

▷❀◁ Ungava Tulattavik Health Center Centre de Santé Tulattavik de l'Ungava

DRH-01	
Title :	Housing Policy
Responsible for the application :	Direction of human resources
Type of document :	<input type="checkbox"/> Rules <input checked="" type="checkbox"/> Policy <input 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

1- PREAMBLE

Employees hired more than 50 km from their place of employment are entitled to the benefit of housing provided by the employer.

2- GOAL / OBJECTIVES

The purpose of this policy and the appendices procedures is to clarify and standardize practices related to the granting of housing to employees and to identify the applicable rules in order to ensure proper operation.

3- BASIC PRINCIPLES / LEGAL BASIS

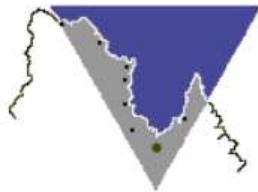
The legal bases are the following:

- National collective agreements;
 - The Directory of Working Conditions Applicable to non-unionized Employees;
 - The agreement negotiated with l'APES (pharmacists);
 - Regulations on working conditions applicable to managers and executives;
 - The agreement reached with the regroupement des sages-femmes du Québec (Quebec Midwifery Association).

4- DEFINITIONS

Dependent: See full definition in the national collective agreements in the sections on regional disparities. To be considered dependent, the person must reside permanently with the employee in the northern territory for more than six (6) months per year (from January 1 to December 31) or on a pro rata basis for the first year.

Individual housing: Housing granted by posting to an employee.



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Shared housing: Housing accommodating several employees (2-3) on a temporary basis while waiting for them to obtain individual housing.

Transit: House/apartment or rooms used for short stays. Temporary employees with an assignment of 3 months or less are given priority for the use of these accommodations.

5- PERSONS CONCERNED

5.1 Employees hired more than 50 km away from their work place

5.2 Managers

5.3 Person responsible for lodging

5.4 Direction of Human Resources (DHR)

5.5 Executive Direction (ED)

5.6 Direction of Technical Services (DTS)

5.7 Housekeeping department

5.8 Housing Committee

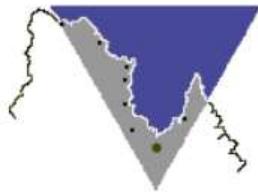
6- ROLES AND RESPONSIBILITIES

6.1 Employees hired more than 50 km away: Employees must read this policy, refer to it and comply with it as well as with its procedures in the appendix. In addition, employees must ensure that they implement measures to promote good neighbourliness and address any problems encountered among themselves.

6.2 Managers: Managers are called upon to collaborate in the search for solutions and in the follow-up of problematic situations concerning the personnel under their authority.

6.3 Person in charge of lodging: The person responsible for lodging is the primary contact for answering questions related to this policy and the attached procedures. The person responsible of the lodging shall ensure that all employees are accommodated. He will provide a lodging status report to the Housing Committee and upon request from the Executive Direction. He suggests solutions to the Housing Committee.

6.4 Direction of Human Resources: The Direction of Human Resources ensures the compliance of the practices indicated in this document in relation to the Internal Management Committee's (IMC) emphasis. The Direction of Human Resources is responsible for determining the type of use of the accommodations (transit, shared, individual) and making adjustments according to the context.



6.5 Executive Direction : The Executive Director retains stewardship over the application of the policy: the Executive Director and Deputy Executive Director are responsible for deciding contentious issues. They are the only persons with the authority to authorize exceptions to this policy.

6.6 Direction of Technical Services: The Direction of the Technical Services is responsible for the inspection, maintenance and planning of housing renovations.

6.7 Housekeeping department: The housekeeping department is responsible for the cleanliness of the transits. In addition, the housekeeping department is responsible for ensuring that shared apartment and transits are furnished according to UTHC criteria.

6.8 Housing Committee: The Housing Committee meets to make recommendations related to housing issues and to evaluate applications and award housing based on criteria established by the policy.

7- APPLICATION MODALITIES

7.1 Employee's obligations

7.1.1 Maintenance of the housing

The employee must maintain his housing, inside and outside, as indicated in the Housing Maintenance Procedure (DRH-01C).

The employee at the end of his assignment must vacate his accommodation of any personal effects not provided by the employer and leave within a maximum period of 7 days.

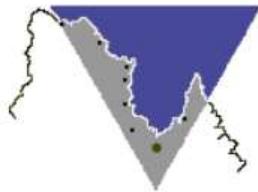
He must leave the accommodation in impeccable condition (except for what will be considered normal usage), failing which he will be charged for the costs incurred to restore the accommodation to an appropriate condition.

7.1.2 Use of the accommodation

The employee must live in the dwelling assigned to him by the employer and it is strictly forbidden to rent, sublet or take any pecuniary advantage in connection with the dwelling assigned to him or to put it at the disposal of another person without the authorization of the person in charge of the lodging.

The employee who owns an individual housing may offer the UTHC to use the second bedroom of his house or apartment as a temporary transit. The employee will be paid a financial compensation of \$50 / day when the room is used to accommodate another UTHC employee.

When an employee is out of the territory for more than 30 days, the establishment acts according to the Procedure for the use of accommodation during absences (DRH-01B).



7.1.3 Absence from the dwelling - Kuujjuaq

An employee leaving his accommodation for more than 30 days must store all his personal belongings in a room or storage space and leave the accommodation in impeccable condition, failing which he will be billed for the costs incurred to restore the accommodation to this condition.

7.1.4 Absence from the dwelling - villages other than Kuujjuaq

Considering the serious shortage of housing in villages other than Kuujjuaq, employees who obtain an individual housing of 2 bedrooms or more as of January 1, 2021 will have to leave the place available and clean during any period of leave. During this period, their accommodation will be used to accommodate other employees. The person holding an individual housing will be reimbursed a fee of 50\$ per day for the use of personal belongings and the maintenance of cable and Internet services. The employee wishing to take his vacation on the territory will have to make a request to the person in charge of the lodging.

7.1.5 Animals

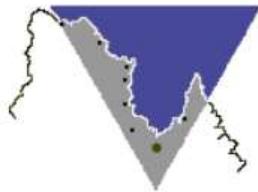
Only the employee with an individual housing is authorized to have a pet. A maximum of two (2) pets is permitted per housing unit provided by the health center, even if one of them is permanently outside. However, persons who have more than two (2) pets at the time this policy comes into effect benefit from an acquired right for pets that are already in the territory.

Employees in transit or in shared accommodation are prohibited from owning a pet.

The following instructions must be respected and in case of repeated misconduct, the employee may be required to dispose of his animal:

- The employee must inform the person in charge of the lodging if he owns one (1) or more animals, specifying the type of animal. He will have to sign a commitment and responsibility document, before bringing the animal, otherwise the animal may be prohibited access.
- Animals must not damage the goods and furniture provided by the UTHC, failing which the employee will be charged for repairs or replacement.
- In case of justified complaint(s) from a neighbour(s), the person will have to take corrective measures.
- Animal excrement must be collected daily.
- The employee who owns a dog must attach it outside by ensuring that it does not interfere with the passage of other persons (neighbours, technical services, water delivery and septic tank emptying services, etc.).

For the twelve (12) months following the adoption of this policy, employees currently living in transit or in a shared house with pets will be required to apply for all posted accommodations in



order to increase their chances of obtaining one. If within twelve (12) months of the signing of the policy, employees have not obtained individual housing, they must dispose of their pets within the following week.

7.1.6 Property and Personal Effects Insurance

UTHC insurance does not cover personal belongings or the personal liability of the occupants of the housing. It is recommended that occupants maintain or subscribe to home insurance to cover their personal belongings as well as public liability with a minimum limit of one (1) million \$ to cover damage to others.

7.1.7 Personal effects and employer-provided goods

The employee may not move furniture belonging to the UTHC to a location other than the one in which it is located. The furniture must remain in the dwelling. If the employee wishes to dispose of furniture located in the dwelling, a request must be made to the technical services (via Octopus). Unless prior approval has been obtained from the technical services, it is forbidden to store UTHC furniture in the sheds. Blinds in the dwellings must remain in place. The employee must make a request to the technical services to have them removed if desired and for any other modification.

7.1.8 Personal Liability Commitment Form

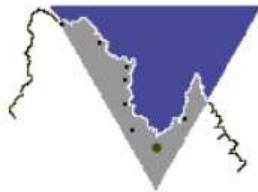
At the employer's request, the employee provides his personal liability commitment by signing the form provided for this purpose.

7.1.9 Employee's recourse

In case of disagreement with an action or decision taken by the employer or the housing committee, the employee may send an e-mail to the housing committee at the following address: lodging.tulattavik.cstu@ssss.gouv.qc.ca

7.2 Employer's Responsibilities

Wherever possible, the employer provides adequate housing for employees based on their family situation. It provides the items in the different types of housing according to the list in the appendix to the Procedure on housing maintenance (DRH-01C).



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The employer retains its right to claim for damages in case of abuse or attributable to the employee. In the event of a claim, the employer will provide the employee with supporting evidence justifying her/his action.

7.3 Display of individual dwellings

The employer may use its discretionary right to provide accommodation for a doctor, dentist, pharmacist, midwife or permanent manager without posting.

The employer will also be able to reclaim individual housing with 3 or more bedrooms and post it when it is impossible to accommodate a family with 3 or more children.

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

7.4 Individual lodging posting

7.4.1 Criteria of attribution

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

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

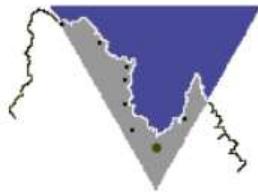
When the employer posts an individual housing, the said housing is granted according to the parameters established by the Procedure for posting dwellings (DRH-01A).

7.5 Resignation or change in status

An employee who resigns or whose full-time status changes to part-time will be required to vacate his accommodation within 7 days of his last day of work or the last day of his full-time or temporary full-time assignment. The employee must leave the accommodation in impeccable condition both inside and outside, failing which he will be billed for the costs incurred to restore it to impeccable condition.

7.5.1 Inspection

Before the employee's departure or after departure when it was not possible to make the pre-departure inspection, an inspection of the premises (furniture and general condition of the housing and adjacent land) will be undertaken by the technical services or by the person they mandate.



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Following this inspection, the employee will be advised of the measures to be taken or the expenses, which could be charged to him (if the accommodation is dirty or if the damages are more important than the normal wear and tear of the housing, appliances and furniture). The technical services representative for work that might be billed will take photographs.

7.6 Taxable benefits

Housing is a taxable benefit and only persons employed by the UTHC can share the taxation of housing when they cohabit and both have a position entitling them to housing.

7.7 Smoke-free environment

The Ungava Tulattavik Health Centre wants to provide a smoke-free environment for all its employees. This is why we prohibit smoking (tobacco, cannabis, electronic cigarettes and all other similar devices, including their components and accessories) in all buildings of the health center.

Employees living in multi-unit buildings may be affected by second-hand smoke that travels from one residence to another through cracks in walls, doors, plumbing and ventilation systems. The employee will be required to smoke outside, away from windows and doors. He will be responsible for picking up cigarette butts, under penalty of sanctions.

Also, cannabis cultivation is prohibited in all facilities and on all land owned by CSTU.

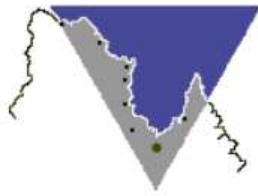
7.8 Non-compliance with this policy

Failure to comply with this policy and the resulting procedures are subject to consequences, up to and including withdrawal of housing benefits.

8- RESPONSIBILITY FOR APPLICATION

The Director of Human Resources is responsible for the application of the policy.

The Executive Direction (ED/DED) reserves the right to modify or make a final decision on the application of this policy. Such an exception must be requested in writing and a response will be provided, in writing, by the Executive Director.



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9- COMING INTO EFFECT

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

10- APPENDICES

DRH-01A – Housing posting procedure

DRH-01B – Procedure for the use of accommodation during absences

DRH-01C – Housing maintenance procedure