



1- PREAMBLE

2- GOAL / OBJECTIVES

3- BASIC PRINCIPLES / LEGAL BASIS

- National collective agreements;
- The Directory of Working Conditions Applicable to unionizable non-unionized employees;
- The agreement negotiated with APES;
- Regulations on working conditions applicable to mid and senior managers;
- The agreement reached with the Quebec Midwifery Association.

4- DEFINITIONS

Full-time status: Includes permanent full-time (1-TC) and temporary full-time (2-TCT) status.

Temporary part-time status: Employee who works on the recall list and makes regular replacements (4-TPT status).

Dependent : See full definition in the national collective agreements in the sections on regional disparities. For the purposes of applying benefits and advantages, to be considered dependent, the person must reside permanently with the employee in the northern territory for more than six (6) months per year (January 1 to December 31) or on a pro rata basis for the first year. Therefore, at the birth of a child, it will be considered as dependent only at the time of its arrival on the territory of Nunavik.

5- PERSONS CONCERNED

5.1 Employees

5.2 Management

5.3 Direction of human resources

5.4 Executive office

5.5 Recruitment and retention committee

5.6 Internal management committee

6- ROLES AND RESPONSIBILITIES

6.1 Employees: Employees must read this policy, refer to it and comply with it. Employees must notify the Employer at all times of any change in their family status and dependents.

6.2 Managers: Managers ensure the application of this policy within their work teams and are accountable for approving requests in accordance with this policy.

6.3 Direction of human resources: The Direction of Human Resources (DHR) is responsible for the application of the policy and ensures the conformity of the practices indicated in this document in relation to the Internal Management Committee's emphasis. Human Resources confirms working conditions and communicates the policy to new employees. The Director of Human Resources determines the exceptional measures applicable.

6.4 Executive office: The executive office retains its right of stewardship over the application of the policy: the executive director and the assistant to the executive director share responsibility with the DHR for deciding contentious and exceptional issues. They are the only three persons with the authority to authorize exceptions to this policy.

6.5 Recruitment and Retention Committee: The Recruitment and Retention Committee recommends measures to attract and retain staff.

6.6. Internal Management Committee: The Internal Management Committee determines the attraction and retention measures applicable to UTHC employees.

7- APPLICATION MODALITIES

7.1 Location of hiring

The location of hiring is determined by the location where the employee was hired. To determine the place of hiring, the employer takes into account, among other things, the place where the employee was living when his hiring was confirmed, the place of the interview, the place of work, the intention of the employee to move when hired and the address on the resume, etc.

An employee who is recruited in a northern village, who already benefits from regional disparities with another employer because he was recruited from outside the region by that employer and who regularly returned to his place of hiring may transfer his same place of hiring to UTHC.

An employee who wishes to change his place of hiring may make a request to the Direction of Human Resources. This request must be accompanied by supporting documents and information justifying the request for change (e.g.: rental lease, electricity bills, tax account or a sworn statement if no proof is available). The employer will then determine whether or not to accept or refuse the request for a change in hiring point. However, an employee who has been hired locally will not be able to request a change of hiring location. Therefore, an employee recruited locally cannot be granted the benefits of employees recruited more than 50 km away.

7.2 Annual leaves (employees hired more than 50 km away)

7.2.1 Number of annual leave

An employee recruited more than 50 km away is entitled to 4 annual leaves per year if he has no dependents, while an employee recruited more than 50 km away with dependents is entitled to 3 annual leaves per year for him and each of his dependents (see definition in section 4).

The reference period for annual leaves is from January 1st to December 31st of each year. When there is a change in status during the year, the reference date is the date on which the full-time assignment begins or the date on which the status changes with or without dependents. An annual leave is recorded at the time of North-South departure.

An employee who is hired during the year or who has an absence of more than 30 days outside the territory will benefit from a number of exits in proportion to the time worked according to the following table:

a) Employee without dependents:

Number of weeks of work per year	Number of authorized trips	Maximum number of weeks of absence ¹
31 - 36 weeks	4	16 weeks
23 - 31 weeks	3	12 - 16 weeks
15 - 22 weeks	2	8 - 12 weeks
8 - 14 weeks	1	4 - 8 weeks
Less than 8 weeks	0	0 - 4 weeks

b) Employee with dependents:

Number of weeks of work per year	Number of authorized trips	Maximum number of weeks of absence ¹
31 - 36 weeks	3	16 weeks
19 - 30 weeks	2	10 - 16 weeks
10 - 18 weeks	1	5 - 10 weeks
Less than 10 weeks	0	0 - 5 weeks

- (1) To calculate the maximum number of weeks of absence to which the employee is entitled, a rule of three must be made: number of weeks of work / 36 X 16 (ex: an employee who has worked 30 weeks in her/his year is entitled to 13 weeks of absence spread over 3 outings. She has worked 30 weeks out of a possibility of 36, that is 83.33%. 83.33% of the time X 16 weeks = 13.33 weeks of exit).

Any ticket requested from the employer will be considered an annual leave. In this case, the employee who has to travel for medical reasons must make the request with the appropriate service, either with his CLSC or with the liaison service if it is an urgent medical intervention.

7.2.2 Anticipated annual leaves

The employee may request an early leave when he has an urgent reason justifying it. He must then complete the form provided for this purpose and send it by email to the Human Resources at rh.ungava@ssss.gouv.qc.ca. In the event that the employee, at the end of the year, has benefited from a greater number of leaves than he was entitled to, he will have to reimburse the early leave.

7.2.3 Given trip

The employee may give an annual leave to a spouse, relative or friend for the purpose of visiting him in the northern territory. In such a case, the itinerary must be South-North-South. The same rules will apply for the reimbursement of transit expenses, taking into consideration the location of the employee's hiring. The employee who wishes to give an annual leave must complete the form provided for this purpose and forward it to the Human Resources by e-mail at rh.ungava@ssss.gouv.qc.ca and obtain authorization before making the reservation. A given trip is always considered a taxable benefit.

7.2.4 Subsidized tickets

Unused charter seats under the contract between UTHC and Canadian North may be transferred to employees who work regularly, at a cost of \$250 for a round trip. In addition, the difference between the actual cost paid by the employer and the \$250 is added to the employee's taxable benefits and cannot be modified for medical reasons. It is therefore a subsidized ticket. The immediate supervisor must approve the trip, in which case the employee will be able to travel but will not benefit from the transportation days and the reimbursement of travel expenses. During such a trip, the employee may have his seat assigned to another person at any time, until the flight departure. Only the employee may benefit from this advantage.

7.2.5 Local employee tickets

Employees hired locally on a full-time status whose probation has been completed will be entitled to a free airline ticket for them and their dependents declared in his human resources file. The employer will pay the full cost of the tickets and employees from the Ungava Coast and from Salluit are required to use Canadian North for the Kuujjuaq-Montreal and return trip from Montreal to Kuujjuaq. Employees assigned to a Hudson Coast village other than Salluit will be able to travel directly to Montreal with Air Inuit. The reference year for these tickets is from January 1st to December 31st. If the employee's spouse receives the annual leave benefits from another employer, the annual ticket is granted only to the employee.

7.2.6 Departure location for annual leaves

UTHC assumes the transportation costs of the employee (and his dependents) recruited more than 50 kilometers from the locality where he is called upon to perform his duties. This rule applies only to employees recruited in the province of Quebec, Ontario or the Maritimes. For those recruited outside these provinces, their point of hiring is Montreal.

7.2.7 Reservations

UTHC makes airline reservations with Air Inuit and Canadian North for the transportation of employees and dependents. The employee cannot make his own reservations with these companies. Other airline ticket reservations that are accessible on Nomadis can also be planned by the reservations department.

In the event that the employee books a plane ticket to travel between the location of hiring and Montreal or Quebec City - going and return, he will have to assume himself the cost of excess luggage or any luggage in excess of the first luggage.

The employee is encouraged to use the most economical means in the planning of his travel. The travel expenses that will be incurred must be validated with the immediate supervisor before proceeding with the reservation.

Other reservations and travel arrangements (hotel rooms, train tickets, bus, cab, etc.) must be arranged by the employee.

7.2.8 Planning of annual leaves

The employee must express their preferences with respect to their requests for annual outings according to the deadlines determined by their immediate supervisor.

The maximum number of weeks that may be authorized per leave is 4 weeks for an employee without dependents and 5 weeks per leave for an employee with dependents.

The immediate superior approves the annual leaves taking into account the following criteria, in order of priority:

- 1- Ensure continuity of services;
- 2- By seniority among employees of the same department;
- 3- By ensuring that employees have regular annual leaves sequence (when they wish) with a variation of more or less 3 weeks;

The annual leaves calendar must be approved at least 3 months in advance but may be modified if such changes are necessary to ensure continuity of services.

An unused annual leave is not redeemable for cash and cannot be carried over to the following year.

7.2.9 Transportation Day

During an annual leave, only one day of North-South transportation and only one day of South-North return transportation are paid at the regular rate. However, in case of postponement of a flight (mechanical, weather, etc.), additional days will be paid, in which case the employee will have to provide proof of the postponement if requested by the employer. Transportation days are payable both during the week and on weekends and are paid as a regular day according to the job title (7h, 7.15h, 7:30h or 7:45h).

An employee who, at the request of the employer, must work on his transportation day, before or after the flight, will be paid for the hours worked at regular rate. The hours of the transportation day do not count as regular hours of work for the purpose of determining overtime calculation. A day of travel on the weekend to return to work does not entitle the employee to an additional day of overtime at time and one-half. If this results in an additional day in the work week, that day will be paid as overtime at straight time.

When the employee is travelling on an annual leave, round trip, and must accompany a user at the employer's request, the hours worked may be accumulated or paid at a regular rate, in addition to the payment for the day of transportation.

7.2.10 Transit Expenses (Travel Expenses)

UTHC reimburses expenses to the employee in transit between his place of assignment and his place of hire upon presentation of an expense account. These expenses may include, meals, mileage, car rental, bus, train or plane tickets, hotel room, etc. The employee for whom the flight has been cancelled is reimbursed for additional expenses resulting from the postponement of the flight. Hotel expenses are reimbursed only to employees who live more than 85 km from the airport (reference to policy 60.07).

Only expenses actually incurred and previously authorized by the immediate supervisor may be claimed and the employer reserves the right to validate claims submitted by employees.

7.2.11 Taxable benefit

In accordance with taxes laws, annual departures are considered a taxable benefit and the payroll provides tax information to employees.

Employees must fill their travel request properly (eg.: medical reason), verify the information and forward corrections to the payroll department in case of validation during the year. The employee will be able to claim his deductions for living in a remote region by completing form T-2222 when filing his income tax.

7.3 Transportation of Personal Effects

Any employee with full-time status who is hired more than 50 km from his place of assignment is entitled to transportation of his personal effects (228 kg) and furniture (150 kg) for a total of 378 kg. Each dependant aged 12 and over adds 228 kg to this benefit and each dependant under the age of 12 allows an additional 137 kg. The transportation of food and pets is prohibited.

A temporary part-time employee hired more than 50 km from his place of assignment is entitled to 19 kg per month for any assignment of 2 months or more. This benefit cannot be cumulated between assignments.

An employee who sends a greater quantity of personal effects than authorize will be billed the difference between what was authorized and what was paid by the UTHC.

Upon his departure, the employee is entitled to the same conditions for the return of his personal effects plus 45 kg per year of service.

7.3.1 Deadline for sending personal effects

Given the shortage of housing, the employee benefits from a 5-year period to avail himself of the transportation of his personal effects (compared to the 2-year period in the collective agreements). When adding a dependent, the 5-year delay applies as of the moment of the addition of the new dependent (birth, addition of spouse, etc.).

7.3.2 Hiring / Leaving Procedure

The employee is entitled once upon hiring and once upon departure to a pick-up service for his personal belongings at his place of hire. This service may be replaced by the rental of a truck for one day including also the reimbursement of gas expenses) or the rental of a trailer for one day with reimbursement of mileage.

In addition, the employer will reimburse once upon hiring and then once upon departure the expenses related to the packing of personal effects (boxes of maximum 2 cubic feet, tape, wrapping paper, etc.). The employer will not reimburse the purchase of plastic containers.

7.3.3 General procedure

The employee must take his boxes to the cargo counter himself and no travel or transportation expenses will be reimbursed. The employee must ensure to obtain prior authorization from accounts payable by writing to accountspayable.kuujjuaq@ssss.gouv.qc.ca a minimum of 2 working days before going to bring his personal belongings.

The employee who wishes to ship his personal belongings via Canada Post (regular mail) may do so with the employer's authorization. In such a case, the boxes will have to be compact (maximum 2 cubic feet) considering the higher price. It is the responsibility of the employee to assume the insurance costs of personal effects for mailings.

The employer is not responsible for the loss, destruction or damage occurring during the transportation of personal effects. However, when such a situation occurs, the employee must complete the Loss or Breakage of Package form and send it to cargo.cstu@ssss.gouv.qc.ca.

7.3.4 Additional benefits - villages other than Kuujjuaq

An employee recruited more than 50 km away who holds full-time status in a village other than Kuujjuaq (Hudson Bay or Ungava Bay) benefits from the shipment of an additional 100 kg for the transportation of personal effects or food between Montreal or Quebec City and his village of assignment. The use of the 100 kg benefit is done per calendar year, from January 1st to December 31st. When the employee obtains full-time status during the year, he is entitled to the allowance on a pro rata basis for the remaining duration of the current year.

7.3.5 Insurance

UTHC pays the insurance costs up to a maximum of \$5000 for the total of the shipments. To do so, the value must be declared on the airline's waybill.

7.3.6 Change of status

An employee who previously held permanent full-time or temporary full-time status and who obtains a new full-time assignment after being returned to the recall list for 6 months or more will be entitled to the benefit of 378 kg. An employee who has been on the recall list for less than 6 months between 2 full-time statuses will continue on the same bank of kilograms she/he held before returning to the recall list.

7.4 Moving expenses

An employee hired more than 50 km from his place of assignment who moves his personal effects to a storage unit is entitled to reimbursement of moving expenses. To be eligible, the employee must have full-time status and move to a storage unit close (less than 50 km) to his hiring address. However, the Human Resources Department may authorize a longer distance move, in which case the employee will have to pay the hours and other costs related to the distance travelled, only the loading and unloading costs will be assumed by the employer.

To benefit from the reimbursement of moving expenses, the employee must have a full time status and provide 3 prior quotations to the Human Resources by e-mail at: rh.ungava@ssss.gouv.qc.ca. The employee will be authorized only one move from the place of hire to the storage unit and then only one move from the storage unit to the place of hire for the duration of his employment relationship. No time limit is applicable as to when the benefit of the move may be taken advantage of.

7.5 Storage fees

An employee with full-time status who has been hired more than 50 km from his place of employment and who wishes to store his personal belongings must do so in a storage unit close (less than 50 km) to his place of employment. In order to benefit from the reimbursement of storage fees, the employee must first provide 3 quotations to the Human Resources by e-mail at rh.ungava@ssss.gouv.qc.ca. The storage of vehicles is prohibited.

Although the employee is entitled to only one move, an employee who wishes to return his belongings to storage for a second time will not be reimbursed for moving expenses but may be reimbursed for storage expenses for a new period. In such a case, the employee will have to provide 3 quotations again.

Reimbursement or payment of storage fees is suspended during absences on unpaid leave of more than 30 days and for deferred leave.

For the time sharing and progressive retirement agreements the storage fees will be reimburse at the prorata of the hours worked.

7.6 Vehicle Transportation

The employee with full-time status benefits from the payment of transportation costs by boat, a motorized vehicle (including car, truck or side-by-side) or two small recreational vehicles (motocross, snowmobile or ATV). The transportation of a boat or non-motorized vehicle is not reimbursed (rowboat, canoe, kayak, bicycle, etc.). If it is too late to benefit from transportation by boat, transportation by plane of a small recreational vehicle will be possible, in which case the employee will waive the benefit of transportation of a second small recreational vehicle. This benefit is renewable every 5 years of service but is not cumulative. Upon departure, the employee may return one motor vehicle or two small recreational vehicles by boat (or one recreational vehicle by plane).

The employee wishing to benefit from vehicle transportation must make a request to the Human Resources and will follow the established procedure in order to benefit from the payment of transportation costs by the employer.

The employee will be responsible for the delivery of the vehicle to the boat or to the airline cargo and the employer will reimburse up to \$100 upon presentation of supporting documents (trailer rental, delivery costs, mileage - google map, etc.).

The transportation costs of a new vehicle purchased locally may be reimbursed if the employee has made a prior request and is able to have a detailed invoice clearly identifying the transportation costs. In such a case, the employer will reimburse up to the transportation costs normally paid by the UTHC for a comparable vehicle.

7.7 Premiums

7.7.1 Premium rates

The rate of northern premiums varies according to the sector, the village and the family status of the employee. It is the employee's responsibility to keep his information up to date and to validate the premiums he receives on his pay statement.

An employee who has received benefits for an dependant when the latter no longer meets the definition of dependant will have to reimburse the amounts received in excess.

7.7.2 Premium for food transportation (high cost of living)

The premium for food transportation is paid to the employee and his dependents, provided that this premium is not paid by another employer. This premium is paid on the regular hours in proportion to the time worked and ceases to be paid to the employee who has been absent from the territory for more than 30 days.

7.7.3 Isolation premium

The isolation premium is paid in accordance with the status (with or without dependents) and the sector to which the employee is assigned. The premium will be adjusted for occasional part-time employees when they change sectors. An employee with full-time status will have his premium adjusted as of the 14th day in a village other than his home port when the premium is higher in the new village. An employee with permanent full-time or temporary full-time status who is relocated to a village other than his home port will receive the travel allowances for the first 13 days and will retain his usual premium for this period.

This premium is paid on the regular hours in proportion to the time worked and ceases to be paid to the employee who has been absent from the territory for more than 30 days.

8- RESPONSIBILITY FOR APPLICATION
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The Direction of Human Resources is responsible for the application of the policy.

The Director of Human Resources, the Executive Director and the Deputy Executive Director reserve the right to modify or make final decisions regarding the application of this policy. Such an exception must be requested in writing and a response will be provided, in writing.

9- COMING INTO EFFECT

The present policy was approved by the Internal Management Committee on February 11, 2021 and comes into force upon its distribution on February 26.