



DRH-01A	
Title :	Housing posting procedure
Responsible of the application:	Direction of Human Resources
Type of documents:	<input type="checkbox"/> Rules <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Procedure
Approved by :	Internal Management Committee : November 10 th 2020
To whom :	All employees hired from more than 50 km of their workplace

Note : This document invalidates any previous document on the same subject..

1- PREAMBLE

Employees hired more than 50 km from their place of employment are entitled to the benefit of housing provided by the employer. This procedure, which is part of the housing policy, provides for the posting of housing.

2- GOAL / OBJECTIVES

Clarify the procedure applicable when the employer decides to post a dwelling.

3- PERSONS CONCERNED

- 3.1 Employees hired more than 50 km away for their work assignment
 - 3.2 Person in charge of lodging
 - 3.3 Direction of human resources (DHR)
 - 3.4 Executive Direction (ED)
 - 3.5 Housing Committee

4- ROLES AND RESPONSIBILITIES

- 4.1 Employees hired more than 50 km away: Employees must read this procedure, refer to it and comply with it.
 - 4.2 Person in charge of lodging: The person in charge of lodging ensures the application of the present procedure by making the necessary follow-ups to the employees.
 - 4.3 Direction of Human Resources: Direction of Human Resources ensures the conformity of the practices indicated in the present document in relation to the highlights of the Executive

Committee. The Direction of Human Resources is responsible for determining the accommodations to be posted and for making adjustments according to the context.

4.4 Executive Direction : The Executive Director retains his right of stewardship over the application of the procedure: the ED or Deputy ED are responsible for resolving contentious issues. They are the only persons with the authority to authorize exceptions to this policy.

4.5 Housing Committee : Allocates housing by evaluating applications according to the criteria established by this procedure.

5- APPLICATION MODALITIES

5.1 Posting of individual housing

5.1.1 Discretionary right

The employer may use its discretionary right to provide housing for a physician, dentist, pharmacist, midwife or permanent manager without posting, in which case the employer will notify the housing committee of his decision.

The employer will also be able to reclaim individual housing with 3 or more bedrooms and post it when it is not possible to accommodate a family with 3 or more children.

The employer will determine which accommodations should be posted and may decide not to post certain accommodations in order to address specific issues.

5.1.2 Posting Rules

When a dwelling becomes vacant or when the UTHC obtains new housing, if the employer decides to post the dwelling, the rules in this section will apply.

5.1.2.1 Duration of posting

The posting period is for a duration of 7 calendar days.

5.1.2.2 Application

An employee wishing to apply to a posted dwelling must do so in writing to the e-mail address indicated on the lodging posting. If more than one dwelling is posted, the employee must clearly indicate his choices in order of priority.

The employee who wishes to withdraw his application must do so before the end of the posting period, failing which he will automatically be assigned the accommodation he is entitled to. The employee who wishes to visit a posted housing unit may make arrangements with the person in charge of the housing.

5.1.2.3 Validity of the application

Only applications from employees recruited more than 50 km away from their work assignment will be considered. An employee who has obtained individual housing within the last 12 months is not eligible for new housing unless his family situation has changed and is included in the committee's allocation criteria. The 12-month period does not apply to an employee who has been involuntarily relocated at the employer's request. It also does not apply to employees who have obtained housing without posting.

5.2 Allocation of individual dwellings

5.2.1 Award Criteria

The criteria and rules for allocating housing are the following in order of importance:

- Family status (only when there is a satisfactory reason to prioritize family status and the dependents are in the territory or are authorized by the employer to reside in an employer's dwelling depending on housing conditions)
- Seniority of the employee

5.2.1.1 Family status

An employee with a spouse will not be considered a priority for obtaining individual housing.

To be considered in obtaining housing under the family status, babies must be born, children must remain on the territory more than 6 months per year and foster families must have obtained a Court order of a placement until the age of majority. Dependents must have been authorized by the employer to reside in employer housing depending on housing conditions.

An employee with one (1) or two (2) child(ren) will be given priority over a two-bedroom apartment if he does not currently have a two-bedroom apartment or if he has a family reason satisfactory to the housing committee. The employee will have to show his motive when applying on the housing. However, if an employee with more seniority has applied and would leave a comparable dwelling, the most senior employee will obtain the posted dwelling and the family may obtain the dwelling from the employee who obtained the dwelling.

An employee with three (3) or more children will be given priority over a housing unit with three (3) or more bedrooms if he increases the number of bedrooms to which he has access by moving or if he has a family reason satisfactory to the housing committee. The employee will have to show his motive when applying to the housing.

5.2.1.2 Seniority

The seniority retained for the comparison between the employees applying on housing is the total seniority within the organization, without interruption of the employment.

5.2.2 The new tenant must be able to take possession within 7 days of obtaining the home. However, the employee on annual leave or on maternity or paternity leave paid by the employer must normally take possession of the housing within 7 days following his period of annual leave or paid leave. Where applicable, the housing may be used in transit until the return of the employee.

5.2.3 Inspection

Prior to the employee's move or after departure when it was not possible to carry out the pre-departure inspection, an inspection of his previous dwelling (furniture and general condition of the dwelling and adjacent land) will be undertaken by the technical services or by the person they mandate in his company. Following this inspection, the employee will be advised of the measures to be taken before leaving his dwelling and of the expenses which could be charged to him (if the dwelling is dirty or if the damage is greater than normal usage of the dwelling, appliances and furniture). Pictures will be taken by the technical services representative for any work that may be billed.

If maintenance work is deemed necessary by the technical services or housekeeping services, the time limit for taking possession will apply upon completion of the work. If the work does not pose a safety hazard to the employee, the employee may be required to take possession of the dwelling within the prescribed time. The technical services may then carry out the work at a later date.

5.2.4 Inspection report

An inspection report will be given to the employee prior of taking possession of the dwelling. The employee undertakes to return the apartment in impeccable condition.

5.2.5 Moving

The employee must take care of his move himself, outside of normal working hours. The employee must provide himself with the material necessary for his move (boxes, wrapping paper, etc.). If the employee holds a valid driver's licence and wishes to borrow a vehicle, he will have to contact the technical services in order to have a vehicle made available to him.

6- RESPONSIBILITY FOR ENFORCEMENT

The Direction of human resources is responsible for the application of this policy.

7- COMING INTO FORCE

The present agreement comes into force following the approval by the Internal Management Committee on the date of November 10th 2020.