

Managers' Handbook

Government of the
Northwest Territories
June 2002



INTRODUCTION

The purpose of the Managers' Handbook is to describe the terms and conditions of your employment as a Manager with the Government of the Northwest Territories.

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

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

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

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

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DEFINITIONS

Continuous Service

Uninterrupted employment:

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

Dependant

Any person living with you who is:

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

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

Employer

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

Lay-Off

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

Manager

The Public Service Regulations define Manager as an employee responsible for planning, organizing, coordinating, directing and controlling the use of persons, material and money.

Professional

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

Professional Association

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

OATH OF OFFICE AND SECRECY

You must take the following oath:

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

OR

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

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

SMOKE FREE ENVIRONMENT

A smoke free environment is provided.

USE OF ELECTRONIC MAIL AND THE INTERNET

You must sign the following agreement:

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

DATED this __ day of __, 20__.

Signature of Employee

AFFIRMATIVE ACTION

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

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

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

For these purposes management jobs are positions responsible for planning, organizing, coordinating, directing, and controlling the activities of programs or services generally through subordinate supervisors, where all the positions in a classification group and level meet this definition as determined by Financial Management Board Secretariat. Non-traditional jobs are those where more than 70% of the employees are male and there are ten or more incumbents in the classification group or sub-group as determined by Financial Management Board Secretariat.

For all other jobs, the priorities are:

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

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

DISCRIMINATION/HARASSMENT

The Government is committed to providing a workplace free of discrimination, harassment, interference, restriction or coercion with respect to race, creed, colour, sex, marital status, nationality, ancestry, place of origin, disability, age, family or pardoned convictions.

A discriminatory employment practice is one in which an employer:

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

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

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

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

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

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

PROBATION

Your probationary period begins on the effective date of employment into your position and lasts:

- six months if you are transferred or promoted to another position in the public service; or
- one year if you are hired from outside the Government.

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

Your Deputy Head may reduce, extend or waive the probationary period.

SALARY

The responsibilities of your job are set out in a position description approved by your Deputy Head. You sign the position description to indicate that it is an accurate description of the position you occupy.

Your position description is evaluated by a committee against several criteria set out in the Senior Management Job Evaluation Plan. This evaluation determines the salary of the job. Your position is assigned to one of the pay bands on the chart on page 6.

Your salary placement in your band depends on your experience and performance. If you are new in your position, your salary will be at or close to the minimum. It is expressed as a percentage of the maximum. The minimum is 70% and the maximum is 100%.

Your salary may be adjusted annually in a number of ways. The first mechanism is economic adjustments, which may increase the salary ranges. If your performance has been satisfactory, your salary will be increased by an amount equal to the overall economic adjustment. Your relative position in the salary range will, therefore, stay the same.

Deputy Ministers may also grant merit increases. This is done in two ways, the first of which is an increase to the base salary, which is part of your ongoing salary package.

The second is in the form of a one-time bonus that does not affect your salary base. The combination of merit and bonus increases cannot exceed 8%. Annual merit increases are based on your performance for the year ending March 31.

Salary is paid every other week. Your bi-weekly salary is calculated by dividing the annual salary by 26.

MANAGERS' SALARY GRID
Pay Schedule in Annual Amounts

April 1, 2002

Pay Band	Salary Range			
	70% Maximum		100% Maximum	
	Hourly	Annual	Hourly	Annual
1	33.68	65,684	48.12	93,834
2	34.52	67,322	49.32	96,174
3	35.39	69,001	50.55	98,573
4	36.27	70,721	51.81	101,030
5	37.17	72,482	53.10	103,545
6	38.10	74,297	54.43	106,139
7	39.06	76,167	55.80	108,810
8	40.03	78,064	57.19	111,521
9	41.03	80,016	58.62	114,309
10	42.07	82,037	60.10	117,195
11	43.12	84,084	61.60	120,120
12	44.21	86,213	63.16	123,162
13	45.33	88,397	64.76	126,282
14	46.47	90,622	66.39	129,461
15	47.65	92,916	68.07	132,737
16	48.85	95,263	69.79	136,091
17	50.09	97,679	71.56	139,542
18	51.37	100,164	73.38	143,091
19	52.67	102,703	75.24	146,718
20	54.01	105,323	77.16	150,462
21	55.38	107,999	79.12	154,284

Note: The annual amounts are approximate. Hourly rates are used to determine actual pay.

MANAGERS' SALARY GRID
Pay Schedule in Annual Amounts

April 1, 2003

Pay Band	Salary Range			
	70% Maximum		100% Maximum	
	Hourly	Annual	Hourly	Annual
1	34.69	67,649	49.56	96,642
2	35.56	69,342	50.80	99,060
3	36.45	71,076	52.07	101,537
4	37.35	72,836	53.36	104,052
5	38.28	74,652	54.69	106,646
6	39.24	76,522	56.06	109,317
7	40.23	78,447	57.47	112,067
8	41.24	80,412	58.91	114,875
9	42.27	82,419	60.38	117,741
10	43.33	84,494	61.90	120,705
11	44.42	86,609	63.45	123,728
12	45.54	88,793	65.05	126,848
13	46.69	91,046	66.70	130,065
14	47.87	93,339	68.38	133,341
15	49.08	95,700	70.11	136,715
16	50.32	98,116	71.88	140,166
17	51.60	100,614	73.71	143,735
18	52.91	103,167	75.58	147,381
19	54.25	105,788	77.50	151,125
20	55.63	108,477	79.47	154,967
21	57.04	111,234	81.49	158,906

Note: The annual amounts are approximate. Hourly rates are used to determine actual pay.

MANAGERS' SALARY GRID
Pay Schedule in Annual Amounts**April 1, 2004**

Pay Band	<u>Salary Range</u>			
	70% Maximum	100% Maximum	Hourly	Annual
1	35.74	69,683	51.05	99,548
2	36.62	71,417	52.32	102,024
3	37.54	73,205	53.63	104,579
4	38.47	75,020	54.96	107,172
5	39.43	76,890	56.33	109,844
6	40.42	78,815	57.74	112,593
7	41.43	80,794	59.19	115,421
8	42.48	82,828	60.68	118,326
9	43.53	84,889	62.19	121,271
10	44.63	87,032	63.76	124,332
11	45.75	89,203	65.35	127,433
12	46.90	91,455	67.00	130,650
13	48.09	93,776	68.70	133,965
14	49.30	96,137	70.43	137,339
15	50.55	98,567	72.21	140,810
16	51.83	101,065	74.04	144,378
17	53.14	103,631	75.92	148,044
18	54.50	106,265	77.85	151,808
19	55.88	108,968	79.83	155,669
20	57.30	111,725	81.85	159,608
21	58.75	114,564	83.93	163,664

Note: The annual amounts are approximate. Hourly rates are used to determine actual pay.

Acting Pay

You may be appointed in writing to act in a more senior position covered by this Handbook.

If the acting appointment is for over five days you will be paid an additional 10% of your salary for the acting period, but the total amount of salary and acting pay shall not exceed the maximum rate of pay for the position in which you are acting.

You will be paid a responsibility allowance of up to 10% of your salary if the acting appointment is for five days or less, or you are not required to perform all of the duties of the position.

Employees not covered by this Handbook who are required to act in a manager position will receive either acting pay or a responsibility allowance. However, their benefits will not change to correspond to the benefits in this Handbook.

Membership Fees

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

ALLOWANCES

Northern Allowance

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

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

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

Bilingual Allowance

If you are required by the Government to use two or more of the official languages in your position, you are provided with a bilingual allowance of \$1,200 per year. An examination of language ability may be required.

The official languages of the Northwest Territories are:

Chipewyan	English	Inuktitut
Cree	French	Slavey
Dogrib	Gwich'in	

The bilingual allowance is taxable.

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

RELOCATIONS - HIRE/TRANSFER

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

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

The following expenses are allowed:

Transportation

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

Meals and Incidental Expenses will be reimbursed in accordance with the duty travel provisions contained herein on page 15, for you and your spouse, plus an amount equal to one-half of that rate for each dependant:

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

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

Telephone calls necessary to facilitate shipment of effects.

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

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

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

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

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

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

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

Real Estate and Legal Fees

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

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

All claims must be authorized and receipts provided.

Duplicate Costs on Initial Appointment

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

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

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

All claims must be authorized and receipts provided.

Cost of Breaking Lease

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

The maximum payment is for three months.

Limitations

The maximum reimbursement for accommodation in a private home is \$11 per day and \$3 for each of your dependants.

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

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

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

Procedure

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

You must submit the following within 30 days of arrival:

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

DUTY TRAVEL

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

Transportation

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

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

Accommodation

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

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

Expenses for commercial accommodation must be accompanied by receipts.

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

Meals and Incidental Expenses

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

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

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

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

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

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

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

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

Other Expenses

You may be reimbursed for the following expenses:

- Long distance telephone calls - business - if a satisfactory explanation is provided.
- Long distance telephone calls - personal - if you are required to be away from home over a weekend, and are on continuous travel status for two or more days before the weekend. This must be supported by receipts where available and may not exceed five minutes.

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

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

You Will Not be Paid for the Following:

- Purchase of briefcases, fountain pens, tools or any other supplies or equipment.
- Rental of television or radio receiving sets, where not included in the charge of accommodations.
- Purchases of a personal nature, such as baggage, clothing, etc.
- Telephone, telegraph, cable or radio messages of a personal nature, except as outlined above or if you have an unavoidable delay in arriving home.
- Expenses of any kind incurred during stopovers for personal reasons or during periods of leave, with or without pay.
- Any loss of money or personal belongings.
- Collision damage waiver insurance on short-term rental vehicles (the Government provides automatic collision coverage for short term rented vehicles).

Procedure

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

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

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

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

Travel by Privately Owned Vehicle

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

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

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

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

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

Limitations for Travel by Privately Owned Vehicle

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

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

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

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

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

Headquarters Duty Travel

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

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

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

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

LEAVE

Your balance of special, sick and annual leave credits as of March 31 will be provided in writing each April.

Unearned annual leave, sick leave or special leave will be forgiven if the employment relationship ends because of death or by lay-off after one or more years of continuous employment.

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

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

Holidays

The following days are designated paid holidays:

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

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

Annual Leave

Your annual leave must be approved in advance.

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

Completed Years of Continuous Employment	Days earned per Month	Days earned per Year
less than one	1.79	21.5
one or more, less than 7	2.21	26.5
7 or more, less than 15	2.63	31.5
15 or more, less than 20	2.92	35
20 or more	3.33	40

Every reasonable effort will be made to:

- schedule your annual leave in the fiscal year in which it is earned, at a time you request;
- not recall you from annual leave;
- grant you up to seven consecutive weeks annual leave, depending upon your vacation entitlements.

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

Annual leave will be reinstated if, during your leave:

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

Earned but unused annual leave credits will be carried over unless you request that they be liquidated in cash at the end of the fiscal year.

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

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

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

Winter Bonus Days

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

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

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

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

Sick Leave (With Pay)

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

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

- there is no charge if your absence is less than one-half day;
- only one-half day is charged if your absence is between one-half and a full day.

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

- sick leave over three working days;

- sick leave in a fiscal year that you have been granted nine days sick leave without a medical certificate.

If necessary, up to 65 days of sick leave credits may be advanced. They will be charged against your future credits, as earned.

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

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

Special Leave (With Pay)

Special leave credits (maximum of 30 days at one time) are earned at the following rates:

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

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

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

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

- a member of your immediate family becomes ill (not including childbirth), and you must care for dependants or for the sick person;
- a member of your immediate family outside your community of residence becomes seriously ill;
- special circumstances not directly attributable to you prevent you from reporting to duty, including:
 - serious household domestic emergencies.

- a transportation problem, if you make every reasonable effort to report for duty.
- death of your grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law.
- there is a general value to the public service, such as where you:
 - take an examination, which will improve your position or qualifications in the public service;
 - attend your university convocation, if you have been continuously employed for at least one year;
 - attend a course in civil defence training;
 - require a medical examination for enlistment in the Armed Forces or for a veteran's treatment program.

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

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

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

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

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

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

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

Court Leave (With Pay)

Court leave is given if you must:

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

Injury On Duty Leave (With Pay)

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

Your problem must be a result of:

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

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

Mandatory Leave Without Pay

If you are employed in a non-continuous operation, you must take five mandatory days of leave without pay on the days on which operations are shut down by the employer. You can not be granted leave with pay or lieu time on these five mandatory leave days. You will have 1.92% recovered from your bi-weekly pay cheque. This amount will be used to annualize the effect of the five mandatory leave without pay days so you receive regular pay on your mandatory leave without pay days. If you do not work the full year and do not take the five mandatory days of leave, your gross salary will be reduced by 1.92%.

Maternity Leave (Without Pay)

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

Your Deputy Minister or Assistant Deputy Minister must be notified at least 15 weeks before the expected date of birth. A medical certificate certifying pregnancy may be requested.

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

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

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

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

Maternity Leave With Allowance

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

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

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

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

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

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

Parental Leave (Without Pay)

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

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

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

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

Parental Leave With Allowance

You will be paid a parental leave allowance if:

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

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

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

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

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

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

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

Self-Funded Leave Plan

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

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

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

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

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

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

EDUCATION LEAVE

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

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

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

Eligibility

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

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

Levels of Assistance for Education Leave

Assistance includes tuition, travel and removal costs.

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

- **Full Allowance**

- 100% of present salary may be paid if your skills have become technically obsolete and retraining is needed to satisfactorily carry out the duties of your position.
- 100% of present salary may be paid if qualified people cannot be recruited for essential work.

- **Partial Allowance**

- A minimum allowance equivalent to 50% of your present salary may be paid to meet an identified need rather than recruit outside the Government. The decision is based on the most economical use of existing staff to capitalize on experience, knowledge and capability.

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

Procedures for Education Leave

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

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

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

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

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

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

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

Short Term Leave for Training Purposes

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

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

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

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

Leave Without Pay for Education Purposes

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

Courses Taken on Personal Time

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

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

MEDICAL TRAVEL ASSISTANCE

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

Payment will not exceed:

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

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

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

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

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

Escort

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

The escort must be 19 years of age or older.

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

Medical Travel Leave

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

Travel leave will not be granted for escort duty.

PENSION PLAN

Superannuation Plan

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

Pension benefits are calculated as follows:

$$\begin{array}{c} \text{Total Pensionable Service} \times \\ \text{Average of Best 5 Consecutive Years Salary} \times 2\% \end{array}$$

For example:

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

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

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

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

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

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

Transferring Service from Other Plans

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

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

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

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

Return of Contributions

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

Election for Prior Service

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

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

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

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

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

INSURANCE

The face value of life insurance contracts decreases annually starting at age 61. Detailed information is available in separate booklets for each insurance.

Supplementary Death Benefit

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

Long Term Disability Insurance

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

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

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

Premiums are paid by the Government.

Dental Plan

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

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

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

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

Accidental Death and Dismemberment – Duty Travel

This group insurance policy provides coverage for accidental death and dismemberment, with benefits as outlined below:

The following benefits will be paid for losses sustained solely through accidental means, if your loss occurs within 365 days of the date of the accident:	
Loss of Life	\$200,000
Loss of Both hands	200,000
Loss of Both feet	200,000
Loss of Entire sight of both eyes	200,000
Loss of One Hand and One Foot	200,000
Loss of One Hand and the Entire Sight of One Eye	200,000
Loss of One Foot and the Entire Sight of One Eye	200,000
Quadriplegia	200,000
Paraplegia	200,000
Hemiplegia	200,000
Loss of Use of Both Arms or Both Hands	200,000
Loss of Speech and Hearing in Both Ears	200,000
Loss of One Arm or One Leg	150,000
Loss of Use of One Arm	150,000
Loss of One Hand or One Foot or the Entire Sight of One Eye	133,333
Loss of Use of One Hand	133,333
Loss of Speech or Hearing in Both Ears	133,333
Loss of Four Fingers of One Hand	66,666
Loss of All Toes on One Foot	25,000
Loss of Thumb and Index Finger	66,666
Loss of Hearing in One Ear	33,333

Compensation is only for the greatest loss sustained as the result of any one accident.

This benefit will apply to injuries sustained anywhere in the world, 24 hours a day.

There will be no payment for any loss, fatal or non-fatal, caused or contributed to by:

- suicide or self-destruction, actual or attempted, while sane or insane; or
- any act of declared or undeclared war; or
- service in the Armed Forces of any country; or
- acting as a pilot, operator or member of the crew of any aircraft.

This coverage is in addition to any other benefits or insurance plan.

Claim forms are available from your Department, Board or Agency Benefits Practitioner. Completed claim forms will be submitted to the Insurer, who will assess the claim. The Insurer will pay you or your beneficiary the claim directly.

Premiums are paid by the Government.

Public Service Management Insurance Plan (PSMIP)

This life insurance plan has four parts:

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

PSMIP is optional. Premiums are based on age and basic salary and are deducted from salary. All other coverage is at the Government's expense, except Supplementary Life insurance.

Public Service Health Care Plan (PSHCP)

This insurance provides 80% reimbursement for all eligible expenses, subject to a yearly deductible of \$25 for single coverage and \$40 for family coverage.

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

The premiums are paid by the Government and coverage is optional.

PERFORMANCE EVALUATION

You will have a formal performance evaluation before the end of each fiscal year. This evaluation will be the basis for salary increases during the following fiscal year.

CONFLICT OF INTEREST

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

INDEMNIFICATION

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

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

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

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

POLITICAL ACTIVITY

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

Federal and Territorial Elections

You may not:

- Personally ask for funds for a territorial political party or candidate.
- Engage in any territorial or federal political activity during working hours.
- Use Government premises, supplies or equipment for any political activity, or display or distribute any federal or territorial campaign literature on Government premises. This does not apply to Government staff housing.
- Intentionally use your position to affect the political activity of another person. For example, promise a Government job in return for support given to a particular candidate.
- Serve as an official agent for a candidate in an election, or as an executive officer of a political party or riding association (official agents are declared on the nomination papers of a candidate).
- Publicly criticize any policy about which you acquire information by virtue of employment with the Government.
- Publicly express views on any matter that forms part of the platform of a territorial or federal political party, including criticizing candidates' positions on issues.
- Attend, as a voting delegate, any meeting of a territorial or federal political party.
- Campaign for, or actively work in support of, a territorial or federal political party or candidate.

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

Municipal Elections

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

- Engage in any political activity during working hours.
- Use Government premises, supplies or equipment for any political activity.
- Display or distribute any campaign literature on Government premises, unless it is Government staff housing.
- Intentionally use your position to affect the political activity of another person.
- Publicly criticize any policy about which you acquire information by virtue of your employment with the Government.

If you are elected mayor of a municipality you must resign from the Government. "Municipality" includes cities, towns, villages, and hamlets.

SEVERANCE PAY

Lay-Off

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

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

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

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

Resignation

You are entitled to severance pay upon resignation if:

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

This severance pay is calculated as follows:

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

Retirement

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

Employees on strength as at December 31, 1994:

You are entitled to severance pay if:

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

This severance pay is calculated as follows:

[Weekly rate of pay on termination] x
[(years of service) - (previous years for which severance was paid)]
to a maximum of 30 weeks

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

You are entitled to severance pay upon retirement if:

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

This severance pay is calculated as follows:

[Weekly rate of pay on termination] x
[(completed years of continuous employment) -
(previous years for which severance was paid) to a maximum of 26]
divided by 2

Death

Employees on strength as at December 31, 1994:

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

This severance pay is calculated as follows:

(Weekly rate of pay at death) x
(years of continuous service to a maximum of 30)

This is in addition to any other benefits.

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

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

This severance pay is calculated as follows:

$$\begin{aligned} & [\text{Weekly rate of pay on termination}] \times \\ & [\text{(completed years of continuous employment)} - \\ & \text{(previous years for which severance was paid) to a maximum of 26}] \\ & \quad \text{divided by 2} \end{aligned}$$
Dismissal, Abandonment of Position

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

REMOVAL ON TERMINATION

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

Eligible Cost

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

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

Eligible cost is subject to weight and destination limits.

Weight Limits

The maximum weight of effects (including weight of crates)

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

Points of Departure

- Edmonton - For all Northwest Territories' communities.

Eligible Destinations

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

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

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

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

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

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

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

Maximum Reimbursement

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

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

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

Limitations

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

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

Your claims must be substantiated by freight bills.

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

TERMINATION

Two weeks notice in writing is required for resignation from the Government. Advance notice is appreciated.

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