:
  - (i) the lay-off has 3 years of continuous employment.
  - (ii) the proposed program of study relates to positions within the Government.
  - (iii) the lay-off provides proof of acceptance in an educational program.

The Employer will pay for all of the costs of education assistance.

The lay-off is eligible for education assistance, which is 80% of the lay-off's current salary for a period of up to twelve months. The lay-off is not eligible for priority status and is not guaranteed any future employment with the Employer.

Education assistance may be paid out over a term longer than twelve months to permit the lay-off to attend two consecutive semesters of instruction; however, the total amount paid out will not exceed 80% of twelve months salary.

- 32.03 In the case of an employee who is laid-off for a second or subsequent time following the signing of this Agreement the amount of severance will be calculated on complete years of continuous service less any period in respect of which the employee was granted severance pay.
- 32.04 In the case of a term employee, which is a person other than an indeterminate employee who is employed in excess of four months, who is laid off the severance the employee receives shall not exceed the pay equal to the remainder of the term.

#### RESIGNATION, RETIREMENT AND DEATH

- 32.05 Employees commencing employment before September 2, 1995 shall receive severance pay on resignation, retirement or death in accordance with the severance pay provisions identified in Articles 32.05, 32.06 and 32.07 of the Collective Agreement between the Employer and the Union, which expired March 31, 1994, for the length (duration) of their employment.

### TERMINATION FOR HEALTH REASONS

- 32.06 This Clause shall apply to an employee whose employment is terminated as a result of a recommendation made to the Employer that the employee was incapable of performing his/her duties because of chronically poor health; and when such occurs:
- (a) the employee shall be paid severance pay equal to the product obtained by multiplying his/her weekly rate of pay on termination of employment by the number of completed years of his/her continuous employment to a maximum of thirty (30), less any period of continuous employment in respect of which severance pay was previously granted.
  - (a) when employment is terminated under this Clause the employee shall have the right to waive his/her entitlement to severance pay and, in lieu thereof, be granted an equivalent period of leave with pay.

### DISMISSAL, ABANDONMENT OF POSITION

- 32.07 An employee who is dismissed for cause from the Public Service or who has been declared to abandon his/her position shall not be entitled to severance pay.

### VOLUNTARY SEPARATION

- 32.08 In the case of an employee terminated under Voluntary Separation the employee is eligible to severance as follows:

<u>Complete Years of Continuous Service</u>	<u>Weeks of Pay at Regular Rate of Pay</u>
1	15
2	16
3-4	17
5-6	18
7-8	19
9-10	22
11-12	25
13-14	28
15-plus	30

## ARTICLE 33

LAY-OFF

- 33.01 (a) (i) Where the duties of a position held by an employee are no longer required to be performed, the Employer may lay-off the employee. The Employer and the Union recognize the necessity and the justice of the application of the merit principle, which means qualifications and competence, in determining who will be laid off. It is agreed that where two (2) employees of equal merit face being laid off, length of service will be the deciding factor.
- (ii) In order to minimize the adverse effects of lay-off, the Employer will provide retraining where practical.
- (b) Disputes arising from the application of reasonable job offers and priority status to lay-offs in the hiring process shall be determined by the Staffing Appeals Committee constituted under the Staffing Appeals Regulations. The Committee shall have the authority described in the Staffing Appeals Guidelines, in addition, the Committee shall:
- (1) Where it finds that the job offer was reasonable, dismiss the appeal;  
or
  - (2) Where it finds that the job offer was unreasonable, uphold the appeal and reinstate the full lay-off period;  
or
  - (3) Where it finds the lay-off was given priority status, dismiss the appeal;  
or
  - (4) Where it finds the lay-off was not given priority status, uphold the appeal and direct the Employer to rescind any appointment and reconsider the lay-off taking into account the lay-off's priority status.

Findings of the Staffing Appeals Committee shall be final and binding to all parties.

Priority Status means lay-offs are given priority over all other potential candidates including non laid off affirmative action candidates in the hiring process.

33.02 Before an employee is terminated by the Employer and the employee ceases to be an employee, the following provisions apply:

- (a) each such employee shall be given three (3) months lay-off notice in writing of the effective date of his/her lay-off;
- (b) every employee shall be entitled to options in accordance with the provisions in Article 32;
- (c) every employee subject to being laid-off shall, during the three (3) months notice period, be granted reasonable leave with pay for the purpose of being interviewed and examined by a prospective employer and to such additional leave with pay as the Employer considers reasonable for the employee to travel to and from the place where his/her presence is so required;
- (d) the Employer shall make every attempt to provide a reasonable job offer within the employee's headquarters; including the consideration of appointment to positions occupied by employees who have applied for Voluntary Separation.
- (e) employees who refuse a reasonable job offer by the Employer are no longer considered laid-off as per Article 2.01(t) and will receive severance in accordance to either Article 32.05 or 32.06;
- (f) employees who accept a lower level position shall continue for a period of one year, to receive the salary and negotiated pay increases she/he was receiving or would receive had she/he not been served with lay-off notice or laid off.

## ARTICLE 34

### STATEMENT OF DUTIES

34.01 When an employee is first engaged or when an employee is reassigned to another position in the Bargaining Unit, the Employer shall, before the employee is assigned to that position, provide the employee with a current and accurate Statement of Duties of the position to which he/she is assigned.

34.02 Upon written request, an employee shall be entitled to a complete and current Statement of Duties and Responsibilities of his/her position, including the position's job evaluation level and point rating allotted by factor, where applicable.



## ARTICLE 35

EMPLOYEE PERFORMANCE REVIEW AND EMPLOYEE FILES

- 35.01 (a) When a formal review of an employee's performance is made, the employee concerned shall be given the opportunity to discuss and then sign the review form in question to indicate that its contents have been read and understood. The employee shall also be given the opportunity to provide written comments to be attached to his/her performance appraisal.
- (b) **After the employee has signed the performance appraisal, the employee's supervisor who completed the appraisal shall not add any further comments.**
- (c) **Should the employee's reviewing officer add any comments to the employee's performance appraisal, the employee shall be entitled to comment on the reviewing officer's comments within 14 days of the date that the employee is provided with the reviewing officer's comments.**
- (d) **The employee** may use the grievance procedure in Article 37 to correct any factual inaccuracies in his/her performance appraisal.
- (e) The formal review of an employee's performance shall also incorporate an opportunity for the employee to state his/her career development goals and that every effort be made to develop the career potentials of each individual through In-Service Training, Retraining, or any other facets of career development which may be available.
- 35.02 The Employer agrees not to introduce as evidence in the case of promotional opportunities or disciplinary action any document from the file of an employee, the existence of which the employee was not made aware, by the provision of a copy thereof at the time of filing or within a reasonable period thereafter.
- 35.03 Any document or written statement related to disciplinary action, which may have been placed on the Personnel file of an employee, shall be destroyed after 18 months of employment have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.
- 35.04 Upon written request of an employee, the personnel file of that employee shall be made available for his/her examination at reasonable times in the presence of an authorized representative of the Employer.

## ARTICLE 36

JOB EVALUATION

- 36.01 During the term of this Agreement, if a new or revised Job Evaluation System is implemented by the Employer, the Employer shall before applying the new or revised Job Evaluation System, negotiate with the Union the rates of pay and the rules affecting the pay of employees for the evaluations affected. If the parties fail to reach agreement within sixty (60) days from the date on which the Employer submits the new or revised standard to the Union, the Employer may apply the new rates of pay and the Union may refer the matter to arbitration. The arbitrator's decision will be retroactive to the date of application of the new rates.
- 36.02 During the term of this Collective Agreement 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 positions to which employees are assigned.
- 36.03 (1) Where an employee believes that his/her position has been improperly evaluated and prior to filing an appeal under Clause 36.04, the employee is encouraged to discuss the evaluation of his/her position with his/her supervisor or a representative of management who is knowledgeable in the job evaluation system.
- (2) Upon request the employee shall be provided a copy of the Statement of Duties for his/her position together with the point rating and the rationale supporting the point rating assigned.
- 36.04 (1) (a) The Deputy Head shall refer the appeal to a Job Evaluation Appeal Board.
- (b) The Job Evaluation Appeal Board shall consist of the Secretary of the Financial Management Board, the Deputy Head of the employing department, or their delegates and the employee's Shop Steward, and the President of the Union or their delegates. All members of the Job Evaluation Appeal Board must be trained on the use of the Job Evaluation System.
- (c) The Job Evaluation Appeal Board may sit in Yellowknife or at some other place in the NWT that may seem appropriate to the Board under the circumstances. The Board shall give the employee and/or the employee's representative an opportunity to be heard and to explain the reason(s) for the appeal.
- (d) The Job Evaluation Appeal Board may by a unanimous decision, determine that the employee's evaluation is proper or by unanimous

decision determine that the employee has been improperly evaluated in his/her position and determine the proper evaluation for the position.

- (e) The unanimous decision of the board is binding on the Employer, the Union and the employee until such time as that employee has been promoted, transferred, or provided with a new Statement of Duties by the Employer.
- (2) (a) Should the Job Evaluation Appeal Board be unable to reach a unanimous decision, the employee may withdraw the appeal or request that the Deputy Head refer the appeal to a Job Evaluation Review Board.
- (b) The Job Evaluation Review Board shall consist of a representative of the Employer, a representative of the Union and an independent chairperson. All members of the Job Evaluation Review Board must be trained on the use of the Job Evaluation System.
- (c) The Chairperson of the Job Evaluation Review Board shall be chosen by the Employer and the Union, where they fail to agree on the appointment of a Chairperson, the appointment shall be made by the Supreme Court of the Northwest Territories upon the request of either party.
- (d) The Job Evaluation Review Board may sit in Yellowknife or at some other place in the NWT that might seem appropriate to the Board under the circumstances. The Board shall give the employee and/or the employee's representative an opportunity to be heard and to explain the reason(s) for the appeal.
- (e) The Job Evaluation Review Board may, by a majority decision, determine that the employee's evaluation is proper or the Board may, by majority decision, determine that the employee has been improperly evaluated in his/her position and determine the proper evaluation for the position.
- (f) The majority decision of the Board is binding on the Employer, the Union and the employee until such time as that employee has been promoted, transferred, or provided with a new Statement of Duties by the Employer.

36.05 An employee may withdraw his/her appeal at any time during the process described in this Article.

## ARTICLE 37

ADJUSTMENT OF DISPUTES

- 37.01 (1) The Employer and the Union recognize that grievances may arise in each of the following circumstances:
- (a) By the interpretation or application of:
    - (i) a provision of an Act, or a regulation, direction or other instrument made or issued by the Employer dealing with terms or conditions of employment;
    - (ii) a provision of this Collective Agreement or Arbitral Award.
  - (b) Disciplinary action resulting in demotion, suspension, or a financial penalty.
  - (c) Dismissal from the Public Service.
  - (d) Letters of discipline placed on personnel file.
- (2) The procedure for the final resolution of the grievances listed in (1)(a) above is as follows:
- (a) Where the grievance is one, which arises in circumstances outlined in (1)(a)(i) or in (d), the final level of resolution is to the Minister responsible for the Public Service Act.
  - (b) Where the grievance is one which arises out of the interpretation or application of the Collective Agreement the final level of resolution is to arbitration.
  - (c) Where the grievance arises as a result of disciplinary action resulting in demotion, suspension, or a financial penalty or dismissal from the Public Service, the final level of resolution is to arbitration.
- 37.02 If he/she so desires, an employee may be assisted and represented by the Union when presenting a grievance at any level.
- 37.03 An employee who wishes to present a grievance at any prescribed level in the grievance procedure, shall transmit this grievance to his/her immediate supervisor or local officer-in-charge who shall forthwith:

- (a) forward the grievance to the representative of the Employer authorized to deal with grievances at the appropriate level; and
  - (b) provide the employee with a receipt stating the date on which the grievance was received by him/her.
- 37.04 A grievance of an employee shall not be deemed to be invalid by a reason only of the fact it is not in accordance with the form supplied by the Employer. When filing a grievance, the employee shall make an effort to state the nature of the grievance, the circumstances from which it arose, the Articles that have been infringed upon and the redress sought.
- 37.05 Except as otherwise provided in this Agreement a grievance shall be processed by recourse to the following steps:
  - (a) First Level (first level of management)
  - (b) Final Level (Deputy Head)
- 37.06 The Employer shall designate a representative at each level in the grievance procedure and shall inform each employee to whom the procedure applies of the name or title of the person so designated, together with the name or title and address of the immediate supervisor or local officer-in-charge to whom a grievance is to be presented. This information shall be communicated to employees by means of notices posted by the Employer in places where such notices are most likely to come to the attention of the employees to whom the grievance procedure applies, or otherwise as determined by agreement between the Employer and the Union.
- 37.07
  - (a) The Union shall have the right to consult with the first level of management as part of processing the First Level Grievance.
  - (b) The Union shall have the right to consult with the designate of the Deputy Head prior to the Union presenting a grievance at the Final Level.
  - (c) The Union shall have the right to consult with the Financial Management Board Secretariat with respect to a grievance at each or any level of the grievance procedure.
  - (d) Where an employee is required to attend a meeting with the Employer or a representative of the Employer to deal with matters that may give rise to the suspension or discharge of an employee, that employee shall be advised 24 hours in advance of the meeting of his/her right to have a representative of the union at the meeting. At the employee's request, the meeting will be postponed for a maximum of three (3) working days.

- 37.08 An employee may present a grievance to the first level of the procedure in the manner prescribed in Article 37.04 not later than the fifteenth (15th) calendar day after the date on which he/she is notified orally or in writing or on which he/she first becomes aware of the action or circumstances giving rise to the grievance, excepting only where the grievance arises out of the interpretation or application with respect to him/her of this Collective Agreement, in which case the grievance must be presented within thirty (30) calendar days.
- 37.09 The Employer shall reply in writing to an employee's grievance within fourteen (14) calendar days at the first level, and within thirty (30) calendar days at the Final Level.
- 37.10 An employee may present a grievance at each succeeding level in the grievance procedure beyond the first level:
- (a) where the decision or settlement is not satisfactory to him/her, within fourteen (14) calendar days after that decision or settlement has been conveyed in writing to him/her by the Employer; or
  - (b) where the Employer has not conveyed a decision to him/her within the time prescribed in Article 37.10 within fourteen (14) calendar days after the day the reply was due.
- 37.11 Where an employee has been represented by the Union in the presentation of his/her grievance, the Employer will provide the appropriate representative of the Union with a copy of the Employer's decision at each level of the grievance procedure at the same time that the Employer's decision is conveyed to the employee.
- 37.12 No employee shall be dismissed without first being given notice in writing together with the reasons therefore. When the Employer dismisses an employee the grievance procedure shall apply except that the grievance may be presented at the final level.
- 37.13 The Union shall have the right to initiate and present a grievance on matters relating to health and safety to any level of management specified in the grievance procedure on behalf of one or more members of the Union.
- 37.14 An employee shall have the right to present a grievance on matters relating to the application or interpretation of this Agreement provided he/she first obtains the authorization of the Union prior to presenting such grievance.
- 37.15 An employee may, by written notice to the Deputy Head, withdraw a grievance provided that, where the grievance is one arising out of the application or interpretation of this Agreement, his/her withdrawal has the endorsement, in writing, of the Union.

- 37.16 The Union shall have the right to initiate and present a grievance to any level of management specified in the grievance procedure related to the application or interpretation of this Agreement on behalf of one or more members of the Union.
- 37.17 The time limits stipulated in this procedure may be extended by mutual agreement between the Employer and the employee, and where appropriate, the Union representative.
- 37.18 No proceedings under this Article are invalid by reason of any defect of form or any technical irregularity.

### ARBITRATION

- 37.19 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement including any question as to whether a matter is arbitrable or where an allegation is made that a term or condition of this Agreement has been violated, either of the parties may, after exhausting the grievance procedure in this Article, notify the other party in writing within twenty-one (21) days of the receipt of the reply at the Final Level, of his/her desire to submit the difference or allegation to arbitration under the Public Service Act.
- 37.20 (1) The parties agree that arbitration referred to in Clause 37.19 shall be by a single arbitrator, agreed upon by representatives of the parties from the following main and supplementary lists:
- (a) Main Arbitrators:  
 Thomas Jolliffe  
 Mervin Chertkow  
 Allan Hope  
 Alan Beattie
  - (b) Supplementary Arbitrators:  
 Stephen Kelleher  
 John Moreau  
 Colin Baile  
 Judi Korbin  
 David Jones  
 Glen Power  
 Gwen Randall  
 Allen Ponak  
 David Tettensor  
 Robert Blassina  
 Phyllis Smith

- (2) If the parties are unable to agree upon an arbitrator, either party may, within a 30 day period, apply to Supreme Court of the Northwest Territories to appoint an arbitrator from;
    - (a) the main list referred to in Clause 37.20(1)(a); or
    - (b) in the event there are no arbitrators on the main list the parties will exchange lists consisting of two arbitrators they have selected from the supplementary list (37.20(1)(b)). Each party will then have the right to veto one of the arbitrators from the other parties' list. The selection will then be made from the remaining arbitrators by the Supreme Court of the Northwest Territories.
    - (c) When an arbitrator from the supplementary list (37.20(1)(b)) is used for four (4) formal arbitration's and neither the Union nor the Employer have any objections that arbitrator will be moved to the main list (37.20(1)(a)).
  - (3)
    - (a) Either party may have an arbitrator removed from either list by providing notice to the other party.
    - (b) An arbitrator can only be appointed to the main or supplementary lists by mutual consent of the parties.
- 37.21
  - (1) The arbitrator has all of the powers granted to arbitrators under Section 12 of the Arbitration Act in addition to any powers which are contained in this Agreement. An arbitrator in a discipline case has the power to rescind, alter or amend the disciplinary decision, including the ability to reinstate the grievor with full or partial compensation for lost wages, or the ability to award compensation in discipline or other alleged violations of the Collective Agreement.
  - (2) The arbitrator shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any employee affected by it.
  - (3) The award of the arbitrator shall be signed by him/her and copies thereof shall be transmitted to the parties to the dispute.
- 37.22 The arbitrator shall not have the authority to alter or amend any of the provisions of this Agreement, or to substitute any new provisions in lieu thereof, or to render any decision contrary to the terms and provisions of this Agreement, or to increase or decrease wages.



- 37.23 The Employer and the Union shall each pay one-half (1/2) of the remuneration and expenses of the arbitrator and each party shall bear its own expenses of every such arbitration.
- 37.24 Where a party has failed to comply with any of the terms of the decision of the arbitrator, either party or employee affected by the decision may, after the expiration of thirty (30) calendar days from the date of the release of the decision or the date provided in the decision for compliance, whichever is later, file in the office of Clerk of the Territorial Court, a copy of the decision, exclusive of the reason therefore in the prescribed form, whereupon the decision may be entered in the same way as a judgment or an order of that Court and may be enforceable as such.
- 37.25 Where an employee files a grievance against his/her dismissal from the Public Service, the provisions of Clause 37.19 apply.
- 37.26 In addition to the powers granted to arbitrators under Section 12 of the Arbitration Act the arbitrator may determine that the employee has been dismissed for other than proper cause and he/she may:
- (a) direct the Employer to reinstate the employee and pay to the employee a sum equal to his/her wages lost by reason of his/her dismissal, or such less sum as in the opinion of the arbitrator is fair and reasonable; or
  - (b) make such order as he/she considers fair and reasonable having regard to the terms of this Agreement.

#### EXPEDITED ARBITRATION

- 37.27 As an alternative to the formal arbitration process set out in the foregoing paragraphs, by mutual agreement of the parties, a grievance may be referred to a previously agreed upon person who shall hear the grievance and who shall at the conclusion of the hearing, give an oral decision without reasons. Such decisions may not be used to alter, modify or amend any part of the appropriate Collective Agreement, and are made without precedent or prejudice to similar or like cases. Such a decision shall be final and binding upon both parties and no further action may be taken on that grievance by any means.

#### ARBITRATION FEE SCHEDULE

- 37.28 Arbitrators will be paid two hundred (\$200.00) dollars per hour for pre-hearing preparations, hearings, award preparations to a daily maximum of one thousand eight hundred (\$1,800.00) dollars. Travel time will be paid at a rate of one hundred and twenty-five (\$125.00) dollars per hour.

37.29 In the event the parties agree the Fee Schedule has become outdated new mutually agreed upon rates will replace the rates in Clause 37.28.

37.30 Any out of pocket expenses will be reimbursed separately.

## ARTICLE 38

### CONTRACTING OUT

38.01 The Employer will give all reasonable consideration to continued employment in the Public Service of employees who would otherwise become redundant because work is contracted out.

38.02 The Employer will seek the views of the Union before finalizing any plans to contract out work, which would or could result in employees becoming redundant. The Employer agrees to provide information, including the rationale, relevant to the work that is being reviewed for the potential of contracting out. If the Union provides its views in writing fifteen (15) days of the date the Employer formally advises of the intention to contract out work, the Employer will provide a formal response prior to finalizing its plans. The timeline may be extended by mutual consent of the parties and such request will not be unreasonably denied.

## ARTICLE 39

### SUPERANNUATION

39.01 The Public Service Superannuation Act of Canada is a term or condition of employment for all members of the Bargaining Unit.

39.02 The parties agree that the Employer will pursue waivers to penalties to superannuation benefits arising from termination of employment due to lay-off.

## ARTICLE 40

### SAFETY AND HEALTH

40.01 All standards established under the Safety Act and Regulations thereunder shall constitute minimum acceptable practice. The Employer shall continue to make all reasonable provisions for the occupational safety and health of employees. Such reasonable provisions shall include the provision of personal protection devices, such as alarms or other items which could enhance the safety of employees who are routinely required to work in potentially dangerous

situations, where immediate help is not always available. The Employer will entertain suggestions on the subject from the Union and the Employer and the Union undertake to consult with a view to adopting and expeditiously carrying out reasonable procedures and techniques designed or intended to prevent or reduce the risk of employment injury.

- 40.02 (a) The Employer and the Union agree to establish Health and Safety Committees. A Committee shall be established for each work place where the Employer and the Union agree such a Committee is appropriate.

Each Committee shall consist of at least two persons, one of whom is an employee or, where the Committee consists of more than two persons, at least half of whom are employees who:

- (i) do not exercise managerial functions; and
- (ii) have been selected by the Union.

- (b) The following provisions will apply to the Health and Safety Committees:

- (i) Powers of Committee

A Safety and Health Committee:

- (a) shall receive, consider and expeditiously dispose of complaints relating to the safety and health of the employees represented by the Committee;
- (b) shall maintain records pertaining to the disposition of complaints relating to the safety and health of the employees represented by the Committee;
- (c) shall co-operate with any occupational health service established to serve the work place;
- (d) may establish and promote safety and health programs for the education of the employees represented by the Committee;
- (e) shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise the Committee on such matters;

- (f) may develop, establish and maintain programs, measures and procedures for the protection or improvement of the safety and health of employees;
- (g) shall monitor on a regular basis programs, measures and procedures related to the safety and health of employees;
- (h) shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall monitor data relating to such accidents, injuries and hazards on a regular basis;
- (i) shall co-operate with safety officers appointed pursuant to the Safety Act;
- (j) may request from an Employer such information as the Committee considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place; and
- (k) shall have full access to all Government and Employer reports relating to the safety and health of the employees represented by the Committee but shall not have access to the medical records of any person except with the consent of that person.

(ii) Records

A Safety and Health Committee shall keep accurate records of all matters that come before it pursuant to subsection (b)(i) and shall keep minutes of its meetings and shall make such minutes and records available to a safety officer on his/her request.

(iii) Meetings of Committee

A Safety and Health Committee shall meet during regular working hours at least once each month and, where meetings are required on an urgent basis as a result of an emergency or other special circumstance, the Committee shall meet as required whether or not during regular working hours.

(iv) Payment of Wages

A member of a Safety and Health Committee is entitled to such time from his/her work as is necessary to attend meetings or to carry out any other functions as a member of the Committee, and

any time spent by the member while carrying out any of his/her functions as a member of the Committee shall, for the purpose of calculating wages owing to him/her, be deemed to have been spent at his/her work.

(v) Limitation of Liability

No member of a Safety and Health Committee is personally liable for anything done or omitted to be done by him/her in good faith under the purported authority of this section or any regulations made under this section.

(vi) The Employer shall post and keep posted the names and work locations of all the members of the Safety and Health Committee established for the work place controlled by him/her in a conspicuous place or places where they are likely to come to the attention of his/her employees.

(c) The Employer and the Union shall, by mutual agreement, appoint Safety and Health representatives where the Employer and the Union agree such appointments are appropriate.

(d) The following provisions will apply to the Safety and Health representatives:

(i) Powers of Representative

A Safety and Health representative:

(a) shall receive, consider and expeditiously dispose of complaints relating to the safety and health of the employees represented by the representative;

(b) shall participate in all inquiries and investigations pertaining to occupational safety and health including such consultations as may be necessary with persons who are professionally or technically qualified to advise the representative on such matters;

(c) shall monitor on a regular basis, programs, measures and procedures related to the safety and health of employees;

(d) shall ensure that adequate records are kept on work accidents, injuries and health hazards and shall monitor data relating to such accidents injuries and hazards on a regular basis;

- (e) may request from the Employer such information as the representative considers necessary to identify existing or potential hazards with respect to materials, processes or equipment in the work place; and
- (f) shall have full access to all Government and Employer reports relating to safety and health of the employees represented by the representative but shall not have access to the medical records of any person except with the consent of that person.

(ii) Payment of Wages

A Safety and Health representative is entitled to such time from his/her work as is necessary to attend meetings or to carry out any other function as a Safety and Health representative of the Committee and any time spent by the Safety and Health representative while carrying out his/her functions as a Health and Safety representative of the Committee shall, for the purpose of calculating wages owing to him/her, be deemed to have been spent at his/her work.

(iii) Limitation of Liability

No Safety and Health representative is personally liable for anything done or omitted to be done by him/her in good faith under the purported authority of this section.

(iv) Posting of Name and Work Location

An Employer shall post and keep posted, in a conspicuous place or places where it is likely to come to the attention of his/her employees, the name and work location of the Safety and Health representative appointed for the work place controlled by him.

40.03 The Employer shall make reasonable efforts to refrain from assigning unnecessary outside work to an employee when extremely adverse outside weather conditions prevail.

40.04 For the purpose of the foregoing section, unnecessary work shall be taken to mean not requiring immediate attention to duties requiring outside work. The postponement of such could result in or might cause hazards or danger to the Employer's facilities or hazards, dangers, or discomfort to users of the Employer's services.

- 40.05 The Employer and the Union agree to encourage the employees to work in a safe manner and the employees shall observe the safety and health rules and practices established by the Employer. Employees failing to abide by safety rules and regulations may be subject to disciplinary action.
- 40.06 (a) Where the Employer requires an employee to undergo a specific medical, hearing or vision examination by a designated qualified medical practitioner, the examination will be conducted at no expense to the employee. The employee shall, upon written request, be able to obtain results of all specific medical, hearing or vision examinations conducted.
- (b) Employees shall authorize that the requested specific medical, hearing, or vision examination information be supplied to the Employer with the understanding that such information shall be maintained in a confidential manner in the Human Resource Section of the applicable Department, Board, Agency or Region. Employees shall not refuse to take such medical, hearing, or vision examinations.
- (c) **Where an employee is required to undergo a medical examination in order to qualify for or maintain a license or other qualification required in the performance of that employee's duties, the examination will be conducted at no expense to the employee.**
- (d) **Where the Employer requires an employee to undergo vaccination, inoculation or other immunization, the vaccination, inoculation or other immunization will be conducted at no expense to the employee.**
- 40.07 Employees shall, as soon as practical, report all personal injuries and/or accidents, which occur on the job, to their immediate or designated supervisor. As deemed necessary, such accidents shall be jointly investigated by one member from management and one employee. Where practical, such members shall be from Joint Health and Safety Committees.
- 40.08 Employees who are required to attend First Aid and Safety training courses shall be granted time off with pay for such training. The Employer shall pay for such course fees and tuition.
- 40.09 Transportation of Injured Workers
- The Employer shall provide, at no expense to the employee, appropriate transportation to the nearest physician or medical facility and from there to his/her home or place of work depending on the decision of the attending physician, when such services are immediately required for an employee as a result of injury or serious ailment occurring in the work place.

#### 40.10 Right to Refuse Dangerous Work

An employee shall have the right to refuse to work in situations, which can reasonably be considered dangerous.

- (a) "danger" means any hazard or condition that could reasonably be expected to cause injury or illness to an employee or other persons exposed thereto before the hazard or condition can be corrected.
- (b) An employee may refuse to do any particular act or series of acts at work which he/she has reasonable grounds to believe are dangerous to his/her health or safety or the health and safety of any other employee at the place of employment until sufficient steps have been taken to satisfy him/her otherwise or until the Chief Safety Officer or his/her representative has investigated the matter and advised him/her otherwise.
- (c) The Employer shall not assign another employee to do the work assignment until a Union member and an Employer member of the Safety and Health Committee have investigated the situation and deemed it to be safe.

#### 40.11 The Right to Know

The Employer shall identify in writing new or presently used chemicals, substances or equipment present in the work area including hazards, precautions and antidotes or procedures to be followed following exposure.

- 40.12 Employees who are required to regularly work directly with Video Display Terminals (VDTs) shall have a 10 minute break away from the VDT after each hour of continuous operation.

### ARTICLE 41

#### NORTHERN ALLOWANCE

- 41.01 A Northern Allowance will be paid to every employee, based upon the community in which they are employed, in accordance with this Article.

- (i) The Allowance will be paid bi-weekly as set out in Article 24.02.
- (ii) The allowance for casual, part-time and seasonal employees will be pro-rated to an hourly rate by dividing the annual rate for the community by the standard yearly hours (1950 or 2080).



(iii) No Allowance will be paid for overtime.

41.02 The Annual rates for Northern Allowance are as follows:

<b><u>Community</u></b>	<b><u>Effective April 1, 2002</u></b> <b><u>Annual Rate</u></b>
Aklavik	10,651
Colville Lake	17,543
Dawson City	7,301
Deline	10,743
Dettah	3,100
Enterprise	3,967
Fort Good Hope	9,961
Fort Liard	4,606
Fort McPherson	9,166
Fort Providence	5,342
Fort Resolution	6,169
Fort Simpson	6,150
Fort Smith	3,717
Hay River	3,366
Hay River Reserve	3,845
Holman	14,093
Inuvik	8,552
Iqaluit	9,701
Jean Marie River	7,295
Kakisa	5,539
Lutselk'e	7,463
Nahanni Butte	7,057
Norman Wells	9,770
Paulatuk	13,952
Rae Lakes	7,567
Rae-Edzo	3,546
Rankin Inlet	10,181
Sachs Harbour	13,952
Trout Lake	6,899
Tsiightchic	9,274
Tuktoyaktuk	11,381
Tulita	10,581
Wekweti	7,623
Wha Ti	6,787
Wrigley	8,309
Yellowknife	2,302

## ARTICLE 42

ULTIMATE REMOVAL ASSISTANCE

- 42.01 An employee who terminates his/her employment with the N.W.T. Public Service and certifies his/her intention of leaving the Northwest Territories or moving to another settlement within the Northwest Territories, will be entitled to Ultimate Removal Assistance, as outlined in this Article.

ENTITLEMENT

- 42.02 (a) (i) Length of Service

An employee's entitlement to Ultimate Removal Assistance is based on years of continuous service with the Government of the Northwest Territories as follows:

## ENTITLEMENT

Length of Service	Entitlement
less than 3 years	none
3 years but less than 4	50%
4 years but less than 5	60%
5 years but less than 6	70%
6 years but less than 7	80%
7 years but less than 8	90%
8 years and over	100%

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

- (ii) Maximum Reimbursement

The entitlement to ultimate removal assistance under this Article is the lesser of:

- the applicable percentage of total assistance described in Articles 42.02(b), (c), and (d)

-OR-

- the applicable percentage of the amount for the community in which the employee is employed upon termination as set out in the schedule below:

## MAXIMUM REIMBURSEMENT SCHEDULE

Aklavik	\$ 10,086	Iqaluit	\$ 10,284
Arctic Bay	\$ 13,812	Jean Marie River	\$ 7,710
Arviat	\$ 8,586	Kakisa	\$ 5,946
Baker Lake	\$ 11,808	Wha Ti	\$ 7,434
Broughton Island	\$ 13,404	Kimmirut	\$ 11,220
Cambridge Bay	\$ 8,370	Lutselk'e	\$ 7,428
Cape Dorset	\$ 12,882	Nahanni Butte	\$ 7,710
Chesterfield Inlet	\$ 9,990	Nanisivik	\$ 13,464
Clyde River	\$ 15,096	Norman Wells	\$ 7,590
Colville Lake	\$ 10,026	Pangnirtung	\$ 12,294
Kugluktuk	\$ 8,274	Paulatuk	\$ 13,308
Coral Harbour	\$ 13,314	Pelly Bay	\$ 14,892
Deline	\$ 9,552	Pond Inlet	\$ 16,776
<b>Enterprise</b>	<b>\$ 5,226</b>	Rae Lakes	\$ 7,896
Fort Good Hope	\$ 10,464	Rae-Edzo	\$ 6,318
Fort Liard	\$ 5,868	Rankin Inlet	\$ 8,634
Fort McPherson	\$ 10,200	Repulse Bay	\$ 13,314
Tulita	\$ 8,898	Resolute	\$ 13,896
Fort Providence	\$ 5,820	Sachs Harbour	\$ 14,388
Fort Resolution	\$ 7,428	Sanikiluaq	\$ 8,298
Fort Simpson	\$ 7,710	Snare Lake	\$ 7,590
Fort Smith	\$ 4,800	Taloyoak	\$ 14,256
Gjoa Haven	\$ 13,368	Trout Lake	\$ 7,710
Grise Fiord	\$ 17,730	Tsiigehtchic	\$ 9,822
Hall Beach	\$ 13,722	Tuktoyaktuk	\$ 10,908
Hay River	\$ 5,226	Whale Cove	\$ 9,906
Holman	\$ 12,138	Wrigley	\$ 7,710
Igloodik	\$ 13,722	Yellowknife	\$ 6,000
Inuvik	\$ 9,126		

Laid off employees and the dependants of deceased employees shall be eligible for the lesser of 100% of the total assistance described in Articles 42.02(b), (c) and (d) OR 100 % of the amount for the community in which the employee is employed upon termination as set out in the schedule above.

In the case of the dependants of deceased employees the cost of shipping the body is in addition to the entitlement.

(b) Weight Limits

The schedule below defines the maximum weights of effects that the Government will pay for. Coverage also includes crating charges and the limits include weights of the crates. This table applies to all employees:

In furnished accommodation:

employee without dependants  
- maximum 680 kg. (1,500 lbs.)

employee with dependants  
- maximum 1,814 kg. (4,000 lbs.)

Not in furnished accommodation:

employee without dependants  
- maximum 1,814 kg. (4,000 lbs.)

employee with dependants  
- maximum 6,804 kg. (15,000 lbs.)

(c) Personal Travel

In addition to shipment of effects, ultimate removal also covers the travel expenses of the employee and his/her dependants, as follows:

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

(d) "Total Assistance"

The total assistance will be calculated for the point of recruitment and for the actual new domicile. Subject to Article 42.02(a) the Government will reimburse the employee for the lesser of the two totals.

Subject to Article 42.02(a), employees hired after August 5, 1976, whose community of residence remains the same as his/her point of recruitment will be entitled to removal assistance as follows:

- (i) after 10 years of service, 100% entitlement calculated to the point of departure or to any other destination in the NWT whichever is the lesser cost;
- (ii) after 20 years of service, 100% entitlement to any destination in Canada.

### LIMITATIONS

- 42.03 Only one entitlement will be paid per household **and only be paid after actual termination of employment.**

Removal must be made by the most economical and direct means available.

Claims must be substantiated by bona fide freight bills.

Payment will not be made for meals, lodging, or any other expenses except as allowed in Clause 42.02(c).

The Territorial Government will not pay removal assistance to an employee who receives duplicate assistance from another employment source.

An employee must move from his/her community of residence in order to receive removal assistance. The move must take place within one (1) year, except in extenuating circumstances approved by the Deputy Head.

### CLAIMS PROCEDURES

- 42.04 The employee is responsible for making all moving arrangements and paying for his/her move. The employee must submit receipts for their move.
- 42.05 The provisions of this Article do not apply to employees who have been dismissed, rejected on probation or declared to have abandoned their position.
- 42.06 Employees who have eligible stopover expenses shall submit a claim form with receipts, in the usual way.

### EMPLOYEES HIRED BEFORE AUGUST 5, 1976

- 42.07 Subject to the maximum reimbursement rates set out in Article 42.02(a)(ii); all employees, including those hired locally, who were hired before August 5, 1976, may choose to use their previous ultimate removal entitlement of twenty dollars (\$20.00) per month of service. Although the maximum entitlement is twenty dollars (\$20.00) per month of continuous service, the claim must be backed by freight bills and travel receipts. The Territorial Government will not pay more than the total of the substantiated claim, nor will it pay more than a maximum of two thousand, four hundred dollars (\$2,400.00).

To be eligible for this assistance, employees who terminate their employment with the NWT Public Service must certify their intention to either:

- (a) leave the Northwest Territories forthwith; or
- (b) move forthwith to another settlement within the Northwest Territories.

An employee who chooses Ultimate Removal Assistance under this Clause, and who resides in a community outside of Churchill, Iqaluit, or outside of the MacKenzie Highway System, will continue to receive assistance from their community of residence to the nearest of those communities, and then be entitled to removal assistance as outlined in this Clause.

- 42.08 When this previous entitlement is exceeded by the entitlement under the current system, an employee will be covered instead by the current system.

**NOTE:**

An employee hired locally prior to August 5, 1976, may use his/her previous ultimate removal entitlement summarized in Clause 42.07 to any destination either inside or outside the Northwest Territories. For purposes of Clause 42.08, an employee hired locally prior to August 5, 1976, is entitled to ultimate removal assistance, in accordance with the current system, either to the point of departure or to any destination in the Northwest Territories, whichever is the lesser cost.

## ARTICLE 43

### **RELOCATION EXPENSES ON INITIAL APPOINTMENT AND SUBSEQUENT MOVES AS AN EMPLOYEE**

- 43.01 (a) The Employer will reimburse an employee for reasonable expenses incurred in moving with his/her dependants between places of duty or to his/her first place of duty on appointment to the Public Service.
- (b) Employees shall be deemed on duty travel for the time in transit. Employees shall be compensated for travel at regular salary for the time in transit, to a maximum of three (3) days.

### **ENTITLEMENT**

- 43.02 The following entitlements are subject to the limitations in Clause 43.07. Where the expenses for meals, lodgings, or other items cannot be kept within the entitlements laid down in these regulations, the claimant must explain the circumstances on his/her claim.
- 43.03 The following travelling expenses are allowed:

- (a) transportation by:
  - (i) the most economical airfare (e.g. family plan);
  - (ii) first class rail including multiple accommodation (drawing room, bedroom or compartment) for persons travelling with small children;
  - (iii) privately owned car (refer to Article 45 - Duty Travel).
- (b) The cost of meals and incidental expenses will be reimbursed in accordance with the duty travel article 45.05 for the employee and his/her spouse plus an amount equal to one-half of that rate for each other dependants.
  - (i) at the start of the journey for a maximum of three (3) days.
  - (ii) enroute for the time required to make the direct journey. Employees travelling by car will be allowed lodging and meal costs of not more than one day for each six hundred and forty-four kilometres 644 km. (400) miles of the trip, using the distances given in the Canadian Warehousing Official Distance Guide where these are listed and on the generally accepted kilometrages for the most direct route for other enroute distances.
 

The maximum claim payable for kilometrages, meals, and lodging enroute cannot exceed the total expense that would have been incurred had the trip been made under paragraph 43.03(a)(i).
  - (iii) at destination while awaiting furniture or accommodation for up to twenty-one (21) days if dependants accompany the employee or up to ten (10) days if dependants are not with the employee.
  - (iv) for periods of interim lodging and meals at the start of the journey of more than three (3) days and for periods of interim lodging and meals at destination of more than twenty-one (21) days or ten (10) days, as applicable, the Employer may, in exceptional circumstances such as the lack of accommodation at destination, approve reimbursement for an additional period in reduced amounts to a maximum of \$7.50 per day per adult and \$5.00 per day for each child under six (6) years of age which will allow for the saving in home costs during the period.
  - (v) under no circumstances will an employee be granted interim lodging and meals exceeding twenty-one (21) days or ten (10) days as applicable, including the period at the start of the journey

and at the destination without the approval of the Employer or his/her delegate.

- (c) Excess baggage to a maximum of six (6) pieces not more than 32 kg. (70 lbs) each for the employee and two (2) pieces not more than 32 kg. (70 lbs) each for each dependant where:
  - (i) effects are moved separately by a slower method of transportation;
  - (ii) no other expenses are paid for the movement of effects.
- (d) expenses for telegrams and telephone calls necessary to expedite shipment of effects.

43.04 The following entitlements shall apply to the movement and storage of effects:

- (a) where furnished accommodation is not provided at destination and or where the location is serviced by an all-weather road or rail line, the movement of effects not exceeding:
  - (i) for an employee who does not have dependants residing with him, 1,814 kg. (4,000 lbs);
  - (ii) for an employee who has dependants residing with him, 6,804 kg. (15,000 lbs).
- (b) where furnished accommodation is provided by the Employer at locations not serviced by an all-weather road or rail line, the movement of effects not exceeding:
  - (i) for an employee who does not have dependants residing with him/her removal assistance for 680 kg. (1,500 lbs) of effects;
  - (ii) for an employee who has dependants residing with him/her removal assistance of 1,814 kg. (4,000 lbs) of effects.
- (c) where an employee's normal place of residence is a mobile home, owned by him, the Employer may authorize him/her to move the mobile home and reimburse him/her to the extent the Employer considers the expenses reasonable in the circumstances provided the employee does not otherwise claim expenses for shipment of effects. No expenses may be claimed for moving transportable or sectionalized homes or other types of quasi-permanent accommodation. For purposes of this Clause "mobile home" is defined as a permanent residence, on its own wheeled under-carriage, designed for highway travel, and includes equipment and



furnishings installed by the manufacturer. Justifiable expenses that may be claimed include:

- (i) preparation of the installed equipment and furnishings of the home for the move and disconnection of domestic services;
  - (ii) in-transit insurance for the mobile home and contents up to a maximum coverage of \$30,000;
  - (iii) in-transit charges for ferry and bridge tolls, taxes, etc.;
  - (iv) preparation of the installed equipment and furnishings of the home for occupancy after the move and connection of domestic services to existing on-site terminals. In exceptional cases the Employer may allow the total expenses claimed to exceed the maximum expenses that would have been incurred had the removal been of usual effects.
- (d) costs of packing, crating, unpacking, uncrating, transportation and in-transit insurance. If professional movers are not available in the community, the Employer may authorize payment for the cost of packing materials purchased by the employee from local stores and the cost of making crates, etc. by local people in lieu of packing costs by a professional mover;
- (e) temporary storage pending availability of permanent accommodation where authorized by the Employer.
- (f) long term storage at the nearest commercial storage facility when it is not in the interest of the Employer to move the effects. Under normal circumstances, this storage will not exceed three (3) years without the approval of the Employer.
- (g) reimbursement of incidental expenses of the move not specifically provided in these regulations not exceeding:
- (i) \$250.00 for an employee moving into unfurnished accommodation;
  - (ii) \$125.00 for an employee moving into furnished accommodation.
- (h) The Employer shall provide to new employees with their letter of offer a list of basic furnishings provided to employees in government housing.

### REAL ESTATE COSTS

- 43.05 (a) An employee who owns and occupies a single family dwelling as a principal residence and is required to transfer from one place of duty to another in the service of and as an employee of the Government of the Northwest Territories may be reimbursed actual real estate, legal and notarial fees incurred in the sale of the residence, provided that the residence is sold and/or purchased within one year of the date the employee was authorized to transfer.
- (i) This benefit will not be applicable to employees upon initial appointment to the Public Service;
  - (ii) reimbursement will not be authorized without documented evidence of expenditures;
  - (iii) all claims for reimbursement are to be submitted to the Employer for authorization.
- (b) On initial appointment where a new employee is residing in his/her own home and must either sell or rent it and where this has not been accomplished prior to his/her relocation and he/she is making payments for accommodation at both his/her old and new residences, reimbursement will be made for the period of duplicate cost for a maximum period of three (3) months from the date of appointment for the lesser amount of:
- (i) the monthly mortgage payment on the old residence; or
  - (ii) the monthly rental payment on the new residence.

### COSTS OF BREAKING LEASES

- 43.06 All employees, both on initial appointment and on subsequent moves, shall be entitled to reimbursement for the cost of fulfilling the terms of the employee's tenancy not exceeding three (3) months, of leased premises at the old place of duty.

### LIMITATIONS

- 43.07 The following limitations shall apply:
- (a) in no case will a move be made without the prior approval of the Employer;

- (b) reimbursement shall be limited to costs which would have been incurred if the move had been carried out in the most practical and economical manner;
- (c) entitlement for lodgings obtained in a private home shall not exceed a daily amount of \$11.00 for the employee and \$3.00 for each dependant;
- (d) an employee who has an established residence at the place of duty at the time of appointment (other than one which he/she must vacate because it was owned by his/her previous employer) shall not be entitled to the benefits provided by this Article.
- (e) travel advances shall not exceed the estimated amount of the employee's entitlement under this Article.
- (f) where the total weight allowance for removal of effects is not used at the time of the initial move, the balance of the allowance cannot be claimed at a later date except in cases where transportation problems preclude transporting the total weight allowance in one shipment.

#### PROCEDURE

#### 43.08 The Employer shall:

- (a) where local moving companies have been appointed as the exclusive booking agent for major van lines, select, on a rotational basis, a local moving company to handle the move;
- (b)
  - (i) where no local moving company has been appointed as the exclusive booking agent, request the employee to obtain from at least two (2) carriers, if possible, a quotation on moving his/her effects to his/her place of duty, including proposed date of delivery.
  - (ii) review the estimates and advise the successful moving company to commence the move upon direction from the employee;
- (c) advise the employee of the name of the moving company selected to perform the move;
- (d) issue the necessary travel advances and, if required, transportation warrants.

#### 43.09 Within thirty (30) days of arrival, the employee shall submit:

- (a) a completed Travel Authorization and Expense Claim, attaching supporting receipts;
- (b) where reimbursement of incidental expenses is claimed under paragraph 43.04(g) a completed certificate as follows:

"Certifies that I have incurred expenses incidental to this move and not otherwise claimable in the amount of \$\_\_\_\_\_."

Claimant

- (c) a cheque for any unexpended balance of advances issued.

43.10 The Employer shall provide new employees with an information package specifically detailing what is covered by the provisions of this Article.

43.11 All claims for **relocation** expenses on initial appointment and subsequent moves of an employee shall be paid within six (6) weeks of receiving an expense claim from the employee.

NOTE:

For entitlement concerning transportation and purchasing assistance for foodstuffs, refer to Article 44 - Food and Transportation Assistance.

## ARTICLE 44

### FOOD AND TRANSPORTATION ASSISTANCE

44.01 Employees newly appointed or transferred for the first time to one of the settlements listed in Clause 44.03 will be given a recoverable allowance up to a maximum of \$5,000.00 per household, which will assist the employee in purchasing and transporting food supplies to cover his/her first twelve (12) months in the settlement.

44.02 Recovery of the allowance will be made through bi-weekly payroll deductions. The number of deductions will not exceed the term of employment in the Government of the Northwest Territories or twelve (12) months, whichever is the lesser period of time.

44.03 Settlements to which this Article applies:

Arctic Bay	Gjoa Haven	Paulatuk
Baker Lake	Grise Fiord	Pelly Bay
Broughton Island	Hall Beach	Pond Inlet
Cape Dorset	Holman	Repulse Bay
Chesterfield Inlet	Igloodik	Sachs Harbour
Clyde River	Kimmirut	Sanikiluaq
Coral Harbour	Nanisivik	Taloyoak
Arviat	Pangnirtung	Whale Cove

## ARTICLE 45

### DUTY TRAVEL

- 45.01 An employee who is authorized to travel on Government business will be reimbursed for reasonable expenses incurred.

### ENTITLEMENT

- 45.02 Where the expenses for meals, lodging and other items cannot be kept within the entitlements laid down in this Article, the claimant must explain the circumstances on his/her claim and justify actual expenses by receipts.

### TRANSPORTATION

- 45.03 The cost of transportation is authorized as follows:

- (a) economy air (employees may be entitled to travel first class if proof is provided that economy air was not available on a required flight);
- (b) privately owned car (refer to Article 45.10 to 45.15);
- (c) chartered aircraft;
- (d) first class rail with sleeping car, duplex roomette, or parlour car chair except that coach class should normally be used for short trips;
- (e) rented or hired cars - where this is the most reasonable or economical means of travel;

### ACCOMMODATION

- 45.04 (a) Commercial Accommodation (Not Exceeding Fifteen (15) Calendar Days) - employees will be reimbursed for actual costs of authorized accommodation. Where possible employees shall use hotels, which provide special rates for Government employees. When making a reservation with a listed hotel, it should be clearly indicated that the accommodation is for a Government of the Northwest Territories employee in travel status and is to be at the Government agreed rate. Commercial accommodation expenses must be accompanied by receipts.
- (b) Accommodation for Periods in Excess of Fifteen (15) Calendar Days - normally the employee will be expected to make appropriate arrangements for suitable rental accommodation at weekly or monthly rates. This should be arranged prior to the start of the period in travel status or shortly after arrival.
- (c) Non-Commercial Accommodation - where employees make private arrangements for overnight accommodation, they may claim \$50.00 for each night. This rate will be adjusted as the Federal rate is changed.
- (d) Government Accommodation - employees on extended trips may be provided with temporary accommodation at the discretion of the Employer. Employees who obtain such lodging are not entitled to the \$50.00 non-commercial accommodation allowance referred to in Clause 45.04(c), and are financially responsible for any damage incurred. Employees provided with this accommodation are not required to pay rent if they are in receipt of a private accommodation allowance or are paying rent at their usual place of residence.

### MEALS AND INCIDENTAL EXPENSES

- 45.05 (a) Expenses claimed under this heading are for the cost of meals consumed and for such incidental expenses as tips to miscellaneous service personnel, etc.

For periods of duty travel not exceeding fifteen (15) calendar days, a per diem rate of **\$69.75** will be paid. In the event an employee is in travel status for a part day only, the following amounts may be claimed:

- |       |             |                |
|-------|-------------|----------------|
| (i)   | Breakfast   | <b>\$11.70</b> |
| (ii)  | Lunch       | <b>\$12.15</b> |
| (iii) | Dinner      | <b>\$34.40</b> |
| (iv)  | Incidentals | \$11.50        |

If meals are provided as part of the cost of transportation, they cannot be claimed for by the employee.

These rates will be adjusted as the Federal rates are changed.

NOTE:

Where the actual cost of meals and services exceeds the maximum allowance, and where the reason for this excess can be justified, and the expenses supported by receipts (cost of meals is not to be included on hotel bill), the employee will be reimbursed for the actual expense incurred. Where receipts cannot be provided, reimbursement will be made for the meal allowances outlined above.

- (b) Except in communities where housekeeping units or reasonable room and board are not available, when travel status extends beyond fifteen (15) calendar days in one location, the maximum amount claimable for meals shall be reduced to \$15.00 per day inclusive for all days in excess of fifteen (15) calendar days.
- (c) An employee may not be treated as "in travel status" if he/she is appointed to the establishment of one head-quarters area, but his/her duties are carried out at another location during the major portion of the time or continuously.
- (d) Where the return trip is made in one day, the amount claimable shall be on the basis of meals only.

OTHER EXPENSES

45.06 Employees may be reimbursed for:

- (a) long distance telephone calls of an official nature providing that an explanation is provided. Where an employee is required to remain absent from his/her home over a week-end, and has been on continuous travel status for two (2) or more days preceding the week-end, he/she shall be reimbursed for a personal long distance call not to exceed five (5) minutes (to be supported by receipts where available);
- (b) baggage - for storage and excess baggage charges where this is in the performance of duty and a satisfactory explanation is provided;
- (c) taxis - the use of taxis must be explained except where the purpose is self-evident. Taxis should not be authorized for repeated trips between the same place where convenient public transportation is available.

- (d) laundry - after two (2) consecutive days on duty travel, a maximum of \$2.00 per day for each subsequent day supported by receipts in all cases.
- (e) local phone calls for business purposes.
- (f) payment of casual wages for service personnel where a satisfactory explanation is provided, not to exceed \$50.00.
- (g) Child care expenses - employees may be reimbursed a maximum of \$25.00 per day per child upon provision of receipts, if the employee, due to the requirement to travel on behalf of the Employer, incurs child care expenses which exceed those which would have normally been incurred.

#### LIMITATIONS

45.07 Notwithstanding Clause 45.06(f), no item of "other expenses" or transportation in excess of five dollars (\$5.00) will be reimbursed unless it is supported by a receipt.

45.08 The following expenses will not be allowed:

- (a) purchase of briefcases, fountain pens, tools or any other supplies or equipment;
- (b) rental of television or radio receiving sets, where not included in the charge for lodgings;
- (c) purchases of a personal nature, such as baggage, clothing, etc.;
- (d) subject to Clause 45.06(a), telephone, telegraph, cable, or radio messages of a personal nature except in the case of unavoidable delay in arrival home;
- (e) expenses of any kind incurred during stopovers for personal reasons or during periods of leave, with or without pay;
- (f) any losses of money or of personal belongings.

#### PROCEDURE

- 45.09 (a) The Employer shall authorize duty travel by signing the Travel Authorization and Expense Claim before the start of the trip.
- (b) This form (NWT 1890-02/0780) is to be submitted as a request for an advance of travel expenses where this is required.



- (c) All requests for advances should be submitted at least three (3) working days before the trip commences.
- (d) The form (NWT 1890-02/0780) will be returned to the claimant along with the cheque for the advance.
- (e) Within ten (10) days of completing the trip, the employee shall submit his/her claim for expenses on the pre-authorized form NWT 1890-02/0780 for approval by the Employer, along with a personal cheque to cover any amount by which the travel advance exceeds the total of the claim.
- (f) No employee is allowed to have more than one travel advance outstanding at any one time, unless circumstances indicate the need for two. Failure to comply with this regulation will result in automatic payroll deductions being initiated for the total amount of the advance.

#### TRAVEL BY PRIVATELY OWNED CAR

- 45.10
- (a) The Employer will reimburse an employee who, with prior authority, uses a privately owned car for necessary travel on Government business or on removal.
  - (b) The use of a privately owned car shall not be authorized when, because of the additional time involved, commercial transportation would be more reasonable and practicable.
  - (c) When the total cost of the trip, including the cost of meals, lodging and incidental expenses exceeds the cost of the same journey by ordinary commercial means, reimbursement shall be limited to the commercial cost.

#### ENTITLEMENTS

45.11 Subject to Clauses 45.13 and 45.14, the following entitlements are provided:

- (a) where the use of privately owned car is authorized:
  - (i) for the Employer's rather than the individual's convenience - an allowance of **48.5** cents per kilometre for travel within the Northwest Territories and 39.5 cents per kilometre for travel elsewhere;
  - (ii) for the individual's rather than the Employer's convenience - an allowance of **21.5** cents per kilometre.

These rates will be adjusted as the Federal rates are changed.

- (b) reimbursement for ferry, bridge, road and tunnel tolls and parking charges;
- (c) other travel expenses where applicable.

#### LIMITATIONS

45.12 The following limitations shall apply:

- (a) persons not covered by personal insurance shall not be authorized to use a private car on Government business;
- (b) the Government will not pay for any additional cost of insurance which may be required on the employee's car by reason of using it on Government business;
- (c) the distance allowance for enroute travel shall be calculated:
  - (i) for enroute travel, on distances given in the Canadian Warehousing Official Distance Guide, where these are listed, e.g. Yellowknife to Edmonton - 1,514 km. (938 mi);
  - (ii) for other enroute distances, on the generally accepted kilometrages for the most direct route.
- (d) no additional distance allowance will be paid where other employees on duty are carried as passengers.

45.13 The Employer will not pay any claims for damage, loss or liability incurred by an employee while driving an automobile on Government business other than those claimed under the Workers' Compensation Act.

#### PROCEDURE

- 45.14
- (1) The Employer shall authorize distance allowance by signing the Travel Authorization and Expense Claim before the start of the trip.
  - (2) Upon completion of the trip, the claim shall:
    - (a) be completed by the employee;
    - (b) be supported by receipts for lodging, etc. (where applicable);
    - (c) show separately details of:

- (i) enroute kilometrages;
- (ii) business kilometrages (if any) in lieu of taxis at destination;
- (d) be submitted to the Employer for approval and payment.

#### HEADQUARTERS TRAVEL

- 45.15 The Employer will reimburse employees for unusual transportation expenses necessarily incurred while carrying out their duties within their headquarters area.

#### ENTITLEMENT

- 45.16 Subject to the Employer's approval, payment shall be made for transportation in the headquarters area of the employee in the following circumstances:
- (a) for a taxi between home and place of duty where the employee is required to work after normal hours and circumstances such as the combination of late hours, weather, and distance make it unreasonable to use his/her normal means of getting to or from work;
  - (b) where transportation is necessary for such reasons as the carrying of bulky documents or because of the time factor and the method chosen is the most economical under the circumstances.

#### LIMITATIONS

- 45.17 Except with the prior approval of the Employer, no payment shall be made for daily transportation expenses within a headquarters area between the home of an employee and his/her place of duty.

### ARTICLE 46

#### UNIFORMS AND PROTECTIVE CLOTHING

- 46.01 Where an employee's work is of a nature where health and cleanliness must be maintained or where special identification will aid in the effective performance of duties and in meeting particular program objectives, the Employer will provide uniform clothing free of charge to employees.
- 46.02 Uniform clothing Issue is defined as items of wearing apparel, maintained at an acceptable standard at the employee's expense, generally consisting of:

- (a) outer clothing worn on duty indoors or outdoors;
- (b) footwear;
- (c) gloves and ties.

46.03 Uniform clothing Issues provided free of charge to employees and replaced free of charge under prescribed conditions will be considered items of Government property.

#### TERMS AND CONDITIONS OF UNIFORM CLOTHING ISSUE

- 46.04
- (a) Uniform clothing Issues are to be worn only when employees are on duty.
  - (b) The responsibility of maintaining uniform clothing Issues clean and in good repair rests with employees.
  - (c) Loss of, or damage through negligence, to uniform clothing Issues will result in an assessed charge to the employee.
  - (d) In the event a uniformed employee terminates or transfers to a non-uniformed position, the employee shall be given an option to purchase selected uniformed clothing items at a reasonable price based on the age and condition of the selected items.
- 46.05 Custodial workers will be supplied smocks or coveralls. Custodial workers who are required to work outdoors in the winter will be provided insulated coveralls.
- 46.06 An annual allowance of two hundred dollars (\$200.00) will be provided to those employees who the Employer, the Worker's Compensation Board or the NWT Safety Act deems to require safety footwear and gloves. An employee will receive this allowance on initial appointment and after every twelve (12) months of employment. **This annual allowance will not be paid where an employee is provided with safety footwear by the Employer.**

#### 46.07 Dry Cleaning Allowance for Uniforms

**Employees who are provided, by the Employer, with uniforms that require dry cleaning shall be paid an allowance of \$125.00. An employee will receive this allowance on initial appointment and after every twelve (12) months of employment.**

## ARTICLE 47

EDUCATIONAL LEAVEPURPOSE

- 47.01 The Government of the Northwest Territories recognizes the need to develop a Public Service capable of effectively and efficiently administering Government policy and programs. The skills and knowledge required to deliver programs can be recruited or developed from within the organization. Education Leave provides a means to meet organizational requirements through manpower planning programs as established for the Public Service or individual departments.

DEFINITION OF EDUCATION LEAVE

- 47.02 For the purposes of this Article, Education Leave is defined as leave granted, with Government assistance, to undertake full-time post-secondary studies for a period of not less than one academic year at a recognized university, community college, or technical institute.

"Academic Year" equals two (2) full program semesters, completed in succession, or completed within a twelve (12) month period.

NOTE:

This Article does not apply to Leave Without Pay which may be granted to employees for education or other purposes.

ELIGIBILITY

- 47.03 All applicants for Education Leave must satisfy the following requirements:
- (a) An employee must have three (3) years of continuous service with the Government of the Northwest Territories prior to the commencement of any Education Leave. This requirement may be waived in unusual circumstances.
  - (b) No employee may be granted Education Leave unless there is departmental evidence of satisfactory performance and potentials supported by a current performance appraisal.

### LEVELS OF ASSISTANCE FOR EDUCATION LEAVE

47.04 All Education Leave includes assistance for tuition, travel costs, and one full removal in and out for the purposes of Education Leave. Allowances in lieu of salary may also be paid to employees on Education Leave. The level of assistance paid will be determined by the following criteria:

(a) Education Leave Without Allowance in Lieu of Salary

Basic assistance, as outlined above, will be paid to employees who request Education Leave to further their post-secondary education with the objective of obtaining qualifications that are generally relevant to present or future requirements of the Territorial Public Service.

(b) Education Leave with Partial Allowance in Lieu of Salary

A minimum allowance equivalent to 50% (fifty percent) of present salary will be paid to a candidate, when, in order to make the most economical use of existing manpower and to capitalize on accumulated experience, knowledge and capability, a Deputy Head selects the employee to meet an identified need rather than recruit outside the Territorial Public Service.

Recognizing that 50% (fifty percent) of salary may prove a financial burden to employees who will be continuing their studies beyond a one (1) year program, a 10% (ten percent) increase will be added to the allowance in lieu of salary in each consecutive year of study, up to a maximum of 80% (eighty percent).

(c) Education Leave With Full Allowance in Lieu of Salary

An allowance equivalent to 100% (one hundred percent) of present salary will be paid to employees on Education Leave, when:

- (i) An employee whose skills become technically obsolete requires retraining to satisfactorily carry out his/her work.
- (ii) An employee agrees to undertake a full course of studies at the request of his/her Deputy Head when qualified persons cannot be recruited to carry out essential work.

### ADMINISTRATION PROCEDURES

47.05 (a) Applications for Education Leave will be accepted by the Employer between January 1st and February 15th of each calendar year. The Employer will also receive applications between September 15th and

September 30th, for employees who wish to begin Education Leave during the winter session of the university year.

- (b) Each application will include details of courses sought and the full intended length of Education Leave. The application must be endorsed by the Deputy Head of the sponsoring Department and forwarded to the Employer to be screened and processed.
- (c) The Deputy Head of the sponsoring Department must guarantee a position within the Department, or have a guarantee from a Deputy Head of another Department for a position, at a level not lower than the one presently held, to which the employee will be assigned upon return from Education Leave.
- (d) Prospective applicants will be interviewed by a Review Board, comprised of the Deputy Secretary of Human Resource Management or his delegate and the Deputy Head of the sponsoring Department, to determine justification for the leave and the level of assistance sought.
- (e) Travel costs and arrangements for the initial interview will be the responsibility of the sponsoring Department.
- (f) The Minister of Education, Culture and Employment will forward the recommendation of the Review Board to the Executive Council for approval of:
  - (i) the granting of the leave;
  - (ii) the level of assistance to be paid.
- (g) Education Leave will be granted on a one year basis. A program of studies that requires a longer term will be resubmitted annually between January 1st and February 15th. This provision will provide the opportunity for counselling, and to assess whether satisfactory progress is being made in the studies undertaken. It will also provide the Deputy Head with the opportunity to re-evaluate departmental needs in line with reorganization or other considerations.
- (h) Successful applicants will be required to sign and abide by the terms and conditions of the Leave of Absence Agreement with the Employer.
- (i) Proof of acceptance at a recognized university or community college must be submitted, along with a course outline, before proceeding on Education Leave.

- (j) Documentation and removal arrangements will be coordinated by the Employer.
- (k) Employees recommended for a consecutive year of Education Leave will normally return to regular work assignments between academic years. Travel costs and housing accommodation for temporary work assignments will be provided by the Employer and allowed at single status only.
- (l) Employees on Education Leave cease to earn leave credits, except for any period of temporary employment.
- (m) Deductions based on earnings will drop correspondingly with reduced earnings. However, superannuation deductions will be based on the full salary for the position held by the employee while on Education Leave, and will be recovered in equal instalments over a period equal to the absence.

47.06 Where a request for leave under this Article has been submitted by an employee, the Employer shall, within a reasonable period from the date of the employee's submission, advise the employee whether his/her request has been approved or denied.

## ARTICLE 48

### SHORT TERM LEAVE FOR TRAINING PURPOSES

- 48.01 Leave without pay to take advanced or supplementary professional or technical training of less than one academic year may be granted to employees with the approval of the Employer.
- 48.02 Such leave shall be based on an appraisal of the present and future job requirements and the qualifications of the employee applying therefor and shall be granted only to meet the identified needs.
- (a) Full or partial financial assistance in respect of salary, tuition, travelling and other expenses may be granted during such leave:
    - (i) where the employee has become technically obsolete and requires retraining to satisfactorily carry out the work; or
    - (ii) where the courses are required to keep the employee abreast of new knowledge and techniques in his field of work or to maintain certification; or



- (iii) where qualified persons cannot be recruited to carry out essential work and it is necessary to train present employees.
  - (b) Under this Article, leave with full or partial financial assistance in respect of salary will carry with it the obligation to return after leave to work for the Public Service in the Northwest Territories for a period equivalent to the leave.
- 48.03 Where a request for leave under this Article has been submitted by an employee, the Employer shall, within a reasonable period from the date of the employee's submission, advise the employee whether his/her request has been approved or denied.
- 48.04 Special Needs Assistants, **Education Assistants** and School Community Counsellors attending conferences approved by the Employer shall be on leave with pay and will have their travel and conference expenses paid.
- 48.05 An employee who attends a recognized educational institution in order to remain certified in a professional occupation, when such certification is required by law and used in the normal course of employment, shall be granted leave with pay. The Employer will reimburse the employee any registration or tuition fees incurred by the employee and all travel expenses in accordance with Article 45 of the Agreement.
- 48.06 Where approved by the Employer, employees shall be reimbursed, upon successful completion, for correspondence courses and other training taking place outside of their normal working hours. This may include expenses related to tuition and course materials. Approval by the Employer and reimbursement of expenses shall not be unreasonably denied.**

## ARTICLE 49

### DEFERRED SALARY LEAVE PLAN

- 49.01 The deferred salary leave plan enables employees to take six months or one year of leave from the Public Service and to finance this leave through a deferral of salary in previous years.
- 49.02 Under this plan, participating employees agree to defer a portion of their salary for four or four and one half consecutive years and the Employer agrees to grant the employee leave in the fifth year or the last six months of the fifth year, and to use the amounts deferred in the previous four or four and one-half years to pay the employee's salary during the period of the leave. Participation in the plan is subject to operational requirements.

- 49.03 During the period of leave, employees may engage in whatever activities they wish **except work for the Public Service**.
- 49.04 The individual plan for each participating employee is a six year period consisting of the following:
- (1) (a) The first four consecutive years during which the employee draws 80% of salary earned in each of the four years and defers the remaining twenty percent 20%;
  - (b) The fifth consecutive year in which the employee takes the leave, and is paid from the amounts deferred above; and
  - (c) The sixth consecutive year in which the employee returns to employment with the Public Service of the Northwest Territories for a minimum of one year;
- or,
- (2) (a) The first four consecutive years and six consecutive months during which the employee draws 90% of salary earned in each of the four years and six months and defers the remaining 10%;
  - (b) The last six consecutive months of the fifth consecutive year in which the employee takes the leave, and is paid from the amounts deferred above; and
  - (c) The first six consecutive months of the sixth consecutive year in which the employee returns to employment with the Public Service of the Northwest Territories for a minimum of six months.
- 49.05 Participation can begin at any time during the year.
- 49.06 There is no maximum number of employees allowed to enter the plan.
- 49.07 Deputy Heads ensure that approved leaves do not impair the future operation of their Department.
- 49.08 Employees make written application to their Deputy Head. Applications should state the proposed start of the salary deferral and the proposed period of leave.
- 49.09 The Deputy Head reviews the application and the requirements of the Department and notifies the employee and the Financial Management Board Secretariat at least six weeks prior to the start of salary deferral.
- 49.10 Each participant will sign an agreement covering the details of the plan.

- 49.11 In each year of the plan preceding the period of the leave, the employee will be paid 80% or 90% of the applicable salary. The remaining 20% or 10% of salary will be deferred and this amount will be retained in trust by the Employer to finance payments during the period of leave.
- 49.12 The deferred salary will be placed in a trust fund by the Government and any returns on the investment of the trust will be **paid** to the participant **at the end of each calendar year**.
- (a) The money held in trust will be pooled with other Government funds and the employee will be credited with the average rate of return on those funds.
  - (b) Investments will be restricted to those eligible under Section 57(1) of the Financial Administration Act.
  - (c) A statement of the individual's account will be provided **to each participant for the end of each calendar year**.
  - (d) **Interest earned will be reported on the participant's T-4.**
- 49.13 During the period of leave, the participant shall receive, if on a one year leave, one twenty sixth or, if on a six month leave, one thirteenth of the amount deferred plus any trust fund returns in each pay period, less applicable deductions. No additional payments to the participant can be made such as loans, subsidies, allowances or salary.
- 49.14 Income tax will be deducted in accordance with the provisions of the Income Tax Act and its Regulations.
- 49.15 During the first four or four and one-half years of the plan, the Employer shall provide employee benefits at a level equivalent to 100% of salary. Benefits and premium recoveries for the period of leave will be governed by the rules for Leave Without Pay. All benefits cease except Public Service Health Care Plan, superannuation, supplementary death benefit, disability insurance, and dental coverage. Premiums for these plans are payable by the employee. Arrangements can be made to have deductions from pay for some of these benefits.
- 49.16 Upon return from leave, the Department will, wherever possible, place the employee in the position held at the commencement of the leave. Where this is not possible, the employee will be placed in an agreed upon equivalent position. If the employee's position is deleted from the establishment while the employee is on leave, the employee will be entitled to the same rights and benefits had the employee been in the position when it was deleted.

- 49.17 Returning employees will have their salary review date moved in accordance with **24.11(c)**.
- 49.18 The Employer shall cancel participation in the plan and shall refund, within 60 days, the total of the deferred salary plus earnings from the plan, if the employee dies or employment is otherwise terminated.
- 49.19 Where operational requirements would not be met if the employee proceeded on leave in the fifth year, or where exceptional changes in personal circumstances make the leave unfeasible, the Employer will give the employee the choice of the following:
- (a) withdrawing from the plan and taking a refund of the total in the deferred salary account; or
  - (b) deferring the period of leave to either the sixth or seventh consecutive year or to some other mutually agreeable time.
- 49.20 Upon withdrawal from the plan the total in the account will be repaid to the employee within 60 days of the notification of withdrawal.

## ARTICLE 50

### CIVIL LIABILITY

- 50.01 If an action or proceeding is brought against any employee or former employee covered by this Agreement for an alleged tort committed by him/her in the performance of his/her duties, then:
- (a) The employee, upon being served with any legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against him/her shall advise the Government through the Deputy Head of his/her Department of any such notification or legal process;
  - (b) The Government shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees;
  - (c) The Government shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee if such settlement is approved by the Government through the Deputy Head before the same is finalized; provided the conduct of the employee which gave rise to the action did not constitute a gross disregard or neglect of his/her duty as an employee;

- (d) Upon the employee notifying the Government in accordance with paragraph (a) above, the Government and the employee shall forthwith meet and appoint counsel that is mutually agreeable to both parties. Should the parties be unable to agree on counsel that is satisfactory to both, then the Government shall unilaterally appoint counsel. The Government accepts full responsibility for the conduct of the action and the employee agrees to co-operate fully with appointed counsel.

## ARTICLE 51

### SEXUAL HARASSMENT

- 51.01 The Government of the Northwest Territories is committed to promoting a work environment, which is free from sexual harassment. Every employee has the right to freedom from harassment in the workplace because of sex by his/her Employer or agent of the Employer or by another employee.
- 51.02 Sexual harassment is defined as any conduct, gesture or contact of a sexual nature that:
  - (a) is likely to cause offence or humiliation; or
  - (b) that might, on reasonable grounds, be perceived by an employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.
- 51.03 A grievance under this Article may be initiated at any step of the grievance procedure. Grievances under this Article will be handled with all possible confidentiality and dispatch.

## ARTICLE 52

### RESIGNATION

- 52.01 An employee may, within 24 hours of resigning, withdraw the resignation. The Employer will not process a resignation until the 24 hours have elapsed.

## ARTICLE 53

### RE-OPENER OF AGREEMENT AND MUTUAL DISCUSSIONS

#### RE-OPENER OF AGREEMENT

- 53.01 This Agreement may be amended by mutual consent.

#### MUTUAL DISCUSSIONS

- 53.02 The Employer and the Union acknowledge the mutual benefits to be derived from dialogue between the parties and are prepared to discuss matters of common interest.

## ARTICLE 54

### DURATION AND RENEWAL

- 54.01 The term of this Agreement shall be **three (3) years**, from April 1, **2002** to March 31, **2005**.

The pay schedules contained in Appendix B and the Northern Allowance Schedules, shall be effective April 1, **2002**. All other provisions of this Agreement take effect on the date of signing unless another date is expressly stated therein.

- 54.02 Notwithstanding the proceeding, the provisions of this Agreement, including the provisions for the adjustments of disputes in Article 37, shall remain in effect during the negotiations for its renewal.
- 54.03 Either party may, by written notice, require the other party to commence bargaining collectively with a view to the conclusion, renewal or revision of the Collective Agreement.
- 54.04 Where notice to commence collective bargaining has been given, the Employer shall not without the Union's consent, increase or decrease salaries, or alter any other term or condition of employment of employees in the Bargaining Unit which was in force on the day on which the notice to bargain was given and while negotiations for its renewal are ongoing.

## ARTICLE 55

PUBLIC SERVICE HEALTH CARE PLAN

- 55.01 The Employer agrees to continue the past practice with respect to its participation in the Public Service Health Care Plan unless there is mutual agreement between the parties to change the practice or the Plan.

## ARTICLE 56

DENTAL PLAN

- 56.01 Employees will be covered under Dental Plan 9D.

## ARTICLE 57

VIOLENCE IN THE WORKPLACE

- 57.01 The Employer and the Union recognize that every employee has a right to freedom from violence in the workplace. Violence refers to any conduct directed towards a staff member that hurts or causes harm through verbal, physical, sexual or psychological means. Workplace violence involves any incidents where an employee is abused, threatened, or assaulted during the course of his/her employment. This includes the application of force, threat with or without a weapon and severe verbal abuse.
- 57.02 (a) It is further recognized that certain employees, while in the workplace may be at risk of physical violence or verbal abuse from clients, persons in care or in custody, or the public.
- (b) Where such risk exists, the Employer and the Union shall meet to determine appropriate responses. In addition, the Employer shall:
- (i) provide non-violent crisis intervention training;
  - (ii) clearly inform employees of the potential for physical violence or verbal abuse from a client, a person in care or in custody, or a member of the public;
  - (iii) make available immediate defusing, critical incident stress debriefing, and/or post-traumatic counselling to employees who have suffered as a result of workplace violence.

- 57.03 When an employee has suffered violence in the workplace, the Employer will immediately investigate the situation in accordance with the steps outlined in the Safety and Health Provisions of this Collective Agreement, the Safety Act and any other relevant jurisdictional policies and procedures.
- 57.04 The Employer will keep the appropriate Union representatives informed of ongoing developments for each situation under investigation.

## ARTICLE 58

### JOINT CONSULTATION

- 58.01 The parties acknowledge the mutual benefits to be derived from joint consultation and agree to establish a Union-Management Senior Joint Consultation (SJC) Committee to provide joint consultation on terms and conditions of employment, and other matters of mutual concern. The SJC Committee shall discuss and attempt to arrive at mutually agreeable solutions to problems or issues identified by either party.
- 58.02 The terms of reference of the SJC Committee shall be determined jointly by the parties, be subject to amendment only by mutual consent, and form part of the Collective Agreement. Terms of reference shall be developed within six months of the signing of the Collective Agreement.
- 58.03 SJC Committee meetings shall be held when required, with no fewer than one per quarter, by agreement of the President of the Union and the Secretary of the Financial Management Board, or his/her designated representatives. Additional meetings may be convened as required at the request of either party.
- 58.04 No SJC Committee meeting will be official unless at least three (3) representatives from each party attend, including the President of the Union and the Secretary of the Financial Management Board, or his/her designated representatives.
- 58.05 Up to three (3) Union members of the SJC Committee who are not on leave under article 12.09 shall be granted leave with pay to attend SJC Committee meetings.
- 58.06 Minutes of the Committee meetings shall be prepared and signed by at least one member of each party.



**ARTICLE 59****MEMBERSHIP FEES**

- 59.01** 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.
- 59.02** Membership dues referred to in Article 13, Check-off, of this Agreement are specifically excluded as reimbursable fees under this Article.

SIGNED AT YELLOWKNIFE THIS 1<sup>st</sup> day of July 2002

Signed by, for and on behalf of the  
Government of the Northwest Territories

Signed on behalf of the Union of  
Northern Workers

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Joseph L. Handley  
Chairman, FMBS

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Georgina Rolt-Kaiser  
National President, U.N.W.

---

Sylvia Haener  
Director, Labour Relations

---

Jean Francois Des Lauriers  
Regional Executive Vice President  
Public Service Alliance of Canada

---

Sharilyn Alexander  
Committee Member

---

Roxanna Baisi  
Committee Member

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Karan Shaner  
Committee Member

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Kelvin Yee  
Committee Member

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Debra Pruden  
Committee Member

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Todd Parsons  
Committee Member

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Bob Sanderson  
Committee Member

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Dan Doncaster  
Committee Member

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Debbie Delancey  
Committee Member

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George Hibbs  
Committee Member

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Robert Bailey  
Committee Member

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Darlene Powder  
Committee Member

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Sheila Sears  
Committee Member

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Warren Schofer  
Committee Member

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Glenn Tait  
Negotiator

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Tom Clairmont  
Negotiator

## APPENDIX A1

### RENEWABLE RESOURCE OFFICERS

#### COMPENSATORY LEAVE

- A1.01 In order to meet the operational requirements **Renewable Resource** Officers engaged in field and patrol operations may not always be able to work the normal work week of five (5) work days followed by two (2) days of rest, and may sometimes be required to work in excess of five (5) consecutive days in one week. Because of this, **Renewable Resource** Officers are allowed flexibility in scheduling their work week on an irregular basis to meet operational requirements.
- A1.02
- (1) As a means of compensating **Renewable Resource** Officers for any extra days worked as a result of their irregular work schedule, the Employer agrees that where a **Renewable Resource** Officer works in excess of the normal work days in a month, he/she shall be entitled to a compensatory day off with pay for each extra day worked.
  - (2) These compensatory days must be taken at a time mutually agreeable to both the employee and the Employer, and they must be used in the same fiscal year in which they are earned.
  - (3) At the end of the fiscal year, those accumulated days which the employee has been unable to use will be liquidated in cash, at the normal daily rate of pay, up to a maximum of fifteen (15) days. If the employee has accumulated more than fifteen (15) days, those days in excess of fifteen (15) lapse. Under no circumstances will an employee be paid out for more than fifteen (15) days at the end of the fiscal year and there shall be no carry over of those days from one fiscal year to the next.

**APPENDIX A2****CORRECTIONS OFFICERS**

- A2.01 Article 16 and Clauses 18.01(3), 22.02, 22.03(a), 22.03(b) and 22.04 do not apply to Corrections Officers.
- A2.02 (a) Every officer shall be assigned to a shift in accordance with the operational requirements of the service; the Employer shall make every reasonable effort to schedule shifts so that employees rotate between shifts on an equitable basis.
- (b) The Employer shall make every reasonable effort to allocate overtime work on an equitable basis among readily available qualified employees who are normally required, in their regular duties, to perform that work.
- A2.03 The hours of duty for Corrections Officers I and II shall be scheduled so that the employees:
- (a) in every six (6) day period, work thirty-two (32) hours and four (4) days out of every six (6); and
- (b) on a daily basis, work eight (8) hours inclusive of a paid meal period of one-half (1/2) hour; and
- (c) obtain two (2) consecutive days of rest following each four (4) day work period.
- A2.04 The Employer agrees to provide a hot meal to employees working on the shift between 0800 and 1600 daily and to provide food for other employees to prepare their own meals on the remaining two (2) shifts daily. The specified meal period will be scheduled as close to the midpoint of the shift as possible. During this meal period the officers may be away from their place of duty, but not off the premises, providing at least two (2) officers, one being the Control Officer, remain on duty at all times. This latter requirement will not apply to the midnight to morning shift.
- A2.05 The Employer will permit mutual shift exchanges subject to the following requirements:
- (a) There shall be no financial penalty to the Employer; and
- (b) Both employees must signify their mutual agreement by notifying the Employer not less than forty-eight (48) hours in advance of each requested change; and

- (c) The shift exchange is fully completed within the same two (2) week pay period; and
  - (d) No employee is required to work in excess of eight (8) hours in any one day; and
  - (e) No employee shall work in excess of twelve (12) consecutive hours.
- A2.06 Corrections Officers assigned outside of the Corrections Centres to field operations where regular eight (8) hour shifts have not been scheduled, shall receive, in addition to their regular pay, pay for six (6) additional hours at the rate of time and one-half (1 1/2) for each twenty-four (24) hour period of such assignments.
- A2.07 The Employer shall set up a master shift work schedule and post it one calendar month in advance. This schedule will cover the normal shift requirements of the work area.
- A2.08 The normal hours of work of the Institutional Nurse shall be thirty-seven and one-half (37 1/2) hours per week.
- A2.09
- (a) The Employer will provide all new indeterminate, term or part-time employees with less than one year of experience in the field a ten (10) day training program consisting of classroom and on-the-job training before being required to function independently as a Corrections Officer.
  - (b) Except in the case of emergencies, casual employees will work under the supervision of a Corrections Officer II for at least two (2) days and no casual employee shall be required to work more than five (5) shifts without receiving two (2) days training with the staff training officer.

**APPENDIX A3****COURT REPORTERS****HOURS OF WORK AND OTHER TERMS  
AND CONDITIONS OF EMPLOYMENT**

- A3.01 Except as provided herein, Articles 22 and 23 do not apply to employees employed as Court Reporters.
- A3.02 Court Reporters will not be required to observe the normal hours of attendance stipulated for the Public Service but will be required to maintain attendance for provision of services as required. In the event no Court has been scheduled and a reporter wishes to remain absent from his/her place of employment during that time, permission must be obtained from the Chief Reporter. The Chief Reporter shall set up a weekly work schedule, which shall be posted at least six (6) working days in advance. This schedule will cover all normal work requirements.
- A3.03 Travelling time, outside regular working hours or on Saturdays and Sundays shall be paid at the overtime rate in accordance with Article 23.
- A3.04 The Employer shall provide office dictating and transcribing equipment, typewriters, ribbons and ink and cassettes for dictating equipment, as well as ordinary stationary items but not those required for specific reporting functions. Other equipment belonging to individual Court Reporters shall be serviced or repaired by the Employer.

## APPENDIX A4

### EDUCATION ASSISTANTS

A4.01 **Education** Assistants will be entitled to all benefits of this Collective Agreement except for those conferred by the following Articles:

18.01	<b>18.04</b>	<b>18.07</b>
<b>18.02</b>	<b>18.05</b>	<b>18.08</b>
<b>18.03</b>	<b>18.06</b>	

A4.02 (a) Except as provided in (b) below, the work year for **Education** Assistants will normally commence on the first day of the school year and shall end on the last day of the school year. Depending on operational requirements, the work year may fluctuate to include up to one week before the beginning of the school year.

(b) For those employees who have not completed the **Education** Assistant Training Course, their work year will be extended to include these courses for each year that the **Education** Assistant attends such a course.

A4.03 (1) **Education** Assistants will not be required to report for duty during the Christmas, Easter and Summer Recesses as prescribed by their local school calendar. Because of the foregoing, **Education** Assistants will not be entitled to earn or take annual leave as **described** in Article 18 of this Agreement.

(2) Where an employee dies or otherwise terminates his/her employment during a school year, he/she or his/her estate shall receive that portion of the summer recess pay to which he/she is entitled in accordance with the number of school days worked during that school year.

A4.04 Hours of work shall be scheduled on a regular basis so that **Education** Assistants:

(a) On a weekly basis will not work in excess of thirty-seven and one-half **(37.5)** hours and five (5) days per week without receiving overtime in accordance with Article 23.

(b) On a daily basis be on duty for 7.5 hours commencing a minimum of fifteen (15) minutes before the start of the normal school day.

(c) Obtain two (2) consecutive days of rest per week.

- (d) Where **Education** Assistants share the noon hour supervision of students with teachers, the Employer will ensure that a duty free, one hour lunch period will be allowed on an equitable and shared basis with teachers.
- A4.05 **Education** Assistants will be paid the appropriate **pay rate** for their **position** over 26 pay periods.
- A4.06 **Education** Assistants planning to terminate their employment during the summer recess are required to notify the Employer of their intent at least two (2) weeks prior to the last day of the school year.
- A4.07 **Education** Assistants shall be entitled to overtime in accordance with the provisions of Article 23.
- A4.08 When a **Education** Assistant is required to lead a class and no teacher is present in the classroom, the **Education** Assistant will be paid at a rate two (2) ranges above their current step.
- A4.09 **Education** Assistants attending conferences approved by the Employer shall be on leave with pay and will have their travel and conference expenses paid.



## APPENDIX A5

CASUAL EMPLOYEES

- A5.01 The Employer shall hire casual employees for a period not to exceed four (4) months of continuous employment in any particular department, board or agency.

Where the Employer anticipates the period of temporary employment to be in excess of four (4) months, the employee shall be appointed on a term basis and shall be entitled to all provisions of the Collective Agreement from the first day of his/her employment.

- A5.02 The Employer shall ensure that a series of casual employees will not be employed in lieu of establishing a full-time position or filling a vacant position.

The Employer shall consult with the Union before a former casual employee is rehired in a particular division if that former casual employee had worked in that division as a casual employee performing the same duties at any time within the 30 working days immediately preceding the date of rehire.

- A5.03 A casual employee shall be entitled to the provisions of this Collective Agreement except as follows:

- (a) Clause 2.01(f) "Continuous Employment" in respect of a casual employee shall include any period of employment with the Government of the Northwest Territories which has not been broken by more than thirty (30) working days. Provided always that there will be no systematic release and rehire of casuals into the same positions primarily as a means of avoiding the creation of indeterminate employment or paying wages and benefits associated therewith.
- (b) The following Articles and Clauses contained in this Collective Agreement do not apply to casual employees:
  - (i) Article 18 - Entire Article except Clause 18.05  
Article 20 - Sick Leave Clauses 20.09 and 20.10.
  - (ii) Article 21 - Other Types of Leave - Clause 21.04.
  - (iii) Article 33 - Lay-off.
  - (iv) Article 39 - Superannuation.
  - (v) Article 35 - Employee Performance Review and Employee Files.

- (vi) Article 48 - Entire Article.
  - (c) The following Article in the Collective Agreement shall apply as follows:
    - (i) Article 16 - Designated Paid Holidays shall apply to a casual employee after fifteen (15) calendar days of continuous employment.
- A5.04 A casual employee shall upon commencement of employment be notified of the anticipated termination of his/her employment, and shall be provided a one day notice of lay-off for each week of continuous employment to a maximum of ten (10) days notice.
- A5.05 Casual employees are entitled to be paid on a bi-weekly basis for services rendered at the appropriate pay range of the Casual Step set out in Appendix B.

**APPENDIX A6****COMMUNITY ADULT EDUCATION INSTRUCTORS**

- A6.01 The provisions of this Appendix apply to all employees who are employed as Community Adult Educators.
- A6.02 The Employer shall provide up to three (3) weeks leave with pay per year to employees to enable them to participate in professional development courses. Such courses may be taken as in-service training at **Aurora** College or at other institutions.
- A6.03 Subject to the approval of the Employer, an employee shall be paid his/her expenses for travel, accommodation, tuition, books, etc. when he/she takes courses outside **Aurora** College which are relevant to his/her area of expertise.
- A6.04 Employees who are assigned training responsibilities shall be paid a trainer's fee of \$700 per year.
- A6.05 Employees shall receive the working days between Boxing Day and New Year's Day as Christmas leave with no charge against leave credits.
- A6.06 Pay Rates for Adult Educators in Training:
- (a) Three Year Training Program
    - Year One: 75% of Basic Adult Educator Salary
    - Year Two: 80% of Basic Adult Educator Salary
    - Year Three: 85% of Basic Adult Educator Salary
  - (b) Two Year Training Program
    - Year One: 80% of Basic Adult Educator Salary
    - Year Two: 85% of Basic Adult Educator Salary

**APPENDIX A7****TRADES****APPLICATION**

- A7.01 The provisions of this Appendix shall apply to all positions in trades. The provisions of this Appendix shall not be extended to apply to other positions unless agreed by the Union and the Employer.
- A7.02 Where an employee with a certificate of qualification in one trade performs work in a trade for which he/she does not possess a certificate, he/she shall advise the Employer. The Employer shall ensure that the work performed is inspected by a qualified tradesman at the earliest possible date. The Employer will ensure that traditional job titles will be used properly reflecting the dignity and status of tradesmen; using the trade name in the position title to conform to the journeyman certification required.

**HOURS OF WORK**

- A7.03 Hours of work shall be scheduled so that trades employees listed in Clause A7.01 above:
- (a) on a weekly basis work forty (40) hours and five (5) days per week, Monday to Friday inclusive;
  - (b) on a daily basis, work eight (8) hours per day exclusive of not less than a one-half (1/2) hour meal period. Normally the hours of work shall be between the hours of 0800 and 1700. These hours may be varied by the Employer for a classification or classifications of employees in a division or a section, or for employees at a particular geographic location provided the employees receive adequate notice of the variation, and that the variation is not done on an individual employee basis for the purpose of avoiding payment of overtime to that particular employee; and
  - (c) rest periods with pay of fifteen (15) minutes duration shall be scheduled as close as possible to mid-morning and mid-afternoon of each working day.

**WASH-UP TIME**

- A7.04 Labour and Trades employees, Equipment Operations employees, and Equipment Maintenance employees shall be permitted paid wash-up time to a maximum of ten (10) minutes at the conclusion of each shift. In unusual circumstances this period may be extended by the employee's supervisor or officer-in-charge to a maximum of fifteen (15) minutes.

- A7.05** Equipment Operators who are assigned to grader shelters on the MacKenzie Highway System for a period of two (2) days or longer shall receive, in addition to their regular salary, a living allowance of ten dollars (\$10.00) per day. Each grader shelter shall be equipped with two-way radio communication systems which shall be maintained in good operating condition by the Employer.

#### WORK CLOTHING AND PROTECTIVE EQUIPMENT

- A7.06** (1) Where the following articles are required by the Employer or the Workers' Compensation Board:
- (i) Hard hats
  - (ii) Aprons
  - (iii) Welding goggles
  - (iv) Dust protection
  - (v) Eye protection, except prescription lenses
  - (vi) Ear protection
  - (vii) Coveralls
  - (viii) Welding gloves
- (a) The Employer shall supply new employees with the articles of equipment as required;
  - (b) Supply employees moving to another department with the articles of equipment they require and that they do not possess at the time of move.
- (2) Where the following articles are required by the Employer or the Workers' Compensation Board, the Employer shall replace these articles as required when they are presented worn or damaged beyond repair by an employee, at no cost to the employee:
- (i) Hard hats
  - (ii) Aprons
  - (iii) Welding goggles
  - (iv) Dust protection
  - (v) Eye protection, including safety prescription glasses
  - (vi) Ear protection
  - (vii) Coveralls
  - (viii) Welding gloves
- (3) The Employer will maintain a suitable inventory of winter protective clothing to be provided on loan to those employees who are not normally required to work outside or under conditions, which may be damaging to personal clothing.

### COMPENSATION FOR TOOLS AND EQUIPMENT

- A7.07 The Employer agrees to provide Journeymen and Apprentices with a **\$500 per year** tool allowance **to be included in the employee's first pay in September**. The Employer also agrees to replace worn out tools used and owned by journeymen and apprentices in the regular performance of their work. Whenever replacement is made, the new tool will be of a similar quality as the initial tool. In situations where highly specialized tools not normally associated with a journeyman's tool kit are required, they will be provided by the Employer, who will retain ownership of them. The Employer shall assist employees in the purchase to tools and equipment used in the performance of their duties to the extent that employees shall be able to purchase these tools and equipment at the Employer's cost price.

### ADVERSE WEATHER CONDITIONS

- A7.08 Except in emergency conditions, the Employer shall not require an employee to work outside under extreme weather conditions.
- A7.09 Casual employees who do not hold certificates of qualification in a trade shall not perform work normally performed by qualified tradesmen.
- A7.10 Where an employee suffers a loss of tools or equipment in excess of \$250.00 used by him/her to perform his/her duties through fire or theft while such tools are stored on the Employer's premises or loss of tools or equipment in transit during travel on behalf of the Employer where the employee satisfies the Employer that a loss occurred such tools or equipment will be replaced by the Employer with tools and equipment at equal or similar quality.

## APPENDIX A8

### APPRENTICES

A8.01 (1) The following are agreed upon terms and conditions of employment for employees engaged as Apprentices by the Government of the Northwest Territories:

- (a) The Apprentices and Tradesmen Act and pursuant Regulations shall apply to all apprentices employed by the Government of the Northwest Territories. A copy of the current Regulations shall be supplied to the apprentice upon appointment.
- (b) The recognized Apprenticeship Training Programs shall be those listed in the "Apprentice Training Schedule" pursuant to the Apprentices and Tradesmen Act.
- (c) Pay increases shall not be automatic but will be based upon levels of certification issued by the Apprentices Branch and shall be effective from the date of certification.
- (d) Apprentice rates will be based on a percentage of **step one of** the appropriate **pay** rate as follows:

#### Four Year Training Programs

Year 1	55%
Year 2	65%
Year 3	75%
Year 4	85%

#### Three Year Training Programs

Year 1	60%
Year 2	70%
Year 3	80%

#### Two Year Training Programs

Year 1	65%
Year 2	80%

#### One Year Training Programs

Year 1	70%
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- (e) The Employer will pay the Apprentice while attending trade courses in accordance with the Employer's policy regarding financial support while in trade training.

- (f) Subject to the Public Service Act and Regulations, and the pay restrictions noted above, Apprentices shall be entitled to the benefits and terms and conditions of employment outlined in the current Collective Agreement.
  - (g) Where an Apprentice fails after two attempts to successfully complete a trade training course, a recommendation may be made to the Superintendent of Apprenticeship Training to cancel his/her contract and the Apprentice may be terminated.
- (2) Apprentices successfully completing their Apprenticeship will be given preference in hiring on job vacancies. Where an Apprentice, after completing his/her apprenticeship, is hired directly into a job vacancy, all time spent as an Apprentice shall count towards continuous employment with the Government of the Northwest Territories.



## APPENDIX A9

### COLLEGE EDUCATORS

A9.01(a)(d)(e), and A9.02 to A9.14 inclusive, "instructor" includes adult educator.

- A9.01 (a) The College instructional year will be two hundred (200) working days for each instructor. The Employer shall make every reasonable effort to schedule the working days between September 1 and June 30. A working day consists of 7.5 consecutive hours and the work week shall be 37.5 hours, Monday to Friday.
- (b) Class contact hours for instructors shall not exceed 900 hours in any instructional year. Contact hours beyond 450 hours in either half of the year shall be on a voluntary basis and paid in accordance with A9.01(c). One contact hour shall be one hour of lecture, seminar, shop, workshop, laboratory work, tutorial or group remedial sessions.
- (c) Instructors who are required by the Employer to work in excess of the instructional year or in excess of or outside of A9.01(a) or (b) shall receive overtime at one and one-half times his/her straight time rate.
- (d) Annual salary is calculated on the basis of an instructor working 200 days per instructional year.
- (e) The instructor shall have a minimum of one week without class contact between courses.

### VACATION LEAVE

A9.02 The following clauses of Article 18 do not apply:

18.01	18.02(1)(e)(iii)
18.04	

- (a) Instructors shall have a total of forty-six (46) days of vacation leave. Instructors hired on other than an indeterminate status shall earn their vacation leave entitlement on a prorated basis.
- (b) Where in any vacation year an employee has not been granted all of the vacation leave credited to him, the unused portion of his/her vacation leave up to a maximum of twenty (20) days leave shall be carried over into the following vacation year. Earned but unused vacation leave credits in excess of twenty (20) days shall be paid in cash at the employee's daily rate of pay as at March 31 of the previous vacation year.

- A9.03 Instructors shall be granted leave with pay for the work days between Boxing Day and New Year's Day, with no charge against any leave credits.

#### PROFESSIONAL DEVELOPMENT COMMITTEES

- A9.04 (1) There shall be a Professional Development Committee for Aurora College. The Professional Development Committee in each College will consist of a total of seven (7) members.

The Members of the Committee shall be appointed through nomination and election for the College in each of the first five areas listed below and shall be full-time instructors of the College represented. (For the purposes of Professional Development only, the term instructor shall include Chairpersons, Directors of Community Programs, Department Heads, Counselors, Librarians and Aurora Research Institute Managers).

#### WEST:

- (1) Aurora Campus and Inuvik Region (1 member)
  - (2) Yellowknife Campus and North Slave Region (1 member)
  - (3) Community Program - Adult Educators (1 member)
  - (4) Thebacha Campus and Fort Smith Region (2 members)
  - (5) Librarians/Counselors/Program Chairpersons/Community Program Directors (1 member)
  - (6) President or his/her Appointee (1 member)
- Total = 7 members

- (a) The Committee shall choose a chairperson;
- (b) The normal term of office is two years;
- (c) To ensure continuity, three members will be elected each year. In the first year, however, three members will be elected for a one year appointment;
- (d) Notwithstanding the above Committee structure, the Committee shall endeavor to have at least one representative from each of the three areas of study, Diploma Programs, Trades and Applied Studies.

#### (2) Terms of Reference

The terms of reference for **the** Committee include the following items:

- (a) to develop clear guidelines for the effective and efficient operation of the Professional Development Committee;

- (b) to inform all instructors of the professional development courses, seminars, conferences and workshops that are available and of interest to instructors;
  - (c) to determine the individual professional development needs of instructors in line with requirements of the College;
  - (d) to develop an on-going professional development program designed to meet identified development needs of all instructors within the limits of funds available;
  - (e) to develop a working budget which will provide for the professional development program for instructors;
  - (f) to provide for appropriate evaluation procedures for the professional development program;
  - (g) to prepare an annual report of the activities which have been identified and undertaken by the Professional Development Committee for submission to the Board of Governors.
- (3) All meetings and administrative work of the Professional Development Committee shall be held during normal working hours.

### FUNDING

- A9.05 (1) Funds will be provided by **the** College for professional development activities.
- (2) (a) The funding provided by **the** College shall represent an amount equal to 3% of the College's full-time instructor salaries. **The** College will annually replenish the fund by an amount equal to 3% of full-time instructor salaries at April 1st of the year the leave will be taken. This fund is established for long-term training.
- (b) Any funding from sources other than the College shall be administered by the Professional Development Committee and shall not be considered as part of the funding provided in Clause A9.05(2)(a).
- (c) In addition to the above, a short term training fund shall be set up equivalent to seven hundred and fifty dollars (\$750.00) per year per full-time instructor to be administered by the Program Heads.
- (3) Professional development training funds shall be used for educational purposes only.

TYPES OF PROFESSIONAL DEVELOPMENT  
OPPORTUNITIES, WHICH SHALL BE AVAILABLE

- A9.06 (1) Long-term training:
- (a) Educational Leave;
  - (b) Professional Experience Leave;
  - (c) Leave Without Pay;
  - (d) Audit of apprenticeship courses for upgrading of not less than 6 weeks duration;
  - (e) Staff exchange - national or international.
- (2) Short-term training:
- (a) Short course attendance and correspondence courses;
  - (b) Conferences, seminars and workshops.

LONG-TERM TRAINING REGULATIONS

A9.07 Educational Leave

- (1) Educational Leave shall be defined as leave for academic training (including trade school training) and unpaid industrial experience.
- (2) Any indeterminate or term full-time instructor shall be eligible for Education Leave.
- (3) **The** Professional Development Committee shall review all applications for Educational Leave for their respective College. The major selection criteria shall be the applicability and value of the training program to the requirements of the College. The granting of Educational Leave shall not result in the overloading of other instructors. The request by an instructor for Educational Leave shall be accompanied by a recommendation by the Head of the program.

- (4) Applications for Long Term Educational Leave shall be submitted to the Professional Development Committee no later than January 15th for the following academic year (ie: Fall semester); and April 30 for Winter and Spring semesters. The Committee shall reach a decision no later than March 31<sup>st</sup> for Fall Semester start and June 30<sup>th</sup> for the Winter and Spring start. Applications for Summer and Short Term education leave shall be submitted to the Professional Development Committee no later than March 31<sup>st</sup>. The Committee shall reach a decision no later than April 30<sup>th</sup>.
- (5) Applications to the Committee must be in writing.
- (6) The decision of the Professional Development Committee shall be by majority and shall be final.
- (7) Educational Leave shall be granted for a period of no more than twelve (12) consecutive months. Under normal circumstances, no member shall be granted more than two (2) leaves within a period of six consecutive years.
- (8) The following entitlement shall be granted to an employee receiving leave under Clause A9.07:
  - (i) An allowance based on the number of completed years of service of an instructor as follows:
    - (a) An allowance of (50%) fifty percent of salary for instructors with (3) three completed years of service.
    - (b) An allowance of (55%) fifty-five percent of salary for instructors with (4) four completed years of service.
    - (c) An allowance of (60%) sixty percent of salary for instructors with (5) five completed years of service.
    - (d) An allowance of (65%) sixty-five percent of salary for instructors with (6) six completed years of service.
    - (e) An allowance of (70%) seventy percent of salary for instructors with (7) seven completed years of service.
    - (f) An allowance of (75%) seventy-five percent of salary for instructors with (8) eight completed years of service.
    - (g) An allowance of (80%) eighty percent of salary for instructors with (9) nine completed years of service.

- (ii) Where leave is granted for a full academic year of study, the instructor shall receive tuition, travelling and removal expenses from his/her place of employment to the location of the educational institution approved by each Professional Development Committee and return removal and travel expenses to his/her place of employment.
- (iii) Where leave is granted for other than a full academic year but not less than six weeks, the instructor shall receive tuition, transportation to and from the educational institution, and an accommodation allowance of a maximum of \$150.00 per week.
- (iv) An allowance equivalent to 100% of present salary will be paid to instructors granted Educational Leave, when:
  - (a) an instructor whose skills become technically obsolete requires retraining to satisfactorily carry out his/her work; and/or
  - (b) an instructor agrees to undertake a full course of studies at the request of the President when qualified persons cannot be recruited to carry out essential work.
  - (c) Where leave is granted for no more than six (6) weeks, instructors shall receive full or partial funding for tuition and transportation to and from the accredited educational institution to a maximum of two thousand dollars (\$2,000.00) upon production of all relevant receipts and transcripts of marks. All course work must be taken at an accredited college or university.
- (9) Instructors granted Educational Leave shall retain their positions and seniority as per the Agreement and shall receive all other benefits pursuant to this Agreement.
- (10) Instructors granted Educational Leave shall serve **the** College for a period equal to two (2) times the length of Educational Leave immediately following Educational Leave.
- (11) An instructor not returning to **the** College must immediately repay all monies, plus accumulated interest (prime plus 2%), paid by the College. An instructor returning to service **at the** College, but not fulfilling his/her commitments shall repay a proportionate amount plus accumulated interest (prime plus 2%), within three (3) months of terminating employment.

- (12) In case of termination of appointment by the College, the College shall release the instructor from all liabilities under the terms of the Agreement.
- (13) Any funds not used for the designated purposes shall be repaid, plus accumulated interest (prime plus 2%), by the instructor.
- (14) An instructor who fails to complete his/her course, may be required to repay all monies, plus interest (prime plus 2%) subject to the conditions set by the Committee.
- (15) Term instructors who have been with the College for three (3) or more years may be eligible to apply for Education Leave if the following conditions are met:
  - (i) for the Committee to consider a term instructor's Education Leave application, the instructor's term must not end sooner than the end of the Education Leave plus a period of service to the College two (2) times the length of the Education Leave; and
  - (ii) if the instructor's term is shorter than the period required in (i) above, then the Committee, in order to consider the application, would have to receive a letter from the College President guaranteeing that, should the application be approved, the instructor's term would be extended to end no sooner than the end of the Education Leave plus a period of service to the College two (2) times the length of the Education Leave.
- (16) "Summer Sessions" refers to the period in which an instructor uses his/her annual leave to take credit courses toward a program of study at an accredited educational institution for a period of study greater than two (2) and less than thirteen (13) weeks.
- (17) Indeterminate instructors may be eligible for Summer Session assistance immediately after being hired.
- (18) Term instructors whose term of employment is for two or more years may be eligible for Summer Session assistance immediately after being hired.
- (19) Instructors using their annual leave for professional development activities as defined under Summer Session, may be eligible for assistance as follows:

- (a) For a period of study greater than two (2) weeks and less than six (6) weeks, the Committee may pay tuition and an accommodation allowance of \$150 per week for the duration of the study period.
- (b) For a period of study equal to or greater than (6) weeks and less than thirteen (13) weeks, the Committee may pay tuition, and accommodation allowance of \$150.00 per week for the duration of the study period, and travel expenses equal to the cheapest air fare or kilometrage, whichever is lowest, to and from the educational institution.

### PROFESSIONAL EXPERIENCE LEAVE

- A9.08
- (1) Professional Experience Leave shall be defined as leave for professional experiences through paid employment in business, industry, government, community or foreign service, or education.
  - (2) Any indeterminate full-time instructor shall be eligible for Professional Experience Leave.
  - (3) Applications to the Professional Development Committee must be in writing.
  - (4) The decision of the Professional Development Committee shall be by majority and shall be final.
  - (5) Except in the case of Foreign Service Professional Experience Leave, no leave shall be granted for more than twelve (12) consecutive months. Under normal circumstances, no member will be granted more than two (2) leaves within a period of four (4) consecutive years.
  - (6) The Professional Development Committee may pay an amount sufficient to make salaries equal to current salary at the 100% level.
  - (7) An instructor seconded to a "Temporary Employer" as per Clause **A9.08(8)** for Foreign Service to two (2) years or less shall be seconded at no expense to the College. In the event that the salary of the member seconded is less than 100%, remuneration may be paid as per Clause **A9.08(6)**.
  - (8) "Temporary Employer" shall refer to the Canadian International Development Agency, Canadian University Students Overseas, World University Service, Canadian Executive Services Overseas, United Nations, United Bank, Canadian Armed Forces, a university or college, or any similar agency supplying aid to Third World Countries. It does not



include private profit-making organizations under contract to perform such services.

- (9) To ensure that the College knows the remuneration that may be paid by the College to the instructor on Professional Experience Leave, the instructor must keep the College informed of his/her salary while on Professional Experience Leave.
- (10) The maximum number of instructors on Professional Experience Leave at any one time shall be determined by the Professional Development Committee.
- (11) In the event that the College pays remuneration equal to fifty percent (50%) or greater of the instructor's annual salary, the member shall serve **the** College for a period of time equal to the time served in Professional Experience Leave.
- (12) An instructor not returning to **the** College must repay all remuneration plus accumulated interest (prime plus 2%) paid by the College. An instructor returning to service to **the** College, but not fulfilling his/her commitment shall repay a proportionate amount plus accumulated interest (prime plus 2%) to the College within six (6) months of terminating employment.
- (13) In case of termination of appointment by the College, the College shall release the instructor from all liabilities under the terms of this Agreement.
- (14) The College shall assure the instructor of his/her regular position and seniority upon completion of his/her Professional Experience Leave. In the event that the leave is terminated prior to the date originally agreed to, and if the member desires to return to the College at that time, he/she will be permitted to do so only if satisfactory arrangements can be made with the President in consultation with the Head of the program.
- (15) Instructors granted Professional Experience Leave shall retain their positions and seniority as per the Agreement and shall receive all other benefits pursuant to this Agreement.

#### AUDIT OF APPRENTICESHIP COURSES FOR UPGRADING

- A9.09 (1) "Audit of Apprenticeship Courses for Upgrading" shall refer to leave for the purpose of auditing a course for which the instructor already has credit. The purpose of this audit shall be to refresh and upgrade the instructor's area of expertise.

- (2) Applications to the appropriate Professional Development Committee must be in writing.
- (3) The decision of the Professional Development Committee shall be by majority and shall be final.
- (4) Remuneration while on leave for Audit of Apprenticeship Courses for Upgrading shall be 100% of salary and all benefits.

#### LEAVE WITHOUT PAY OR ALLOWANCES

- A9.10
- (1) Where operational requirements permit, leave without pay or allowances may be granted in special circumstances to an instructor provided that the instructor does not have current vacation available to him. Leave without pay or allowances may be granted to take further training, to gain further experience, or to seek personal development. Requests for such leave must be submitted at least twelve (12) weeks in advance of the anticipated date of commencement of such leave, before such requests can be considered.
  - (2) Time limits, pursuant to Clause A9.10(1) shall be waived when it can be established that the instructor was unable to comply with the time limits specified.
  - (3) An instructor on leave without pay shall give the College granting leave written notice by double registered mail of his/her intention to return or resign at least ninety (90) calendar days before his/her designated date of return. Otherwise the position will not be held open for the instructor.
  - (4) Instructors on leave without pay shall have the right to pay into all normal benefit packages including the Employer's share if required.

#### SHORT-TERM TRAINING

##### A9.11 Short Course Attendance and Correspondence Courses

- (1) Short courses or programs offered by institutions such as Territorial, Federal, or Provincial Governments, universities, colleges, companies or private business that may assist an instructor in his/her duties or potential employment within the College, shall be requested through the Head of the Program.

Such requests shall be accompanied by a statement of the name of the course, location, duration, costs and reasons for the request, explaining why such a course would be beneficial to the instructor and to **Aurora** College.

- (2) Cost for such courses including accommodation, transportation, tuition, books, etc., upon approval by the Program Head shall be paid out of the Short-Term Training Fund.

#### CONFERENCES, SEMINARS AND WORKSHOPS

- A9.12 (1) Attendance at conferences, seminars or workshops that are directly related to an instructor's duties within his/her respective Department may be approved by the Program Head.
- (2) Costs for such conferences, seminars or workshops, including accommodation, transportation, tuition, books, etc., shall be paid out of the Short-Term Training Fund.

#### TRAINING FOR NEW OR CONTINUING INSTRUCTORS REGULATIONS

- A9.13 (1) Instructor training courses may be made available, preferably through **the** College. In some instances, the President might determine that attendance is mandatory.
- (2) Costs for such training shall not come out of Professional Development Funds where the course is made mandatory.

#### OTHER ITEMS

- A9.14 Notwithstanding any of the regulations cited in Clause A9.07, instructors seeking Long Term Training for reasons of redundancy may be given top priority.

#### INSTRUCTORS' TRAINING

- A9.15 Instructors hired after December 6, 1984 will have completed, or will be required to complete six (6) weeks of full time coursework in adult education. This coursework includes as a minimum, modules in needs analysis, planning instruction, delivery techniques and evaluating learning performance. Equivalent training or a demonstrated capability in training can be accepted in lieu of the formal coursework. The Review Committee will assess the qualifications of newly hired instructors in this area and specify if any further training must be undertaken.

Newly hired instructors who require instructors' training which requires more time than the professional development time available to them in their first year, will be eligible for their first salary progression on the experience axis provided they have satisfactorily completed the first portion of instructors' training and they have performed satisfactorily.

No further progression on the experience axis will be permitted until the remaining portion of instructors' training has been satisfactorily completed.

### NOTIFICATION

New employees shall be informed in their job offer of their placement on the grid and whether they require any further training in adult education. For newly hired instructors, the Selection Board may act as the Educational Review Committee.

#### A9.16 COORDINATORS

Instructors who are required to coordinate the work of other full-time instructors, in addition to performing instructional duties in their area of specialty, will be paid a coordinator's allowance of **\$2,300** per year. Payment of the coordinator's allowance to an individual instructor will end if that instructor ceases to act as a coordinator.

#### A9.17 APPOINTMENT

New employees will be assigned to Step 1 (one):

1. For each full academic year of post secondary teaching experience, they will be given one additional step;
2. For each full two (2) year period of elementary or secondary school teaching or instruction in a NWT young offenders facility directly related to the subject which they instruct, they will be given an additional step;
3. For each full two (2) year period of work experience directly related to the subject which they instruct, they will be given one additional step.

#### NOTE:

The foregoing criteria apply without limit except for new instructors who do not have the approved course work in adult education or its equivalent. The maximum experience level at which such instructors may be appointed is Step 4 (four). New instructors who satisfactorily complete the required coursework in their first year shall have their full experience applied retroactive to their date of hire.

## APPENDIX A10

### HEALTH CARE WORKERS

All of the provisions of the Collective Agreement shall apply to the employees of Government hospitals and health care facilities except as modified by this Appendix. In any case where a provision contained in this Appendix conflicts with a provision of the Collective Agreement, the provision contained in this Appendix shall prevail.

The following Articles of the Agreement are modified:

## ARTICLE 2

### DEFINITIONS

2.01      (f)      (i)      is amended by adding the following:

Also included is prior service in Stanton Yellowknife Hospital provided a person was an employee at the Hospital on April 1, 1979.

2.01      (dd)    Rates of Pay

(i)      "Annual Rate of Pay" is that amount which is specified in the pay schedule attached to this Agreement;

(ii)     "Hourly Rate of Pay" is that amount which is arrived at by dividing the annual rate of pay by two thousand eighty (2,080) hours; or by one thousand nine hundred fifty (1,950) hours, whichever is appropriate for the employee's classification.

(iii)    "Weekly or Bi-Weekly Rate of Pay" is that amount which is arrived at by multiplying the hourly rate of pay by the regular hours worked during the respective week or two (2) week period.

2.01      (gg)    "Week" for the purposes of this Agreement shall be deemed to commence at 0000 hours on Saturday to 2400 hours on Friday for Stanton Yellowknife Hospital and 0000 hours on Sunday to 2400 hours on Saturday for the Fort Smith Health Centre.

2.04      (a)      "Graduate Nurse" means a person who has graduated from a recognized formal educational program and who has received a "Temporary Certificate of Exemption" pursuant to the Nursing Profession Act (Northwest Territories).

- (b) "Registered Nurse" means a person who is registered pursuant to the Nursing Profession Act (Northwest Territories).
- (c) "Certified Nursing Assistant" means a person who is registered pursuant to the Certified Nursing Assistants Act (Northwest Territories).
- (d) "Operating Room Technician" means a person who has successfully completed a recognized program in Operating Room technique.
- (e) "Nursing Orderly" means a person who is a graduate of a recognized program for Nursing Orderlies.

## ARTICLE 16

### DESIGNATED PAID HOLIDAYS

- 16.03 (i) When a designated paid holiday coincides with an employee's day of rest, the holiday shall be moved to another working day requested by the employee, and approved by the Employer, or if operational requirements do not permit the time off, a lieu day shall be credited to the employee for use at a later date.
- (ii) An employee scheduled to work on a designated paid holiday shall be paid at the applicable overtime rate for all hours worked from 00:01 to 24:00 on the designated holiday.

## ARTICLE 22

### HOURS OF WORK

- 22.02 Except for employees working a modified work week, employees shall be entitled to two (2) rest periods, with pay, of fifteen (15) minutes duration each, commencing on or about mid-morning and mid-afternoon, or the middle of the first half and the last half of a shift. The time of commencement of such rest periods shall be determined by the Deputy Head or the employee's immediate supervisor.

### SHIFT SCHEDULES

- 22.03(a)(ii)      (a)    Except by mutual agreement, between the Employer and the employee, when an employee's work schedule is revised without five (5) calendar days notice, the employee shall be compensated at the rate of time and one-half (1 1/2) for the first full shift worked on the new schedule. Subsequent shifts worked on the new schedule shall be paid for at the straight time rate.
- (b)    Employees shall not be required to work more than seven (7) consecutive shifts of work between days off and it shall be the intent to assign less than the maximum.

The above arrangements shall not prohibit permanent evening or night shift arrangements as may be agreed upon by the Hospital, the employees affected and the local of the Union.

## ARTICLE 24

### RESPONSIBILITY ALLOWANCE

- 24.11      (a)    When an employee is designated in charge of a ward, unit or Department on any shift in circumstances which place upon the employee responsibilities greater than those ordinarily assumed, such employees shall be paid a special hourly allowance of two dollars (\$2.00) per hour in respect of such added responsibilities.
- (b)    Relief Duties - when a nurse replaces temporarily another nurse in the position of Supervisor such nurse shall be paid a special allowance in respect of such added responsibilities at the rate of twenty dollars (\$20) per shift.
- (c)    When the Head Nurse or Unit or Department Manager is not present to co-ordinate the daily operations of the ward, unit or department, and designates an employee as in charge, the employee shall be paid a responsibility allowance of \$1.50 per hour.

## ARTICLE 32

SEVERANCE PAY

The provisions of Article 32 will apply to all employees of Stanton Yellowknife Hospital who were on strength on April 1, 1979, and for this purpose the initial appointment date of employees will be considered to be the employee's taken-on-strength date at Stanton Yellowknife Hospital prior to April 1, 1979. These employees are identified in a list provided by the Hospital to the Union dated October 16, 1979. Employees hired after April 1, 1979 will qualify from their initial appointment date as specified in the Collective Agreement.

NOTICE OF TERMINATION OR TRANSFER

A Graduate Nurse, Registered Nurse, Certified Nursing Assistant, Operating Room Technician, or Nursing Orderly resigning from the **Employer or transferring within the Public Service** shall give twenty-eight (28) calendar days notice in writing, exclusive of any vacation leave with pay due.

## A10.A

PROFESSIONAL NURSES' REGISTRATION

Upon obtaining registration, a newly graduated nurse shall be paid the rate of pay applicable to a Registered Nurse, retroactive to the date of writing of **the CNAT examination**.

Upon presentation to the *Nursing Profession Act* of the Northwest Territories, the nurse shall be paid the salary of a Registered Nurse retroactive to the date of filing a successful application for the Northwest Territories Registration with the Northwest Territories Registered Nursing Association, or the date of employment, whichever is later.

## A10.B

LAUNDRY POLICY

Special wearing apparel required by the **Employer** to be worn by employees while on duty will be provided and laundered by the **Employer** free of charge to the employee. It being understood that such special apparel shall remain the property of the **Employer**.

Uniforms and clothing purchased by the employee will not be laundered by the **Employer**. However, each employee who is required to wear a uniform shall be paid an allowance of twenty-five dollars (\$25.00) per month to assist in the purchase and cleaning of the uniforms.



## A10.C

MODIFIED WORK WEEK

The parties to this Collective Agreement, the Government of the Northwest Territories and the Union, in order to make possible the compressed work week, do hereby mutually agree to interpret all Articles of the Collective Agreement in such a manner as to take into account the effect of the extended work day and the resultant compressed work week.

A10.C1. It is recognized that the primary intent of the Modified Work Week (M.W.W.) is to provide personnel working it a compressed work period with no increased cost to the **Employer**.

A10.C2. There must be mutual agreement to implement and/or continue with the M.W.W., otherwise the contract provisions of hours of work or some other mutually agreeable variation shall be implemented.

A10.C3. Hours of Work

(1) Regular hours of work for full-time employees exclusive of meal periods shall be:

- (a) twelve (12) consecutive hours per day.
- (b) one thousand, nine hundred and fifty (1,950) hours per year.
- (c) a maximum of four (4) consecutive shifts.

(2) Regular hours shall be deemed to:

- (a) include as scheduled by the Employer, three (3) rest periods with pay totaling forty-five (45) minutes during each full working shift of twelve (12) hours; commencing on or about mid-way between starting time and the first meal break, and mid-way between the first and second meal break and mid-way between the second meal break and the end of the shift, or
- (b) include, as scheduled by the Employer, one rest period, with pay, of fifteen (15) minutes during each partial shift of four (4) hours, or two (2) rest periods, with pay, of fifteen (15) minutes during each partial shift of 7.5 hours, commencing on or about mid-way

between starting time and the meal break and mid-way between the meal break and the end of the shift.

- (c) exclude one meal period of thirty (30) minutes which shall be scheduled by the Employer in a full shift of twelve (12) hours. An employee shall be entitled to one scheduled meal period if the employee works 7.5 hours.
- (d) if an employee is recalled to duty during the employee's meal period, the employee shall be given the time not taken later in the shift.

**A10.C4. OVERTIME**

- (1) Overtime is all time required by the Employer and worked by an employee in excess of twelve (12) hours per day on twelve (12) hour shifts. Overtime worked immediately following or immediately preceding an employee's scheduled shift shall be paid at double time (2T). The Employer will designate an individual who may authorize overtime in all circumstances.
- (2) Overtime shall be paid for all authorized hours worked on scheduled days off in accordance with Article 23 - Overtime.

**A10.C5. VACATION LEAVE**

- (1) An employee working an extended work day and compressed work week shall be entitled to vacation time off equivalent to that of other employees working the 7.5 hour work day. Upon termination, vacation leave credits shall be paid out on the basis of 7.5 hour days.
- (2) Earned leave will be converted into hours owed and utilized according to the scheduled shift pattern.

**A10.C6. DESIGNATED PAID HOLIDAYS**

- (1) An employee working an extended work day and compressed work week shall be entitled to the designated paid holidays as specified in Article 16 and shall be paid for same at the employee's basic rate for 7.5 hours.

- (2) When a day designated as a holiday under Clause 16.01 coincides with an employee's day of rest, the employee shall be paid for the holiday at the employee's basic rate for 7.5 hours, or at the employee's request, the holiday shall be taken at a later date.
- (3) When an employee is required to work on a designated holiday as part of the employee's regularly scheduled hours of duty or as overtime when the employee is not scheduled to work, the employee shall be paid in addition to the pay that the employee would have been granted had the employee not worked on the holiday:
  - (a) twice (2) the employee's straight time rate for all hours worked;
  - (b) an equivalent combination of cash and a day of leave at a later date convenient to both the employee and the Employer.
- (4) An employee scheduled to work on a designated paid holiday shall be paid at the applicable overtime rate for all hours worked from 00:01 to 24:00 on the designated holiday.

**A10.C7. SICK LEAVE**

- (1) Sick leave credits shall be earned at the rate specified in Article 20 of the Agreement.
- (2) Earned leave shall be converted into hours owed and utilized according to the scheduled shift pattern.

**A10.C8. SPECIAL CLINICAL PREPARATION**

- (1) An indeterminate, term or part-time Registered Nurse with special preparation of not less than six (6) months approved by the Employer and who is employed in the special service for which he/she is qualified, will be paid an additional forty (\$40) dollars per month if he/she has utilized the course within four (4) years prior to employment.
- (2) An employee may not qualify for more than one payment under categories in the following Clauses (3), (4), and (5).

(3) CHA/CNA COURSES

An indeterminate, term or part-time Registered Nurse who has successfully completed the CHA/CNA course Nursing Unit Administration and/or Midwifery course and is employed in a capacity utilizing the course(s) will be paid an additional twenty-five dollars (\$25.00) per month.

(4) UNIVERSITY PREPARATION

An indeterminate, term or part-time employee who has passed an accredited one year university course approved by the Deputy Head and is employed in a capacity utilizing this course will receive an additional \$50 per month.

## (5) An indeterminate, term or part-time employee who has received a baccalaureate or higher degree approved by the Deputy Head will receive an additional \$100 per month.

A10.D MEDIVAC/RESCUE/SURVIVAL TRAINING AND EQUIPMENT

All personnel who may take medical rescue and evacuation flights have made available to them through paid education leave survival training and medivacuation training skills.

A10.E COMPENSATION FOR PRIOR EXPERIENCE

All health care professionals (excluding administrative support staff and cleaning staff) will be credited with a one pay level increment for each two (2) years' prior experience they have in their field to a maximum of three steps.

A10.F ANNUAL SPECIAL ALLOWANCE

- (a) The annual special allowance for Nurses in nursing positions in one-Nurse nursing stations will be \$9,000.
- (b) The annual special allowance for Nurses in nursing positions in two-Nurse nursing stations will be \$6,000, but will be increased to the rates in (a) for such temporary periods exceeding fourteen calendar days, as the stations are operating with only one Nurse due to staff shortage.
- (c) The annual special allowance for Nurses in nursing positions in three-Nurse nursing stations will be \$4,500.00 but will be increased to the rates in (a) and (b) above for such temporary periods exceeding fourteen (14) calendar days, as the stations are operating with only one or two Nurses respectively, due to staff shortage.

**A10.G****JOB RELATED COURSES**

Where the Employer requires the employee to take a job related course, the employee shall be given leave with pay to attend.

**A10.H****MEDIVAC ROSTER**

- (1) The Employer shall post a medivac sign-up sheet in a visible location accessible to staff where trained employees may sign up for medivac assignments (medical evacuations and medical escorts).
- (2) The Employer shall establish a roster of trained employees willing to perform medivac assignments.
- (3) When a medivac assignment is necessary and there is no designated medivac nurse available the Employer shall:
  - (a) first, endeavor to assign the assignment to employees on the roster who are on shift, in the order in which they appear on the roster;
  - (b) second, endeavor to assign the assignment to employees on the roster who are not on shift in the order in which they appear on the roster;
  - (c) finally, assign the assignment to employees who are not on the roster.
- (4) The Employer may pass over an employee on the roster if the employee is not qualified for the particular medivac assignment. If an employee is passed over he/she shall remain eligible for the next assignment for which he/she is qualified, and will maintain his/her place on the roster.
- (5) When an employee on the roster takes a medivac assignment this shall be noted on the roster, together with the date of the assignment. If an employee on the roster refuses an assignment this shall also be noted on the roster, and the employee will be treated, for purposes for future entitlement to assignments from the roster, as if he/she had taken the assignment.
- (6) The purpose of the medivac roster is to ensure, as far as practicable, that medivac assignments are distributed equitably amongst staff on the roster who are available for such assignments, subject only to them being qualified for the assignment.

**APPENDIX A11****AIRPORT FIREFIGHTERS**

Except as provided herein, the provisions of the Collective Agreement shall apply.

**ARTICLE 16****Designated Paid Holidays**

- (1) An employee working a sixteen (16) hour shift shall be entitled to the designated paid holidays as specified in Article 16.01.
- (2) When a day designated as a holiday under Article 16.01 coincides with an employee's day of rest the employee shall bank eight decimal four (8.4) hours as statutory leave, to be taken at a time mutually agreed between the Employer and the Employee. Consent for such leave shall not be unreasonably withheld.
- (3) Statutory leave hours shall be allotted as earned. Statutory leave hours may be advanced. Arrears may be no more than a maximum of 16 hours.
- (4) In granting banked statutory leave to an employee, the Employer shall make every reasonable effort to schedule all requests submitted by May 1 each fiscal year. Any statutory leave not applied for by December 31 may be scheduled by the Employer before the end of the fiscal year.
- (5) If an employee resigns prior to earning the advanced statutory leave hours, it shall be recovered off the final pay.
- (6) When an employee is required to work on a designated holiday as part of the employee's regularly scheduled hours of duty or as overtime when the employee is not scheduled to work, the employee shall be paid in addition to the banked statutory leave that the employee would have been granted had the employee not worked on the holiday two (2) times the employee's straight time rate for all hours worked.

**ARTICLE 22****Hours of Work****Shift Work**

22.02 Where the employee's work is scheduled by the Employer to fall outside of the standard hours of work as defined in 22.01, the following process applies:

- a) The Employer and the Union will agree before establishing new or revised shift hours for an operational unit. Such agreement will not be unreasonably withheld. The Employer shall give employees at least 14 days notice of any change.
- b) Regular hours of work for airport firefighters shall be:
- (i) Sixteen (16) consecutive hours per day.
  - (ii) Forty-two (42) hours per week averaged over a 112-day cycle.
  - (iii) Two thousand, one hundred and ninety one decimal five (2191.5) hours per year.
  - (iv) A rotation of 2 on, 2 off, 2 on, 2 off, 2 on and 6 off.
  - (v) An employee's scheduled hours of work shall not be construed as guaranteeing the employee minimum hours of work.
  - (vi) Attendance at mandatory training courses may be scheduled at 8 hours per day.
  - (vii) The Employer shall make every reasonable effort to ensure employees attending mandatory training courses receive one day of rest prior to attending such training.

Compensation for work on a designated paid holiday shall be compensated in accordance with the previous clauses: 16 (6) (a) and (b).

The following provisions of Article 16 shall not apply to airport firefighters covered by this Appendix: 16.03, 16.04, 16.05.

#### Shift Alterations

- a) Article 22.03 (d) shall not apply where an employee is required to:
- work a third weekend by reason of the rotation of 2 on, 2 off, 2 on, 2 off, 2 on, 6 off; or
  - be available for regularly scheduled shift standby and overtime associated to such standby.
- b) Article 22.03 (d) shall apply where an employee is required to work a third weekend by reason of overtime other than addressed in (a) above.
- c) Shift alterations shall be kept to a minimum.

## ARTICLE 23

Overtime

- (1) For the purposes of this Appendix, overtime is all time required by the employer and worked by an employee in excess of sixteen (16) hours per day on sixteen (16) hour shifts. Overtime worked immediately following or immediately preceding an employee's scheduled shift shall be paid at double time (2T). The employer will designate an individual who may authorize overtime in all circumstances.
- (2) Except as provided in Article 16 (6) of this Appendix, overtime shall be paid for all authorized hours worked on scheduled days off in accordance with Article 23 - Overtime.



## **APPENDIX B PAY SCHEDULES**

The rates of pay in Appendices B1-B4 reflect the annual rates of pay based on the applicable standard weekly hours.

Employees who as of April 1, 2000 are receiving transition and conversion allowances will have their rate of pay on March 31, 2000 added to the conversion and transition amounts pursuant to Appendix B, pages 151-152 of the Collective Agreement that expired on March 31, 2000 to determine the total pay. They will then be placed on the salary grid in a present incumbent only basis at the level closest to the pay level in accordance with the evaluation for their position at a step that is equal to or greater than their total rate of pay.

All employees, except casuals, shall take five days mandatory leave. Where the Employer is able to shut down its operations, this leave will be taken between December 19<sup>th</sup> and January 5<sup>th</sup> on days set by the Employer. Where the Employer is unable to shut down its operations, the leave will be scheduled in advance to be taken at a time that is mutually acceptable to the employee and the Employer.

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

Employees will have 1.92% deducted from their bi-weekly pay cheque. This amount will be used to annualize the cost of the leave on employees' pay and will only be paid to employees over the period of leave.

**APPENDIX B1**  
**HOURLY RATES OF PAY**  
**Effective April 1, 2002**

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

**APPENDIX B1**  
**HOURLY RATES OF PAY**  
**Effective April 1, 2003**

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

**APPENDIX B1**  
**HOURLY RATES OF PAY**  
**Effective April 1, 2004**

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

**APPENDIX B2**  
**ANNUAL RATES OF PAY**  
**STANDARD 37.5 WEEKLY HOURS**  
**Effective April 1, 2002**

<b>Min Pts</b>	<b>Max Pts</b>	<b>Pay Range</b>	<b>Casuals</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
92	101	1	28,899	33,986	34,847	35,728	36,628	37,567	38,525
102	112	2	30,014	35,101	36,001	36,921	37,860	38,819	39,797
113	124	3	31,286	36,373	37,293	38,232	39,210	40,208	41,226
125	137	4	32,440	37,528	38,486	39,465	40,462	41,499	42,556
138	151	5	33,751	38,839	39,817	40,834	41,871	42,928	44,024
152	166	6	34,945	40,032	41,049	42,086	43,163	44,258	45,374
167	183	7	36,236	41,323	42,380	43,456	44,552	45,687	46,841
184	201	8	37,606	42,693	43,769	44,884	46,019	47,193	48,387
202	221	9	38,936	44,024	45,139	46,293	47,467	48,680	49,913
222	243	10	40,326	45,413	46,567	47,761	48,974	50,226	51,498
244	267	11	41,773	46,861	48,054	49,267	50,519	51,811	53,122
268	293	12	47,565	52,652	54,002	55,372	56,781	58,228	59,715
294	322	13	49,639	54,726	56,115	57,544	59,011	60,518	62,063
323	354	14	51,889	56,976	58,424	59,911	61,437	63,003	64,607
355	389	15	54,159	59,246	60,752	62,298	63,883	65,507	67,170
390	427	16	56,546	61,633	63,198	64,803	66,446	68,148	69,890
428	469	17	58,991	64,079	65,703	67,385	69,107	70,868	72,668
470	515	18	61,555	66,642	68,344	70,085	71,866	73,705	75,583
516	565	19	64,196	69,283	71,044	72,864	74,723	76,620	78,577
566	620	20	66,896	71,983	73,823	75,701	77,638	79,614	81,649
621	680	21	69,772	74,860	76,777	78,734	80,749	82,803	84,916
681	746	22	72,746	77,834	79,810	81,845	83,938	86,071	88,262
747	818	23	75,799	80,886	82,940	85,053	87,225	89,456	91,745
819	897	24	78,968	84,056	86,208	88,399	90,649	92,958	95,326
898	983	25	82,255	87,343	89,573	91,862	94,210	96,617	99,082

**APPENDIX B2**  
**ANNUAL RATES OF PAY**  
**STANDARD 37.5 WEEKLY HOURS**  
**Effective April 1, 2003**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	29,916	35,004	35,884	36,804	37,743	38,702	39,680
102	112	2	31,071	36,158	37,078	38,017	38,975	39,973	40,991
113	124	3	32,362	37,449	38,408	39,386	40,384	41,402	42,458
125	137	4	33,595	38,682	39,660	40,658	41,695	42,752	43,847
138	151	5	34,906	39,993	41,010	42,047	43,123	44,219	45,334
152	166	6	36,138	41,226	42,282	43,358	44,454	45,589	46,743
167	183	7	37,469	42,556	43,632	44,747	45,882	47,056	48,250
184	201	8	38,858	43,945	45,061	46,215	47,389	48,602	49,835
202	221	9	40,247	45,334	46,489	47,663	48,876	50,128	51,400
222	243	10	41,695	46,782	47,976	49,189	50,441	51,733	53,043
244	267	11	43,182	48,269	49,502	50,754	52,046	53,376	54,726
268	293	12	49,169	54,257	55,646	57,054	58,502	59,989	61,516
294	322	13	51,302	56,389	57,818	59,285	60,792	62,337	63,922
323	354	14	53,611	58,698	60,185	61,711	63,276	64,881	66,544
355	389	15	55,920	61,007	62,553	64,137	65,781	67,464	69,185
390	427	16	58,385	63,472	65,096	66,759	68,461	70,203	71,983
428	469	17	60,929	66,016	67,698	69,420	71,181	73,001	74,860
470	515	18	63,550	68,638	70,379	72,179	74,018	75,916	77,853
516	565	19	66,270	71,357	73,177	75,036	76,953	78,910	80,925
566	620	20	69,068	74,155	76,053	77,990	79,986	82,021	84,114
621	680	21	72,022	77,110	79,086	81,101	83,175	85,288	87,460
681	746	22	75,036	80,123	82,177	84,271	86,423	88,634	90,904
747	818	23	78,225	83,312	85,445	87,617	89,847	92,136	94,484
819	897	24	81,453	86,540	88,751	91,021	93,349	95,736	98,182
898	983	25	84,897	89,984	92,273	94,621	97,028	99,513	102,056

**APPENDIX B2**  
**ANNUAL RATES OF PAY**  
**STANDARD 37.5 WEEKLY HOURS**  
**Effective April 1, 2004**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	30,973	36,060	36,980	37,919	38,878	39,856	40,873
102	112	2	32,167	37,254	38,193	39,171	40,169	41,186	42,223
113	124	3	33,517	38,604	39,582	40,580	41,617	42,673	43,750
125	137	4	34,749	39,836	40,854	41,891	42,947	44,043	45,158
138	151	5	36,119	41,206	42,243	43,319	44,415	45,550	46,704
152	166	6	37,371	42,458	43,534	44,650	45,784	46,958	48,152
167	183	7	38,760	43,847	44,963	46,098	47,271	48,465	49,698
184	201	8	40,189	45,276	46,430	47,604	48,817	50,050	51,322
202	221	9	41,617	46,704	47,898	49,111	50,363	51,635	52,946
222	243	10	43,084	48,172	49,404	50,656	51,948	53,278	54,628
244	267	11	44,610	49,698	50,969	52,261	53,591	54,961	56,370
268	293	12	50,774	55,861	57,289	58,757	60,263	61,789	63,355
294	322	13	52,946	58,033	59,520	61,046	62,592	64,196	65,840
323	354	14	55,333	60,420	61,966	63,550	65,174	66,837	68,540
355	389	15	57,739	62,826	64,431	66,074	67,757	69,479	71,259
390	427	16	60,283	65,370	67,033	68,735	70,496	72,296	74,136
428	469	17	62,866	67,953	69,694	71,475	73,294	75,173	77,090
470	515	18	65,605	70,692	72,492	74,351	76,249	78,186	80,181
516	565	19	68,422	73,509	75,388	77,305	79,281	81,297	83,371
566	620	20	71,299	76,386	78,342	80,338	82,392	84,486	86,638
621	680	21	74,312	79,399	81,434	83,508	85,640	87,832	90,082
681	746	22	77,481	82,569	84,682	86,834	89,045	91,315	93,643
747	818	23	80,690	85,777	87,969	90,219	92,528	94,895	97,321
819	897	24	84,075	89,162	91,432	93,760	96,147	98,613	101,137
898	983	25	87,597	92,684	95,052	97,478	99,963	102,506	105,128

**APPENDIX B3**  
**ANNUAL RATES OF PAY**  
**STANDARD 40 WEEKLY HOURS**  
**Effective April 1, 2002**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	30,826	36,252	37,170	38,109	39,069	40,071	41,094
102	112	2	32,015	37,442	38,402	39,382	40,384	41,407	42,450
113	124	3	33,372	38,798	39,779	40,781	41,824	42,889	43,974
125	137	4	34,603	40,029	41,052	42,096	43,160	44,266	45,393
138	151	5	36,001	41,428	42,471	43,557	44,663	45,790	46,958
152	166	6	37,275	42,701	43,786	44,892	46,040	47,209	48,398
167	183	7	38,652	44,078	45,205	46,353	47,522	48,732	49,964
184	201	8	40,113	45,539	46,687	47,877	49,087	50,339	51,613
202	221	9	41,532	46,958	48,148	49,379	50,632	51,926	53,240
222	243	10	43,014	48,440	49,672	50,945	52,239	53,574	54,931
244	267	11	44,558	49,985	51,258	52,552	53,887	55,265	56,663
268	293	12	50,736	56,162	57,602	59,063	60,566	62,110	63,696
294	322	13	52,948	58,375	59,856	61,380	62,945	64,552	66,201
323	354	14	55,348	60,775	62,319	63,905	65,533	67,203	68,914
355	389	15	57,769	63,196	64,803	66,451	68,142	69,874	71,648
390	427	16	60,315	65,742	67,411	69,123	70,876	72,692	74,549
428	469	17	62,924	68,351	70,083	71,878	73,714	75,593	77,513
470	515	18	65,658	71,085	72,900	74,758	76,657	78,619	80,622
516	565	19	68,476	73,902	75,780	77,721	79,704	81,728	83,816
566	620	20	71,356	76,782	78,744	80,748	82,814	84,922	87,092
621	680	21	74,424	79,850	81,895	83,982	86,132	88,324	90,578
681	746	22	77,596	83,022	85,130	87,301	89,534	91,809	94,146
747	818	23	80,852	86,278	88,470	90,724	93,040	95,419	97,861
819	897	24	84,233	89,659	91,955	94,292	96,693	99,155	101,681
898	983	25	87,739	93,165	95,545	97,987	100,491	103,058	105,688



**APPENDIX B3**  
**ANNUAL RATES OF PAY**  
**STANDARD 40 WEEKLY HOURS**  
**Effective April 1, 2003**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	31,911	37,337	38,276	39,257	40,259	41,282	42,325
102	112	2	33,142	38,569	39,549	40,551	41,574	42,638	43,723
113	124	3	34,520	39,946	40,969	42,012	43,077	44,162	45,289
125	137	4	35,834	41,261	42,304	43,369	44,475	45,602	46,771
138	151	5	37,233	42,659	43,744	44,850	45,998	47,167	48,357
152	166	6	38,548	43,974	45,101	46,249	47,418	48,628	49,859
167	183	7	39,967	45,393	46,541	47,731	48,941	50,193	51,466
184	201	8	41,449	46,875	48,065	49,296	50,548	51,842	53,157
202	221	9	42,930	48,357	49,588	50,840	52,134	53,470	54,827
222	243	10	44,475	49,901	51,174	52,468	53,804	55,181	56,580
244	267	11	46,061	51,487	52,802	54,138	55,515	56,934	58,375
268	293	12	52,447	57,874	59,355	60,858	62,403	63,989	65,617
294	322	13	54,722	60,149	61,672	63,237	64,844	66,493	68,184
323	354	14	57,185	62,611	64,197	65,825	67,495	69,206	70,980
355	389	15	59,648	65,074	66,723	68,413	70,166	71,961	73,798
390	427	16	62,277	67,704	69,436	71,210	73,026	74,883	76,782
428	469	17	64,990	70,417	72,212	74,048	75,927	77,867	79,850
470	515	18	67,787	73,213	75,071	76,991	78,953	80,977	83,043
516	565	19	70,688	76,114	78,055	80,038	82,083	84,170	86,320
566	620	20	73,673	79,099	81,123	83,189	85,318	87,489	89,722
621	680	21	76,824	82,250	84,358	86,508	88,720	90,974	93,291
681	746	22	80,038	85,464	87,656	89,889	92,185	94,543	96,964
747	818	23	83,440	88,866	91,141	93,458	95,837	98,279	100,783
819	897	24	86,883	92,310	94,668	97,089	99,573	102,119	104,728
898	983	25	90,557	95,983	98,425	100,929	103,496	106,147	108,860

**APPENDIX B3**  
**ANNUAL RATES OF PAY**  
**STANDARD 40 WEEKLY HOURS**  
**Effective April 1, 2004**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	33,038	38,464	39,445	40,447	41,469	42,513	43,598
102	112	2	34,311	39,737	40,739	41,783	42,847	43,932	45,038
113	124	3	35,751	41,177	42,221	43,285	44,391	45,518	46,666
125	137	4	37,066	42,492	43,577	44,684	45,811	46,979	48,169
138	151	5	38,527	43,953	45,059	46,207	47,376	48,586	49,818
152	166	6	39,862	45,289	46,437	47,626	48,837	50,089	51,362
167	183	7	41,344	46,771	47,960	49,171	50,423	51,696	53,011
184	201	8	42,868	48,294	49,525	50,778	52,072	53,386	54,743
202	221	9	44,391	49,818	51,091	52,385	53,720	55,077	56,475
222	243	10	45,957	51,383	52,698	54,033	55,411	56,830	58,270
244	267	11	47,585	53,011	54,367	55,745	57,164	58,625	60,128
268	293	12	54,159	59,585	61,109	62,674	64,281	65,909	67,578
294	322	13	56,475	61,902	63,488	65,116	66,764	68,476	70,229
323	354	14	59,022	64,448	66,097	67,787	69,519	71,293	73,109
355	389	15	61,589	67,015	68,726	70,479	72,274	74,111	76,010
390	427	16	64,302	69,728	71,502	73,318	75,196	77,116	79,078
428	469	17	67,057	72,483	74,340	76,240	78,181	80,184	82,229
470	515	18	69,978	75,405	77,325	79,308	81,332	83,398	85,527
516	565	19	72,984	78,410	80,414	82,459	84,567	86,717	88,929
566	620	20	76,052	81,478	83,565	85,694	87,885	90,118	92,414
621	680	21	79,266	84,692	86,863	89,075	91,350	93,687	96,087
681	746	22	82,647	88,073	90,327	92,623	94,981	97,402	99,886
747	818	23	86,070	91,496	93,833	96,233	98,696	101,221	103,809
819	897	24	89,680	95,106	97,527	100,011	102,557	105,187	107,879
898	983	25	93,437	98,863	101,388	103,976	106,627	109,340	112,137

**APPENDIX B4**  
**ANNUAL RATES OF PAY**  
**STANDARD 42 WEEKLY HOURS**  
**Effective April 1, 2002**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	32,367	38,064	39,029	40,015	41,023	42,075	43,149
102	112	2	33,616	39,314	40,322	41,352	42,403	43,477	44,573
113	124	3	35,040	40,738	41,768	42,820	43,916	45,033	46,173
125	137	4	36,333	42,031	43,105	44,200	45,318	46,479	47,663
138	151	5	37,802	43,499	44,595	45,734	46,896	48,079	49,306
152	166	6	39,138	44,836	45,975	47,137	48,342	49,569	50,818
167	183	7	40,585	46,282	47,466	48,671	49,898	51,169	52,462
184	201	8	42,119	47,816	49,021	50,271	51,542	52,856	54,193
202	221	9	43,609	49,306	50,555	51,848	53,163	54,522	55,902
222	243	10	45,165	50,862	52,155	53,492	54,851	56,253	57,677
244	267	11	46,786	52,484	53,821	55,179	56,582	58,028	59,496
268	293	12	53,273	58,970	60,482	62,016	63,594	65,216	66,881
294	322	13	55,596	61,293	62,849	64,449	66,092	67,780	69,511
323	354	14	58,116	63,813	65,435	67,100	68,810	70,563	72,360
355	389	15	60,658	66,355	68,043	69,774	71,549	73,368	75,230
390	427	16	63,331	69,029	70,782	72,579	74,420	76,326	78,277
428	469	17	66,070	71,768	73,587	75,472	77,400	79,372	81,388
470	515	18	68,941	74,639	76,545	78,496	80,490	82,550	84,653
516	565	19	71,900	77,597	79,569	81,607	83,689	85,815	88,006
566	620	20	74,924	80,621	82,681	84,785	86,954	89,168	91,447
621	680	21	78,145	83,843	85,990	88,182	90,439	92,740	95,106
681	746	22	81,476	87,174	89,387	91,666	94,011	96,399	98,854
747	818	23	84,895	90,592	92,893	95,260	97,692	100,190	102,754
819	897	24	88,445	94,142	96,553	99,007	101,527	104,113	106,765
898	983	25	92,126	97,824	100,322	102,886	105,516	108,211	110,972

**APPENDIX B4**  
**ANNUAL RATES OF PAY**  
**STANDARD 42 WEEKLY HOURS**  
**Effective April 1, 2003**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	33,506	39,204	40,190	41,220	42,272	43,346	44,441
102	112	2	34,799	40,497	41,527	42,579	43,653	44,770	45,910
113	124	3	36,246	41,943	43,017	44,113	45,230	46,370	47,553
125	137	4	37,626	43,324	44,420	45,537	46,699	47,882	49,109
138	151	5	39,094	44,792	45,932	47,093	48,298	49,525	50,775
152	166	6	40,475	46,173	47,356	48,561	49,788	51,059	52,352
167	183	7	41,965	47,663	48,868	50,117	51,388	52,703	54,040
184	201	8	43,521	49,219	50,468	51,761	53,076	54,434	55,815
202	221	9	45,077	50,775	52,067	53,382	54,741	56,143	57,568
222	243	10	46,699	52,396	53,733	55,092	56,494	57,940	59,409
244	267	11	48,364	54,062	55,442	56,845	58,291	59,781	61,293
268	293	12	55,070	60,767	62,323	63,901	65,523	67,188	68,897
294	322	13	57,458	63,156	64,756	66,399	68,087	69,818	71,593
323	354	14	60,044	65,742	67,407	69,117	70,870	72,667	74,529
355	389	15	62,630	68,328	70,059	71,834	73,675	75,559	77,488
390	427	16	65,391	71,089	72,908	74,770	76,677	78,627	80,621
428	469	17	68,240	73,938	75,822	77,751	79,723	81,761	83,843
470	515	18	71,176	76,874	78,824	80,840	82,900	85,026	87,195
516	565	19	74,222	79,920	81,958	84,040	86,187	88,379	90,636
566	620	20	77,356	83,054	85,179	87,349	89,584	91,863	94,208
621	680	21	80,665	86,363	88,576	90,833	93,156	95,523	97,955
681	746	22	84,040	89,738	92,038	94,383	96,794	99,270	101,812
747	818	23	87,612	93,309	95,698	98,131	100,629	103,193	105,822
819	897	24	91,228	96,925	99,402	101,944	104,551	107,225	109,964
898	983	25	95,085	100,782	103,346	105,976	108,671	111,454	114,303

**APPENDIX B4**  
**ANNUAL RATES OF PAY**  
**STANDARD 42 WEEKLY HOURS**  
**Effective April 1, 2004**

Min Pts	Max Pts	Pay Range	Casuals	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
92	101	1	34,690	40,387	41,417	42,469	43,543	44,639	45,778
102	112	2	36,026	41,724	42,776	43,872	44,989	46,129	47,290
113	124	3	37,539	43,236	44,332	45,449	46,611	47,794	49,000
125	137	4	38,919	44,617	45,756	46,918	48,101	49,328	50,577
138	151	5	40,453	46,151	47,312	48,517	49,745	51,016	52,309
152	166	6	41,856	47,553	48,758	50,008	51,279	52,593	53,930
167	183	7	43,411	49,109	50,358	51,629	52,944	54,281	55,661
184	201	8	45,011	50,709	52,002	53,317	54,675	56,056	57,480
202	221	9	46,611	52,309	53,645	55,004	56,406	57,831	59,299
222	243	10	48,254	53,952	55,333	56,735	58,181	59,672	61,184
244	267	11	49,964	55,661	57,086	58,532	60,022	61,556	63,134
268	293	12	56,867	62,564	64,164	65,808	67,495	69,204	70,957
294	322	13	59,299	64,997	66,662	68,371	70,103	71,900	73,740
323	354	14	61,973	67,670	69,401	71,176	72,995	74,858	76,764
355	389	15	64,668	70,366	72,163	74,003	75,888	77,816	79,811
390	427	16	67,517	73,214	75,077	76,984	78,956	80,972	83,032
428	469	17	70,409	76,107	78,057	80,052	82,090	84,193	86,341
470	515	18	73,477	79,175	81,191	83,273	85,399	87,568	89,803
516	565	19	76,633	82,331	84,434	86,582	88,795	91,052	93,375
566	620	20	79,854	85,552	87,743	89,979	92,280	94,624	97,035
621	680	21	83,229	88,927	91,206	93,529	95,917	98,372	100,892
681	746	22	86,779	92,477	94,843	97,254	99,730	102,272	104,880
747	818	23	90,373	96,071	98,525	101,045	103,631	106,283	109,000
819	897	24	94,164	99,862	102,404	105,012	107,685	110,446	113,273
898	983	25	98,109	103,806	106,458	109,175	111,958	114,807	117,744



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

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

GUIDE CHART FOR EVALUATING  
KNOW-HOW

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

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

<div><div>% PS</div><div>↓</div></div>	TO FIND PROBLEM SOLVING POINTS, READ OFF WHERE KNOW-HOW SCORE AND PROBLEM SOLVING % INTERSECT																												<div><div>% PS</div><div>↓</div></div>															
	<div><div>←</div><div>Know-How Points</div><div>→</div></div> <div>38435057667687100115132152175200230264304350400460528608700800920105612161400</div>																																											
87%	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	87%															
76%	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	76%														
66%	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	66%													
57%	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	57%												
50%	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	50%											
43%	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	43%										
38%	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	38%									
33%	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	33%								
29%	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	29%							
25%	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	25%						
22%	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	22%					
19%	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	19%				
16%	6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	16%			
14%	5	6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	14%		
12%	4	5	6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	12%	
10%	3	4	5	6	7	8	9	10	12	14	16	19	22	25	29	33	38	43	50	57	66	76	87	100	115	132	152	175	200	230	264	304	350	400	460	528	608	700	800	920	1056	1216	1400	10%
115132152175200230264304350400460528608700800920105612161400																																												

MOST LIKELY

LESS LIKELY

UNLIKELY



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

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

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

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

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

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

GUIDE CHART FOR EVALUATING  
PROBLEM SOLVING

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



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

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

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

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



GUIDE CHART FOR EVALUATING  
**ACCOUNTABILITY**

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

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

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

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

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

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



GENERAL:

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

GUIDE CHART FOR EVALUATING  
WORKING CONDITIONS

- **Physical Demands:** This factor measures frequency and duration, or any *combination*, of the physical effort required by the job.  
  
*Examples* of these activities include: lifting, carrying or moving material, people or objects, stretching, pulling, pushing, climbing, walking, sitting, standing, and/or working in awkward positions, or other unusual circumstances.
- • **Environmental Conditions:** This factor measures the frequency and duration of exposure to adverse environmental conditions that cannot be controlled by the employee or the GNWT.  
  
*Examples* of these include: toxic or unpleasant fumes, extremes of temperature, loud noise, vibration, dirt, dust, and unavoidable exposure to hazardous substances, equipment, and/or situations, infections, diseases, inclement weather, disruptions caused by work schedules and travel requirements.
- • • **Sensory Demands:** This factor measures the frequency and duration of sensory demands required by the job.  
  
*Examples* include: the requirement for coordination, agility and dexterity of the senses, spatial acuity, judgments through senses of touch, smell, sight, sound, speed and accuracy.
- • • • **Mental Demands:** This factor measures the frequency and duration of the mental demand required by the job.  
  
*Examples* of such factors include: periods of concentration, attention to detail, dealing with unknown factors, monotonous aspects of work, interruptions, distractions or confusing influences, uncontrolled workflow and overlapping demand, exposure to emotionally disturbing experiences.

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

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

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

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

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES (GNWT)**  
**AND**  
**THE UNION OF NORTHERN WORKERS (UNW)**

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The parties agree that where the Employer reduces the hours of work of an occupied position, the employee shall be laid off in accordance with the lay-off provisions under Article 33 of the Collective Agreement. The employee may agree to accept the reduction in hours of work at any time during the three month notice period as set out in Article 33.02(a). Where the employee agrees to accept the reduction in hours of work the employee ceases to be on lay-off status and the reduction in hours of work shall take place no earlier than the end of the three month lay-off notice period.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE**  
**UNION OF NORTHERN WORKERS**  
**AND**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

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The Employer and the Union agree to form a joint committee. The Committee will consist of two representatives for the Employer and two representatives for the Union.

The Committee shall meet within 90 calendar days of ratification of this Collective Agreement.

The Committee shall be mandated to:

- (a) determine the Federal Treasury Board's requirements for early retirement;
- (b) review the working conditions and other factors for specific groups of employees to determine whether these groups may qualify under the Treasury Board requirements; and
- (c) report, not later than April 1, 2003, to the President of the Union of Northern Workers and the Secretary of the Financial Management Board.

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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*Within 90 days of ratification the parties agree to strike a committee consisting of three Union representatives and three Employer representatives. This Committee will meet as needed to:*

- **Examine and discuss the components of the Northern Allowance;**
- **Determine if modifications to the components are required to ensure the Northern Allowance continues to effectively compensate for cost of living differences and equalize buying power among NWT communities; and**
- **Prepare recommendations for changes to the Northern Allowance if necessary, to establish a process whereby the community rates can be altered on a scheduled basis in accordance with a set formula/methodology based on objective, equitable and statistically quantifiable criteria.**

**The Committee will provide a report to the Secretary of the FMB and the President of the UNW by December 15, 2004.**

**Notwithstanding the above, there will be no change to the rates contained in the Collective Agreement during the life of the contract.**

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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The Employer and the Union agree to form a joint committee comprised of two representatives for the Union and two representatives for the Employer.

The Committee shall begin meeting within 90 days of the ratification of this Collective Agreement.

The Committee shall develop and reach agreement on a mechanism for the periodic review and adjustment of the rates set out in Article 45 for recommendation to the Secretary of the FMB and the President of the UNW.

When the mechanism has been agreed to, all references to having the rates specified in Article 45 changed as the federal rates change will be deleted.

The Committee will provide a report to the Secretary of the FMB and the President of the UNW by April 1, 2004.

**JOB SHARE****MEMORANDUM OF AGREEMENT**

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The parties agree as follows:

1. Job sharing is a voluntary arrangement between the Employer and two employees of Government hospitals and health care facilities, by which two employees agree to share the responsibilities and tasks of a full-time job in such a manner that each attends in the position for separate periods of time.
2. The terms and conditions governing job share arrangements will be as agreed to by the Union and the Employer.
3. The terms and conditions of job sharing arrangements agreed to by the parties form part of the Collective Agreement.
4. The terms and conditions of the Collective Agreement apply to the employees participating in a job sharing arrangement except as modified in this Memorandum.

**COLLECTIVE AGREEMENT****2. DEFINITIONS. Add:**

- (a) "Job Share Employee Extended": An indeterminate employee who has entered into a voluntary arrangement in which two employees share one full-time indeterminate job in such a manner that each attends in the position for separate extended periods of time of three months or more. Such employees shall be treated for the purpose of receipt of benefits as seasonal employees.
- (b) "Job Share Employee Part-time": An indeterminate employee who has entered into a voluntary arrangement in which two employees share a full-time indeterminate job in such a manner that each attends in the position in any form of rotation of up to two weeks on and two weeks off; such employees shall be treated for the purpose of receipt of benefits as part-time employees.



- (c) The breaks between each period of job share service shall not interrupt the accumulation of "Continuous Employment" and "Continuous Service" with the Government of the Northwest Territories **however shall not be included in the calculation of "Continuous Employment" and "Continuous Service"**.

#### 18. VACATION LEAVE

- (a) In lieu of vacation leave a "job share employee extended" shall be entitled to vacation pay at 6%, 8%, 10% or 12% of his/her earnings in accordance with accumulated length of service every pay period.
- (b) "Job share employee part-time" shall earn vacation leave in accordance with hours worked.

#### 32. SEVERANCE PAY

Job share employees shall be entitled to severance pay after completion of four (4) years accumulated continuous service. One (1) year service is one thousand nine hundred fifty (1950) regular hours of active work including authorized leave.

#### 42/43 INCOMING AND ULTIMATE REMOVAL ASSISTANCE

Job share employees shall be entitled to Articles 42 and 43 of the Collective Agreement except that where an employee receives assistance to return to the point of hire and back to the community of employment after each rotation the following will apply:

- (a) 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 five hundred pounds (500 lbs.) of luggage for the employee and each dependant will be provided for each rotation.
- (b) For the purpose of this clause only, a rotation is considered to be the move to the place of employment and the move from the place of employment before and after each period of job share service.

### APPENDIX A10

#### C8 CLINICAL PREPARATION

Add job share employee.

**F** ANNUAL SPECIAL ALLOWANCE

Shall be pro-rated in accordance with the hours worked including authorized leave.

NEW CLAUSES

TERMINATION:

If an employee is unable to report to duty for his/her rotation for whatever reason it shall be the responsibility of the other employee to cover for a maximum of one month.

The Employer shall find a replacement for the remainder of the rotation.

If one of the employees terminates participation, there shall be a one month period in which to find a replacement before the job share arrangement is terminated. During this period the Employer shall make reasonable efforts to fill the vacant rotation. Failing this the job share arrangement is deemed to be terminated and the shared position must revert to a full-time indeterminate position, with the remaining employee having the option to assume that position full-time.

An employee who wishes to terminate participation must give one (1) month notice of resignation from the Public Service.

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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**Employee Travel Accident Insurance**

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

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

The term "on the business of the insured" means any trip on assignment by or with the authorization of the Employer for the purpose of furthering the business of the Employer. At no cost to the employees this policy provides:

1. **Accidental Death and Dismemberment**
  - \$200,000.00 Principal Sum
2. **Weekly Indemnity**

The lesser of:

  - (a) \$250.00; or
  - (b) 70% of the employee's normal weekly earnings, or
  - (c) 100% of the employee's normal weekly earnings reduced by the amount of any weekly benefit which is payable to the employee by the Workers' Compensation Board, or any other government agency in respect of the employee's disability. In no case shall the weekly income benefit be less than \$100.
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:

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

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

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

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE UNION OF NORTHERN WORKERS**  
**AND**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

---

**19.09 - SPECIAL LEAVE FOR CORRECTIONAL OFFICERS  
AND CHILD CARE EMPLOYEES**

It is understood that the following is to provide for the interpretation and administration of Article 19.09 as it applies to Corrections Officers and Child Care Workers.

Except as provided herein the provisions of the Collective Agreement shall apply.

The parties to the Collective Agreement recognize that by allowing an employee to use four (4) special leave days at a time specified by the affected employee, Article 19.09 will provide for a degree of relief from stress caused by shiftwork and standby. Hereinafter this leave is referred to as discretionary leave. It is also recognized that the Employer must continue to be able to operate efficiently. The intent of this Letter of Understanding shall be to maintain the ability of the employee to utilize the four (4) days off provided for in Article 19.09 while ensuring that the Employer is enabled to operate efficiently.

1. Unless a shorter period of time is approved by the Employer, the use of discretionary leave under Article 19.09 will only be permitted when the employee provides forty-eight (48) hours notice.
2. Unless otherwise approved by the Employer, only one employee per shift, per squad, will be permitted to use discretionary leave at any one time.
3. Except for the reasons specified in 1. and 2. above, discretionary leave in accordance with Article 19.09 will be granted when requested by the employee.
4. With the concurrence of the Employer, in circumstances where an employee feels that he is unable to effectively continue to work due to an adverse situation occurring during working hours, the employee will receive leave with pay for the remainder of that shift. Said leave shall not be charged against any leave credits.

This Letter of Understanding is enforceable under Article 37 of the Collective Agreement between the Chairman of the Financial Management Board for the Government of the Northwest Territories and the Union of Northern Workers.

**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**THE UNION OF NORTHERN WORKERS AND**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**HOURS OF WORK OF CORRECTIONS SECURITY SHIFT WORKERS**

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It is understood that the following is to provide for the administration of Appendix A2 as it applies to Corrections Security Shift Workers (Corrections Officers, Corrections Supervisors, Youth Officers, Senior Youth Officers and Corrections Service Workers).

Except as provided herein the provisions of the Collective Agreement shall apply.

**A2.01    DESIGNATED PAID HOLIDAYS**

The parties recognize that the shift schedule in A2.03 of this Letter of Understanding provides time off work in place of Article 16 entitlement to Designated Paid Holidays.

**A2.03    (a)    HOURS OF WORK**

Hours of duty shall be scheduled so that the employees work a shift rotation based on seven (7) regular days "on", three (3) regular days "off" and seven (7) regular days "on", four (4) regular days "off".

The weekly scheduled hours of work of Corrections Security Shift Workers shall be 37.5.

The hourly rates of pay of Corrections Security Shift Workers will be based on the above.

The shift rotation for a particular facility may be changed through mutual agreement between the employees and the Employer if the majority (fifty percent plus one) of employees are in agreement, provided that the annual hours of work, including periodic days off, do not exceed 1946.7 hours.

- (b) Corrections Security Shift Workers shall on a daily basis, work eight (8) hours inclusive of a paid meal period of one-half (1/2) hour, and on a weekly basis, work (40) hours inclusive of paid meal periods.

- (c) In order to compensate for the reduced work week as specified in A2.03 (b) above, Corrections Security Shift Workers will earn periodic days off at the rate of one (1) day off with pay following each fifteen (15) days worked, for a total of sixteen (16) days per year;
- (d) Each year employees will be granted periodic days off in blocks of either seven (7) or four (4) days according to the request of the employee. To ensure that all periodic days are used before the end of the fiscal year, any remaining days of less than four (4) days shall be permitted. It is understood that when taking blocks of seven (7) days, it will be an entire shift of seven (7) consecutive days.
- (e) When more than one (1) employee requests time off with pay for these purposes and for operational reasons not all employees are granted the leave, length of service with the Employer shall be the sole deciding factor.
- (f) When one employee(s) applies for vacation leave and another employee(s) applies for periodic days off, the request of the employee applying for vacation leave shall receive first preference.
- (g) Subject to operational requirements, the Employer agrees that except as provided above nothing will prohibit an employee from requesting and receiving a period of leave with pay comprising any combination of vacation leave and/or lieu time and/or periodic days.
- (h) In order that a block of periodic leave be approved employees should make the request thirty (30) days in advance. Periods of one (1) day will require forty-eight (48) hours of notice.
- (i) Periodic days off which have been earned but not used shall be paid out at the end of each fiscal year at the straight time rate. In addition, employees who have applied for and have been denied a period of periodic leave requested, shall be compensated in accordance with Article 23 of the Collective Agreement, except for a denial caused by the application of (e) and/or (f).
- (j) When an employee is required to work on his periodic day off, he shall receive his regular pay plus overtime compensation in accordance with Article 23 of the Collective Agreement, these days shall be counted in the calculation of determining the second and subsequent days of rest.



- (k) The periodic day off referred to in (c) above shall be pro-rated based on the number of days worked in proportion to fifteen (15) or thirty-one (31) as the case may be. These days off, including fractional entitlements calculated as a minimum of one (1) hour, shall be paid out in cash upon termination of employment.
- (l) Casual employees will not earn periodic days but will receive overtime payment for hours in excess or outside of the regularly scheduled hours of work, and hours in excess of the regular weekly hours of 37.50 hours per week.

**MEMORANDUM OF UNDERSTANDING****BETWEEN****THE UNION OF NORTHERN WORKERS****AND****THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

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The Parties agree that only employees who are employed as seasonal and casual Highway Maintenance Workers at the Peel River Ferry, and full-time indeterminate Highway Patrol Officers and Senior Highway Transport Officers in the Department of Transportation will be on a trial shift work basis for a one (1) year period from the date of signing of this Memorandum of Understanding. The parties agree that a joint Union/Management review committee shall be established to review the application and effectiveness of this provision. The trial period may be extended by mutual consent.

The parties agree that employees mentioned above who are required to work on a Saturday or Sunday shall be paid a weekend premium of \$0.75 per hour for each hour worked.

**MEMORANDUM OF UNDERSTANDING****BETWEEN****THE UNION OF NORTHERN WORKERS****AND****THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

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The parties agree that the following employees in the Department of Resources, Wildlife and Economic Development shall be scheduled shift work:

- Parks employees
- Visitor Centre employees
- Forest Fire Management employees

The parties further agree that Articles 22.02 to 22.06 and 27 shall apply to these employees for the period of May 1 to September 30 of each year and Article 22.01 shall apply for the remainder of the year.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNION OF NORTHERN WORKERS**  
**AND**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

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In agreeing to delete or alter certain provisions of the Collective Agreement, the parties agree that Article 14.06 and the Memorandum of Understanding entitled "Exclusions from the Bargaining Unit U.N.W." were rendered null and void and definitions 2.01(d) and 2.01 (o)(v) to (xi) were altered by the recent amendments to the *Public Service Act*.

The parties agree that within six (6) months of the signing of this Collective Agreement, they will meet in the same manner as if Article 5.02 continued to apply to the facts outlined in the first sentence and:

- (i) negotiate appropriate substitutes;
- (ii) work out an arrangement for monitoring exclusions to ensure that the exclusion provisions under the *Public Service Act* are applied in a reasonable manner.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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The parties agree that during the term of this Collective Agreement, a joint Union/Employer Committee shall be established to develop and reach agreement on policies and procedures with respect to the prevention of violence to employees, the management of violent situations and the provision of counseling and support to employees.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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The parties recognize that child care can be a significant issue for employees.

It is in the interests of both parties to reduce as many barriers to employment as possible. Insufficient child care facilities create an employment barrier. The full effect of this barrier on employment with the GNWT needs to be assessed in each community in order to determine the most effective and efficient solutions. The parties agree to engage in a joint study of this issue. The Government will provide funding, to a maximum of \$50,000, in the fiscal year 2000/01 for a joint union/management study. This study will be completed by March 31, 2001 and any actions or recommendations flowing from the study to improve or create child care facilities must:

- Support child care facilities in communities in the north;
- Look at creative ways of enhancing child care, taking into consideration the differing needs in communities in the north;
- Support the development of a northern workforce; and
- Support quality, affordable and accessible child care.

The parties agree to meet to initiate discussions on this joint study within 30 days of the signing of the Collective Agreement.

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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The parties agree that the Hay Job Evaluation guide charts when used in conjunction with benchmark positions either set out in the Job Evaluation Manual or to be included therein, must be such as to provide for gender neutral job evaluations. The parties also agree that the job evaluation appeal process under Article 36 of the Collective Agreement has been devised to provide a joint and independent process for ensuring that each individual job evaluation result is gender-neutral.

Therefore, the parties agree to the following process:

- (1) The Deputy Head shall, at the end of each month, refer all appeals that have been received in the applicable month to a Job Evaluation Appeal Board under Article 36.04(1).
- (2) The Job Evaluation Appeal Board shall group positions under appeal that may be the same or similar and select one or a small sample of positions to determine whether the evaluations are proper. If a unanimous evaluation decision is not reached, the selected position(s) shall be referred to the Job Evaluation Review Board for a majority evaluation decision.
- (3) The Deputy Head shall implement the evaluation decision in (2) above for the selected position(s). The Deputy Head shall also forward the evaluation decision from (2) above along with all the other positions under appeal in (2) above to the appropriate Departmental Job Evaluation Committee. The Departmental Job Evaluation Committee shall examine the evaluations for all the other positions under appeal taking into account the evaluation decision in 2 above. The Job Evaluation Committee shall also examine the evaluations for other positions that might be impacted by the evaluation decision in (2) above. The Job Evaluation Committee shall forward the results of its examination of the job evaluations for the other positions under appeal and other impacted positions to the applicable immediate supervisor.

- (4) The Immediate Supervisor or a representative of management who is knowledgeable in the Job Evaluation System shall discuss the evaluation results from (3) above with the employee. The employee has the right to accept the results, or, in the case of a position already under appeal, ask that the appeal be pursued under Article 36.04 and, in the case of an impacted position, appeal the evaluation decision. If accepted, the results will be implemented in the same manner as the decision(s) in (2) above were implemented. If the results are not accepted, the original appeal or a new appeal as applicable will be decided under Article 36.04.

The parties further agree to compile and update an addendum to the Job Evaluation Manual that contains all the decisions with respect to job evaluation appeals. The addendum shall contain the job description, organization chart, the job evaluation string results and rationale for each appeal decision. The addendum shall become an additional tool to assist the Departmental Job Evaluation Committees with the evaluation of positions and the Job Evaluation Appeal and Review Boards in deciding future appeals under Article 36.04.



**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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Where the Employer identifies the need to pay a Labour Market Supplement to deal with recruitment and retention problems resulting from unusual labour market shortages, the Employer will continue the past practice of meeting with the Union to negotiate the terms of the Labour Market Supplement.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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The Employer and the Union agree that some provisions in the following Bridging Agreements may continue to apply to employees who transferred from the Federal Government under the terms of the applicable Bridging Agreement.

Baffin Transfer – Phase 1	October	8, 1982
Baffin Transfer – Phase 2	December	16, 1986
Federal Government Employees of Health and Welfare Canada	January	28, 1988
Arctic Airports B & C	February	12, 1990
Arctic Airports A	April	11, 1995
Human Resource Development Canada	December	17, 1997

The Employer agrees to provide affected employees with a replacement copy of the applicable Bridging Agreement upon request.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNION OF NORTHERN WORKERS**  
**AND**  
**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

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The Employer and the Union acknowledge that casual employees are being used differently in different situations and in different departments.

The Employer and the Union agree to form a Joint Committee comprised of three representatives of the Union and three representatives of the Employer. This Joint Committee will meet, within 60 days following the date of the signing of this Collective Agreement, to review the Employer's practices with respect to recruitment, retention and usage of casual employees by the Employer. This will include consideration of:

- (i) the use and definitions of different situations where casual employees are used;
- (ii) the extension of casual employment;
- (iii) conversion of casual employees into term employees;
- (iv) casual employment bypassing the competition process;
- (v) use of casuals rather than hiring indeterminate employees.

This Joint Committee will make recommendations for approval by the Union and the Employer. Upon approval, the recommendations will be included in a Memorandum of Understanding or in the Employer's casual employment policy.

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE UNION OF NORTHERN WORKERS**  
**AND**

**THE GOVERNMENT OF THE NORTHWEST TERRITORIES**

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The Employer and the Union agree to create a four person Committee composed of two representatives for the Union and two representatives for the Employer. The Committee shall meet within 90 days of ratification of this Collective Agreement. The Committee shall be mandated to:

- (a) examine issues surrounding publications and authorship by employees;
- (b) identify issues;
- (c) explore options to address the issues; and
- (d) recommend options for a policy framework if deemed necessary.

The Committee shall report as necessary to the Secretary of the Financial Management Board and the President of the Union of Northern Workers. The Committee shall make its final report not later than April 1, 2003.

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**THE**

**GOVERNMENT OF THE NORTHWEST TERRITORIES**

**AND**

**THE UNION OF NORTHERN WORKERS**

The parties agree that for the term of this Collective Agreement this Memorandum will apply, on a trial basis, to trainees employed by the Employer.

1. The provisions of this Memorandum shall apply to trainees supported by the Public Service Career Training Program and trainees with a comprehensive training plan.
2. Comprehensive training plans must include:
  - Specific identified learning objectives;
  - Learning activities appropriate for the development of identified learning objectives;
  - A time frame for the development of the specified learning objectives; and
  - Evaluation to substantiate successful accomplishment of the specific learning objectives.
3. Trainees' rates of pay will be based on a percentage of step one of the appropriate pay rate as follows:

**Three Year Training Program**

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

**Two Year Training Program**

Year 1	75%
Year 2	80%

**One year Training Program**

**Year 1        80%**

- 4.    The Union shall approve all training plans, and their approval shall not be unreasonably withheld.**

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE**  
**GOVERNMENT OF THE NORTHWEST TERRITORIES**  
**AND**  
**THE UNION OF NORTHERN WORKERS**

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The parties agree that for the term of this Collective Agreement, and for employees covered by Appendix A11, notwithstanding Article 16(1) of Appendix A11, when a day designated as a holiday under Article 16.01 coincides with an employee's day of rest the employee shall bank sixteen (16) hours as statutory leave, to be taken at a time mutually agreed between the Employer and the Employee. Consent for such leave shall not be unreasonably withheld.

This Memorandum shall expire March 31, 2005.



Northwest  
Territories Financial Management Board Secretariat

JAN 06 1999

Ms. Jackie Simpson  
President  
Union of Northern Workers  
SUITE 200 5112 nd STREET  
YELLOWKNIFE, NT X1A 1T6

Dear Ms. Simpson:

**1989/99 Collective Bargaining**

I am replying to your letter of January 5, 1999.

We would be pleased to provide you with five more complete copies of the Job Evaluation Manual. Copies are being made and will be delivered to your office as soon as the work is completed.

You already have a complete copy of the Job Evaluation Manual. Our records show that we provided you a complete copy in March of 1998. However, we did not keep a replica on our bargaining file and it was not until December 12, 1998 that we were informed that the benchmark job descriptions may not have been received. We have kept an exact replica of the complete Job Evaluation Manual that was provided to Mr. Chris Jones during collective bargaining at 2:00pm on December 13, 1998.

In your letter you made reference to accompanying rationales. It was not our intention to include rationales in the Job Evaluation Manual for benchmark positions. An interdepartmental Job Evaluation Committee selected the benchmark positions. The criteria for benchmark positions were that: (1) Positions be clearly described and well understood, (2) Positions be the same as or similar to other positions within the organization, and (3) There be a clear consensus on the evaluation result for each selected position. We have done some preliminary work in developing a possible executive summary or "rationale" for each benchmark position for use on HR Expert for quick reference and audit review purposes. However, it was not our intention to include these in the Manual. We want to ensure that the Departmental Job Evaluation Committees make their evaluation decisions based on a thorough understanding of the benchmark job description rather than rely on an executive summary.

.../2

Government of the Northwest Territories, Yellowknife, NT Canada X1A 2L9





-2-

In your letter you mentioned that you need to examine the evaluation results for benchmark positions before you can agree that the results are gender-neutral. You were given all the information that the GNWT advisors used in their analysis. You had access to job evaluation specialists with PSAC to do the analysis and you had access to your members to verify job content. You had access to this office to obtain additional information and to clarify any of the information that we had provided. We even offered a process for a joint review of the benchmark positions that you accepted but later decided not to attend. We were very surprised to find out during mediation that your Job Evaluation and legal advisors had not provided you with any analysis of this information. Indeed, it was evident during mediation that your Job Evaluation Advisor had not so much as examined the Job Evaluation Manual that you had forwarded to him in March of 1998.

In Mediation, rather than dwell on why you had not arranged for your own analysis of the Job Evaluation Manual and job evaluation results, we focused on trying to find contract language that would enable us to conclude a collective agreement that we could recommend to our principals for ratification. The contract language that we had proposed for Article 36 and the Job Evaluation Review Memorandum which was amended by the Mediator provides a process for resolving any disputes that may arise concerning any job evaluation result including the results for benchmark positions. The proposed contract language provides the ability for the parties to add new benchmark positions to the Job Evaluation Manual.

We would hope that it is the union's intention to do its own comprehensive analysis of the information provided to satisfy itself that the job evaluation results for benchmark positions are gender neutral. The proposed contract language provides a process for the union and employees to select any position including any benchmark position where there may be concerns warranting a joint and, if necessary, an independent and binding review. The proposed contract language provides flexibility for the parties to agree that all benchmark evaluations submitted for an independent review be decided by the same independent person or even by the same Board members.

.../3

-3-

The types of issues you raised appear to be administrative and can be dealt with during the term of the Collective Agreement either by the parties or by the joint review and independent review boards. I hereby give you our assurance that the GNWT will not oppose any request by the UNW for a joint and independent review of any benchmark position.

It is now up to the UNW to decide whether to also accept the Mediator's recommendation and submit the proposed Collective Agreement to employees for ratification.

A handwritten signature in black ink, appearing to read 'Herb Hunt', with a long horizontal line extending to the right.

Herb Hunt  
Director, Equal Pay and Negotiations

c. Doug Workman

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