

Collective Agreement

between

Hamlet of Chesterfield Inlet

and

Public Service Alliance of Canada

(As represented by its agent Nunavut Employees Union)

**Effective From: April 1, 2016
To: March 31, 2019**

**Nunavut Employees Union
P.O. Box 869
Iqaluit NU X0A 0H0**

**Hamlet of Chesterfield Inlet
P.O. Box 10,
Chesterfield Inlet NU X0C 0B0**

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Article 1

Purpose of Agreement

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

Article 2

Interpretations and Definitions

- 2.01 For the purpose of this Agreement:
- (a) "Abandonment" means an employee has severed their employment with the Hamlet of Chesterfield Inlet when the employee is absent without leave and has not contacted the Employer for four (4) consecutive shifts, except where the Employee is stranded outside Chesterfield Inlet because of weather conditions and is unable to contact the Employer before or during the absence.
 - (b) "Alliance" means the Public Service Alliance of Canada;
 - (c) "Allowance" means compensation payable to an employee in addition to their regular remuneration payable for the performance of the duties of their position.
 - (d) "Bargaining Unit" means all employees of the Hamlet of Chesterfield Inlet, Nunavut, excluding the Senior Administrative Officer and Finance Officer;
 - (e) "Casual Employee" means a person employed by the Employer for a period of a temporary duration not to exceed six (6) months. If for any reason the casual employment exceeds six (6) months, the employee in that position shall be considered an indeterminate employee, and shall be eligible to all rights and benefits as per this Collective Agreement, retroactive to the first day of employment as a casual employee;
 - (f) "Continuous Employment" means:
 - (i) with reference to re-appointment of a lay-off their employment in the position held by the employee at the time the employee was laid off,

and their employment in the position to which the employee is appointed shall constitute continuous employment;

- (ii) where an employee ceases to be employed for a reason other than dismissal, abandonment of position or rejection on probation, and is re-employed within a period of three months, their periods of employment for purposes of superannuation, severance pay and vacation leave shall be considered as continuous employment with the Employer;
- (g) "Day of Rest" in relation to an employee means a Saturday and Sunday other than a Paid Holiday;
- (h) "Dependant" means a person who is:
 - (i) that employee's spouse (including common-law);
 - (ii) a child, step-child, and adopted child who:
 - 1) is under nineteen (19) years of age and dependent upon the employee for support; or
 - 2) being under twenty-one (21) years of age or more and dependent upon the employee by reason of full-time attendance at an Education Institution; or is wholly dependent upon the employee for support by reason of mental or physical infirmity;
- (i) "Employee" means a member of the Bargaining Unit;
- (j) "Employer" means the Hamlet of Chesterfield Inlet, Nunavut;
- (k) "Fiscal Year" means the period of time from April 1st in one year to March 31st in the following year;
- (l) "Grievance" means a complaint in writing that an employee, group of employees or the Union submits to the Employer, or that the Employer submits to the Union, to be processed through the grievance procedure;
- (m) "Hamlet" means the Hamlet of Chesterfield Inlet, Nunavut;
- (n) "Lay-off" means an employee whose employment has been terminated because of lack of funds, lack of work or discontinuance of a function;
- (o) "Leave of Absence" means absence from duty **with or without pay**, with the Employer's permission;
- (p) "Manager" means the Senior Administrative Officer of the Employer or their designate;

- (q) "May" shall be regarded as permissive and "Shall" and "Will" as imperative;
- (r) "Membership Fees" means the fees established pursuant to the By-Laws of the Public Service Alliance of Canada as the fees payable by the members of the Bargaining Unit and shall not include any initiation fees, insurance premiums or any other levy;
- (s) "Overtime" means work performed by an employee in excess of or outside of their regularly scheduled hours of work. For part-time employees, overtime means all hours worked in excess of the regular hours of work for a full-time employee in the same position.
- (t) "Paid Holiday" means the twenty-four (24) hour period commencing at 12 midnight at the beginning of a day designated as a Paid Holiday in this Agreement;
- (u) "Part-time employee" means an Employee who is employed by the Employer in a position with normally scheduled hours of work each week which are less than the normal hours of work scheduled in a week for full-time employees;
- (v) "Probation" means a period of nine (9) months (except for the classifications of Foreman and Recreation Leader, which shall have a probation period of twelve (12) months) from the day upon which an employee is first appointed to the Employer or a period of three (3) months after an employee has been transferred or promoted. If an employee does not successfully complete their probationary period on transfer or promotion the Employer will make every reasonable effort to appoint the employee to a position comparable to the one from which the employee was transferred or promoted;
- (w) "Promotion" means the appointment of an employee to a new position, the rate of pay of which exceeds that of the employee's former position;
- (x) "Rates of Pay"
 - (i) "daily rate of pay" means an employee's hourly rate of pay multiplied by the employee's daily hours of work as set out in Article 23;
 - (ii) "weekly rate of pay" means an employee's daily rate of pay multiplied by five (5);
 - (iii) "annual rate of pay" means an employee's weekly rate of pay multiplied by 52.176;
 - (iv) "monthly rate of pay" means an employee's annual rate of pay divided by twelve (12);
- (y) "Representative" means an employee who has been elected or appointed as a steward or who represents the Union at meetings with management and who is authorized to represent the Union;

- (z) "Transfer" means the appointment of an employee to a new position that does not constitute a promotion or demotion;
 - (aa) "Union" means the Public Service Alliance of Canada as represented by its agent Nunavut Employees Union;
 - (bb) "Week" for the purposes of this Agreement shall be deemed to commence at 12 midnight on Sunday and terminate at midnight on the following Sunday.
- 2.02 Except as otherwise provided in this Agreement, expressions used in this Agreement if defined in the *Canada Labour Code* or in the Regulations made thereunder have the same meaning as given to them in the Code or Regulations.

Article 3 **Recognition**

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

Article 4 **Human Rights**

Freedom from Harassment

- 4.01 The Employer, the employees and the Union recognize the right of all persons employed by the Employer to work in an environment free from unwanted personal harassment, sexual harassment or abuse of authority, and agree that any of the aforementioned actions will not be tolerated in the workplace.
- 4.02 Cases of proven unwanted personal harassment, sexual harassment or abuse of authority by a person employed by the Employer is considered a disciplinary infraction and will be dealt with as such.

Personal Harassment

- 4.03 Personal harassment means any improper behaviour by a person employed by the Employer that is directed at and offensive to another person employed by the Employer which the first person knew or ought reasonably to have known would be unwelcome. Personal harassment comprises objectionable conduct, comment, act or display that demeans, belittles or causes personal humiliation or embarrassment to the recipient.

Sexual Harassment

- 4.04 Sexual harassment means any conduct, comment, gesture or contact of a sexual nature:
- (a) that might reasonably be expected to cause offence or humiliation; or

- (b) that might reasonably be perceived as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

Abuse of Authority

- 4.05 Abuse of authority means an individual's improper use of power and authority inherent in the position held, by means of intimidation, threats, blackmail or coercion. This comprises actions which endanger an employee's job, undermine an employee's ability to perform the job or threatens the economic livelihood of an employee. However, it shall not include the legitimate exercise of an individual's supervisory power or authority.

Grievances

- 4.06 Any level in the grievance procedure may be waived if a person hearing the grievance is the subject of the complaint.
- 4.07 Grievances under this Article will be handled with all possible confidentiality and dispatch by the Union and the Employer.
- 4.08 An alleged offender shall be given notice of the substance of a complaint under this Article and shall be given notice of and be entitled to attend, participate in, and be represented at any grievance hearing or any adjudication under this Agreement.

Freedom from Discrimination

- 4.09 The Union, the Employer, and the employees agree that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee by reason of race, colour, ancestry, ethnic origin, citizenship, place of origin, creed, religion, age, disability, sex, sexual orientation, marital status, family status, pregnancy, lawful source of income, political affiliation, conviction for which a pardon has been granted, union membership or activity, or for exercising their rights under this Agreement.
- 4.10 The Employer will advise prospective employees prior to their employment that the Employer is a unionized workforce and that they are subject to paying union dues.
- 4.11 The Employer shall make every reasonable effort to find alternate employment for an employee who becomes physically or mentally disabled.

Freedom from Workplace Violence

- 4.12 "Workplace violence" means any incident in which an employee is abused, threatened or assaulted during the course of their employment, and includes but is not limited to all forms of harassment, bullying, intimidation and intrusive behaviours of a physical or emotional nature.
- 4.13 Every employee is entitled to employment free of workplace violence.

- 4.14 The Employer will make every reasonable effort to ensure that no employee is subjected to workplace violence.
- 4.15 No employee shall be required to perform work at any worksite under circumstances of workplace violence by third parties. The Employer shall take appropriate remedial measures in such situations.
- 4.16 The Employer will take such disciplinary measures, as the Employer deems appropriate, against any person under the Employer's direction who subjects any employee to workplace violence.
- 4.17 Complaints of workplace violence may be brought to the attention of the Employer at any level of management appropriate to the circumstances. An employee may be assisted by the Union in making a complaint.
- 4.18 The Employer will not disclose the name of the complainant or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of investigating the complaint or taking disciplinary measures in relation thereto.
- 4.19 The Employer shall, after consulting with the Labour Management Committee, issue a policy statement concerning workplace violence which substantially conforms to the provisions of this article. The Employer shall make each person under the Employer's direction aware of the policy statement concerning workplace violence.

Article 5 **Application**

- 5.01 The provisions of this Agreement apply to the Union, the employees and the Employer.
- 5.02 The Employer and the Union shall share equally all costs associated with the printing and distribution of the Collective Agreement. The Union will facilitate said printing and distribution.

Future Legislation

- 5.03 In the event that any law passed by Parliament or the Nunavut Legislative Assembly, renders null and void or alters any provision of this Agreement, the remaining provisions of the Agreement shall remain in effect for the term of the Agreement. When this occurs the Collective Agreement shall be re-opened upon the request of either party and negotiations shall commence with a view to finding and appropriate substitute of equal value for the annulled or altered provision.

Conflict of Provisions

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

Article 6

Strikes and Lockouts

- 6.01 During the life of this Agreement there shall be no lockout by the Employer and no interruption or impeding of work, work stoppage, strike, sit-down, slow-down, or any other interference with production by any employee or employees.
- 6.02 No employee shall be required to cross any legal picket line. However, employees may be required to cross another employer's picket line to maintain essential services. No employee shall suffer a loss of pay or benefits as a result of a refusal to cross a picket line.

Article 7

Managerial Responsibilities

- 7.01 Management shall exercise its rights in a manner that is fair, reasonable and consistent with the terms of this agreement.

Article 8

Employer Policies

- 8.01 The Employer shall provide the Union and the Local with a copy of all personnel **Policies**.

Article 9

Outside Employment and Other Activities

- 9.01 An employee can carry on any business, employment or activity outside their regularly scheduled hours of duty without interference from the Employer.
- 9.02 Employees are prohibited from carrying on any business, employment or activity outside their regularly scheduled hours of duty when such business, employment or activity is such that:
- (a) a conflict of duties may develop between an employee's regular work and their outside interests; and
 - (b) certain knowledge and information available only to Hamlet of Chesterfield Inlet personnel place the individual in a position where the employee can exploit the knowledge or information for personal gain.

Article 10
Union Access to Employer Premises

- 10.01 The Employer shall permit access to its work premises of an accredited representative of the Union upon reasonable notice.

Article 11
Appointment of Representatives

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

Article 12
Time-off for Union Business

Conciliation or Arbitration Hearings (Disputes)

- 12.01 The Employer will grant leave with pay to a reasonable number of employees representing the Union before a Conciliation or Arbitration hearing.

Employee called as a Witness

- 12.02 The Employer will grant leave with pay to an employee called as a witness before an Arbitration hearing and where operational requirements permit, leave with pay to an employee called as a witness by the Union.

Arbitration Hearing (Grievance): Employee who is Party to a Grievance

- 12.03 The Employer will grant leave with pay to an employee who is a party to the grievance which is before an Arbitration Board.

Employee who acts as a Representative

- 12.04 The Employer will grant leave with pay to the Representative of an employee who is a party to the grievance.

Employee called as a Witness

- 12.05 The Employer will grant leave with pay to a witness called by an employee who is a party to the grievance.

- 12.06 Where an employee and their representative are involved in the process of the employee's grievance, they shall be granted reasonable time off with pay.

Contract Negotiations Meetings

- 12.07 The Employer will grant leave with pay for two (2) employees for the purpose of attending contract negotiations on behalf of the Union for the duration of such negotiations.

Preparatory Contract Negotiations Meetings

- 12.08 The Employer will grant leave with pay to a reasonable number of employees to attend preparatory negotiations meetings.

Meetings Between Employee Organizations And Management

- 12.09 The Employer will grant time-off with pay to a reasonable number of employees who are meeting with management on behalf of the Union.

Employee Organization Executive Council Meetings, Congress and Conventions

- 12.10 The Employer will grant reasonable leave without pay to a reasonable number of employees to attend executive council meetings and conventions of the Alliance, the Union, the Canadian Labour Congress and the Northern Territories Federation of Labour.

Representatives Training Course

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

Time-off for Representatives

- 12.12 A Representative shall obtain the permission of the employee's immediate supervisor before leaving their work to investigate a grievance, to meet with management for the purpose of dealing with grievances and to attend meetings called by management. Such permission shall not be unreasonably withheld.

- 12.13 The Employer will grant leave without pay for two (2) employees:
- (a) to participate as delegates to constitutional conferences or other similar forums mandated by Federal or Territorial legislation; and
 - (b) to present briefs to commissions, boards and hearings that are mandated by Territorial legislation or the Federal Government.

Leave For Elected Officers

- 12.14 Employee elected to a full-time paid position in the Union shall be granted leave of absence without pay for the term of office. During the leave of absence such

employees shall maintain all accumulated rights and benefits to which they are entitled under the Collective Agreement.

- 12.15 Upon reasonable notification, the Employer shall grant leave without pay to a Union representative seconded for a minimum period of one week to serve as President of the Union on a temporary basis.
- 12.16 The Employer shall continue to pay such employees their applicable salary in accordance with the terms of the Collective Agreement. Upon invoice the Union shall reimburse the Employer for the amounts so paid.
- 12.17 The benefits of any group plan shall be extended to such employees and the Union will reimburse the Employer for any costs involved.
- 12.18 Such employees shall be entitled to an increment for each year of their leave of absence to the maximum in their pay level of their applicable salary.
- 12.19 Such employees shall advise the Employer as soon as possible when an extension of the leave of absence is applicable due to re-election.
- 12.20 Upon termination of their leave of absence such employees shall be offered as a minimum the position they held with the Employer in the same work site and community before they commenced the leave of absence. When such employees wish to invoke this clause of the Collective Agreement they shall provide the Employer with a three month notice of their intent to do so.
- 12.21 Notwithstanding Article 12.20, the Employer may make an offer of employment to such employees to a position inside the Bargaining Unit should such employees bid on a completion and be the successful candidate.
- 12.22 Employees on leave of absence under this Article shall not accumulate seniority during the period of leave of absence.

Article 13

Union Membership Fees Deduction

- 13.01 The Employer will, as a condition of employment, deduct an amount equal to the amount of Membership Fees from the pay of all employees in the Bargaining Unit.
- 13.02 The Union shall inform the Employer in writing of the authorized deduction to be checked off for each employee within the Bargaining Unit.
- 13.03 For the purpose of applying Article 13.01, deductions from pay for each employee will occur on a bi-weekly basis and will apply to the extent that earnings are available. Where an employee does not have sufficient earnings in respect of any bi-weekly period to permit deduction, the Employer shall not be obligated to make such deductions from subsequent salary.

13.04 No employee organization, other than the Union, shall be permitted to have Membership Fees deducted by the Employer from the pay of the employees in the Bargaining Unit.

13.05 The amounts deducted in accordance with Article 13.01 shall be remitted to:

The Comptroller of the Alliance
233 Gilmour Street,
Ottawa ON K2P 0P1

by cheque within a reasonable period of time after deductions are made and shall be accompanied by particulars identifying each employee and the deductions made on their behalf.

13.06 The Union agrees to indemnify and save the Employer harmless against any claim or liability arising out of the application of this Article except for any claim or liability arising out of an error committed by the Employer.

13.07 The Employer agrees to identify annually on each employee's T4 slip the total amount of Membership Fees deducted for the preceding year.

Article 14 **Information**

14.01 The Employer agrees to provide the Union once per month of changes, with information concerning the identification of each employee in the Bargaining Unit. This information shall include the name, address, job classification, rate of pay, social insurance number and employment status of all employees in the Bargaining Unit.

The Employer shall indicate which employees have been recruited or transferred and those employees who have been struck off strength during the period reported.

14.02 The Employer agrees to provide all employees including new employees at the time of appointment a copy of the Collective Agreement.

Provision Of Bulletin Board Space And Other Facilities

14.03 The Employer shall provide bulletin board space in each location clearly identified for exclusive Union use for the posting of notices pertaining to elections, appointments, meeting dates, news items and social and recreational affairs.

14.04 The Employer shall make available to Union specific locations on the premises for the placement of bulk quantities of literature of the Union.

14.05 The Employer shall make available to the Union and the members of the Bargaining Unit a suitable meeting room to be used from time to time for the conducting of business relating to the Bargaining Unit.

- 14.06 The Employer will deliver any mail originating from the Union addressed to Employees of the Employer and sent to the Employer.

Article 15 **Paid Holidays**

Paid Holidays

- 15.01 The following days are Paid Holidays for employees covered by this Collective Agreement:

- (a) New Year's Day;
- (b) Good Friday;
- (c) Easter Monday;
- (d) The day fixed by proclamation of the Governor in Council for the celebration of the Birthday of the Sovereign;
- (e) Canada Day;
- (f) The first Monday in August, or another day fixed by order of the Commissioner of the Nunavut;
- (g) Labour Day;
- (h) The day fixed by Order of the Commissioner as a general day of Thanksgiving;
- (i) Remembrance Day;
- (j) Christmas Day;
- (k) Boxing Day;
- (l) Nunavut Day – if proclaimed;
- (m) One additional day when proclaimed by an Act of Parliament as a National Holiday;
- (n) One or more additional days when proclaimed by the Mayor of the Hamlet of Chesterfield Inlet;
- (o) Where the Commissioner of the Nunavut agrees to provide the majority of employees in the community with time off in support of a community function, those employees who are unable to take advantage of the time off because of operational requirements, will be paid at the overtime rate for hours worked during that period.

- 15.02 A Paid Holiday under Article 15.01 does not apply to an employee who is absent without cause on both the working day immediately preceding and the working day following the Paid Holiday.
- 15.03 When a Paid Holiday under Article 15.01 coincides with an employee's day of rest (Saturday and Sunday), the Paid Holiday shall be moved to the employee's first working day following their day of rest.
- 15.04 When a Paid Holiday for an employee is moved to another day under the provisions of Article 15.03:
- (a) work performed by an employee on the day from which the Paid Holiday was moved shall be considered as work performed on a day of rest; and
 - (b) work performed by an employee on the day to which the Paid Holiday was moved shall be considered as work performed on a holiday.
- 15.05 When the Employer requires an employee to work on a Paid Holiday they shall be paid in addition to the pay that they would have been granted had they not worked on the Paid Holiday:
- (a) one and one-half (1½) times their hourly rate for the first four (4) hours worked; and
 - (b) twice (2) their hourly rate for hours worked in excess of four (4) hours; or
 - (c) an equivalent combination of pay and a day of leave at a later date convenient to both the employee and the Employer.
- 15.06 Where a day that is a Paid Holiday for an employee falls within a period of leave with pay, the Paid Holiday shall not count as a day of leave.
- 15.07 At the request of the employee, and where the operational requirements of the Employer permit, an employee shall not be required to work both Christmas and New Year's Day.

Article 16

Leave – General

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

- 16.02 When an employee is in receipt of an extra allowance and is granted leave with pay, the employee is entitled during their period of leave with pay to continue to receive the allowance. An employee who is on leave of absence without pay is not entitled to receive any pay, benefits or allowances for the period of leave without pay, unless this Agreement specifically provides otherwise.
- 16.03 During the month of April in each year the Employer shall inform each employee in the Bargaining Unit in writing of the balance of their special, sick, compensatory and vacation leave credits as of the 31st day of March.
- 16.04 If, at the end of the fiscal year, an employee's entitlement to vacation leave with pay includes a fractional entitlement of less or more than one-half day the entitlement shall be increased as follows:
- (a) to a half day if the fractional entitlement is less than one-half day;
 - (b) to a full day if the fractional entitlement is more than one-half day.

Article 17

Vacation Leave

Accumulation of Vacation Leave

- 17.01 For each month in which the employee works ten (10) or more days, an employee shall earn vacation leave at the following rates:
- (a) one and one-half (1½) days per month until the month in which the anniversary of the second (2nd) year of continuous service is completed;
 - (b) one and two thirds (1-2/3) days per month commencing in the month after completion of two (2) years of continuous service and ending in the month that ten (10) years of continuous service is completed;
 - (c) two and one-twelfth (2-1/12) days per month commencing in the month after completion of ten (10) years of continuous service and ending in the month that fifteen (15) years of continuous service is completed; or
 - (d) two and one half (2½) days per month commencing in the month after completion of fifteen (15) years of continuous employment.
- 17.02 The accumulated service for part-time employees shall be counted for the vacation leave entitlements in Articles 17.01(b), (c) and (d).
- 17.03 Part-time employees shall be paid six (6), eight (8), ten (10) or twelve (12) percent of their total earnings in the fiscal year in accordance with their accumulated service in lieu of vacation leave to which they would otherwise be entitled.

Granting of Vacation Leave

- 17.04 In granting vacation leave with pay to an employee, the Employer shall make every reasonable effort:
- (a) to schedule vacation leave for all employees in the fiscal year in which it is earned;
 - (b) not to recall an employee to duty after the employee has proceeded on vacation leave;
 - (c) to grant the employees their vacation leave during the fiscal year in which it is earned at a time specified by the employee;
 - (d) to comply with any request made by an employee before October 31, that the employee be permitted to use in the following fiscal year any period of vacation leave of four (4) days or more earned by the employee in the current year;
 - (e) to grant the employee vacation leave for at least up to six (6) consecutive weeks depending upon their vacation entitlements when so requested by the employee;
 - (f) to grant employees their vacation leave preference and to give special consideration to employees with school aged children who wish to take their vacation leave during the school break and, where as between two or more employees who have expressed a preference for the same period of vacation leave, length of service with the Employer will prevail; and
 - (g) to grant the employee their vacation leave when specified by the employee if the period of vacation leave is less than a week, providing the employee gives the Employer reasonable advance notice.
- 17.05 Employees are expected to request vacation leave at least two weeks in advance of the beginning of the intended vacation leave period. Notwithstanding the requirements of Article 17.06, vacation leave requested with less than two weeks' advance notice may be changed, reduced or denied by the Employer without providing the reasons in writing.
- 17.06 The Employer shall reply to the request for vacation leave submitted by the employee as soon as possible after the request has been received. If an employee's request for vacation leave for a period of five (5) days or more is not responded to within fourteen (14) calendar days after it has been received by the Manager, the employee's days have been deemed to have been granted. Where the Employer has proposed to change, reduce, or deny the vacation leave requested by the employee, the Employer shall provide the employee with the reasons, in writing, for such change, reduction, or denial of vacation leave. Such change, reduction, or denial shall be subject to Article 37 of this Collective Agreement.

17.07 When an employee cannot make satisfactory travel arrangements they shall have the right to cancel their vacation leave request.

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

(a) is granted special leave, when there is a death in their immediate family as defined in Article 18; or

(b) is granted special leave with pay because of illness in the immediate family as defined in Article 18; or

(c) is granted sick leave on production of a medical certificate,

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

Carry-over Provisions

17.09 Employees are not permitted to carry over more vacation leave credits than can be earned in one (1) fiscal year. Vacation leave credits exceeding a one (1) year entitlement will be liquidated in the month of March

No Recall from Vacation Leave

17.10 During any period of vacation leave with pay an employee who is in the Municipality may be recalled to duty by the Employer and the employee may return to work if the employee agrees to but may refuse to return if the employee so wishes. If the employee returns to work they shall not be considered as being on vacation leave during any period the employee returns to work and their vacation leave for this time shall be re-credited to their vacation leave for use at a later date.

17.11 When during any period of vacation leave an employee accepts a recall to duty, they shall be reimbursed for reasonable expenses that the employee incurs after submitting such accounts as are normally required by the Employer.

Leave When Employment Terminates

17.12 Where an employee dies or otherwise terminates their employment:

(a) The employee or their estate shall, in lieu of earned but unused vacation leave and vacation pay (Article 17.01), be paid an amount equal to the product obtained by multiplying the number of days of earned but unused vacation leave by the daily rate of pay applicable to the employee immediately prior to the termination of their employment; or

(b) the Employer shall grant the employee any vacation leave earned but not used by the employee before the employment is terminated by lay-off if the

employee so requests because of a requirement to meet the minimum service requirements for severance pay.

- 17.13 An employee whose employment is terminated by reason of a declaration that the employee abandoned their position is entitled to receive the payment referred to in Article 17.13.

Travel Time

- 17.14 Vacations shall be lengthened by one (1) working day for the purpose of travel time of eight (8) hours or more, and monies for the one (1) day will be paid prior to the employees' vacation period.

Article 18 **Special Leave**

- 18.01 An employee shall earn special leave credits up to a maximum of twenty-two (22) days at the rate of one-half (1/2) day for each calendar month in which the employee received pay for at least ten (10) days. As credits are used, they may continue to be earned up to the maximum.
- 18.02 Special leave credits shall not be advanced and shall not be paid out upon termination of employment.
- 18.03 The provisions of this Article do not apply to an employee who is on leave of absence without pay, or under suspension.

Immediate Family

- 18.04 For the purposes of this Article, immediate family is defined as an employee's father, mother, brother, sister, spouse, common-law spouse, child, step-child, adopted child, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, daughter-in-law, sister-in-law, son-in-law and any relative permanently residing in the employee's household or with whom the employee permanently resides.
- 18.05 The Manager shall grant special leave earned with pay for a period of six (6) consecutive working days when there is a death in the employee's immediate family.
- 18.06 The Manager may grant an employee special leave with pay for a period of up to six (6) consecutive working days:
- (a) where a member of the immediate family becomes ill and the employee is required to care for their dependants or for the sick person; or

- (b) where a member of the immediate family residing outside the employee's community of residence becomes seriously ill.

In extreme circumstances, the Manager may grant additional consecutive days of leave for these purposes.

Extended Family

- 18.07 In the event of the death of the employee's aunt, uncle, niece or nephew, the Manager shall grant an employee special leave earned with pay for a period of one (1) working day.

Special Circumstances

- 18.08 Special leave may be granted up to a maximum of six (6) working days per fiscal year for special circumstances, not directly attributable to the employee, that prevent the employee from reporting to duty. Special circumstances are defined as:
- (a) serious household or domestic emergencies;
 - (b) a general transportation tie-up caused by weather if the employee makes every reasonable effort to report for duty;
 - (c) in circumstances which are of general value to the Hamlet, such as where the employee:
 - (i) takes an examination which will improve their position or qualifications in the Hamlet;
 - (ii) attends a course in civil defence training including Canadian Arctic Rangers (employees in these circumstances shall relinquish any remuneration, excluding expenses for such duty).

Community Emergencies

- 18.09 Special leave may be granted for a period of up to a maximum of six (6) consecutive working days for serious community emergencies, where the employee is required to render assistance.

Birth of a Child

- 18.10 An employee shall be granted special leave earned with pay up to a maximum of two (2) working days on the occasion of the birth of the employee's child or the

employee's adoption of a child. This leave may be divided into two parts and taken on separate days. Under special circumstances the Employer may extend this period.

Casual Leave

- 18.11 Employees may be granted casual leave with pay to a maximum of four (4) hours for the following purposes:
- (a) Whenever it is necessary for an employee to attend upon the employee's doctor, dentist, lawyer or school during working hours;
 - (b) Whenever it is necessary for an employee to escort a dependant to a doctor, dentist, lawyer or school appointments during working hours.
- 18.12 Employees may be granted casual leave with pay to a maximum of one (1) day per occurrence where the employee's physician requires the employee to attend regular or recurring medical treatments and checkups.

Elections

- 18.13 An employee shall be allowed four (4) hours to vote in Federal elections, three (3) hours to vote in Territorial and Municipal elections with no loss of pay (i.e. If polls close at 8:00 p.m. employees will leave work at 4:00 p.m. for Federal elections).

Medical Travel Leave

- 18.14 Every employee who is proceeding to a medical centre or escorting a dependant, spouse, immediate family member or other community member, shall be granted special leave earned with pay for six (6) days per fiscal year, where written proof of escort is provided to the Employer. Any requests for such leave in excess of six (6) days per fiscal year may be charged against sick leave credits, at the employee's request.

Discretionary/Traditional Harvesting Leave

- 18.15 The Employer may grant Discretionary/Traditional Harvesting Leave of three (3) days with pay per fiscal year to any employee. Discretionary Leave/Traditional Harvesting Leave must be requested and granted before the beginning of the employee's shift.

Article 19

Sick Leave

Credits

- 19.01 An employee shall earn sick leave credits at the rate of one and one-quarter (1¼) days for each calendar month for which the employee receives pay for at least ten (10) days.
- 19.02 Subject to (a) and (b) below, and to the remainder of this Article, all absences on account of illness on a normal working day (exclusive of Paid Holidays) shall be charged against an employee's accumulated sick leave credits:
- (a) there shall be no charge against an employee's sick leave credits when the employee's absence on account of illness is less than one-half day and the employee has been on duty for at least two hours;
 - (b) where the period of absence on account of illness is at least one-half day but less than a full day, one-half day only shall be charged as sick leave.
- 19.03 Unless otherwise informed by the Employer an employee must sign a statement describing the nature of the illness or injury and stating that because of this illness or injury the employee was unable to perform their duties:
- (a) if the period of leave requested does not exceed three (3) working days; and
 - (b) if in the current fiscal year, the employee has not been granted sick leave on more than five (5) occasions wholly on the basis of statements signed by the employee.
- 19.04 An employee is required to produce a certificate from a qualified medical practitioner, certifying that such employee is unable to carry out their duties due to illness:
- (a) for sick leave in excess of three (3) working days;
 - (b) for any additional sick leave in a fiscal year when in the same fiscal year the employee has been granted sick leave on five (5) occasions wholly on the basis of the statements signed by the employee.
- 19.05 Where leave of absence without pay is authorized for any reason, or an employee is laid-off because of lack of funds and the employee returns to work upon expiration of such leave of absence or lay-off, the employee shall earn sick leave credits for each month in which the employee worked at least ten (10) days and shall retain any unused sick leave existing at the time of lay-off or commencement of leave without pay.
- 19.06 In circumstances where sick leave would be authorized but the employee has insufficient or no sick leave credits, at the discretion of the Employer, the employee shall be granted sick leave in advance to a limit of five (5) days which shall be charged against future credits as earned. If the employee dies before authorized unearned sick leave has been liquidated, no recovery shall be made from the employee's estate.

- 19.07 An employee is not eligible for sick leave with pay for any period during which the employee is on leave of absence without pay or under suspension.
- 19.08 When an employee is granted sick leave with pay and injury-on-duty leave is subsequently approved for a concurrent period, there shall be no charge against the employee's sick leave credits for the period of concurrency.

Medical Travel Time

- 19.09 Every Employee who is proceeding to a medical centre or escorting a dependant, spouse or immediate family member, shall be granted leave of absence with pay. For the purposes of this provision only, an employee shall earn leave at the rate of half (½) day per month for each month in which the employee works ten (10) or more days, to a maximum of six (6) days per year. Unused leave under this provision may be carried forward, but in no event shall it exceed six (6) days. For any second or subsequent request for leave under this provision in the same calendar year, the Employer may grant further leave. Any such travel leave time will not be charged against sick leave credits.

Article 20

Maternity Leave

- 20.01 An employee who becomes pregnant shall be granted seventeen (17) consecutive weeks maternity leave without pay commencing at any time during the seventeen (17) week period immediately preceding the expected date of delivery, provided that the employee gives the Employer written notice at least four (4) weeks before the day on which the employee expects to commence leave. At the employee's request the Employer shall give the employee, within one week of their request, a clear understandable information package about maternity leave requirements and benefits.
- 20.02 The Employer may:
- (a) upon written request from the employee, defer the commencement of maternity leave without pay of an employee or terminate it earlier than seventeen (17) weeks after the date of the termination of the employee's pregnancy;
 - (b) grant maternity leave without pay to an employee to commence earlier than seventeen (17) weeks before the expected termination of the employee's pregnancy;
 - (c) where maternity leave without pay is requested, require an employee to submit a medical certificate certifying pregnancy.
- 20.03 Leave granted under this Article shall be counted for the calculation of "continuous employment" and "continuous service".

Maternity-related Reassignment or Leave

- 20.04 Where a pregnant or nursing employee produces a statement from their physician that their working conditions may be detrimental to their health, that of the employee's foetus or the employee's nursing child, the Employer shall either change such working conditions or temporarily transfer the employee to another position with equal pay or allow the employee to take leave of absence without pay for the duration of the employee's pregnancy.

Maternity Leave Allowance

- 20.05 After completion of six (6) months continuous employment, an employee who provides the Employer with proof that the employee has applied for and is in receipt of employment insurance benefits pursuant to Section 22, *Employment Insurance Act*, shall be paid a maternity leave allowance.
- 20.06 A recipient under Article 20.05 shall sign an agreement with the Employer providing:
- (a) that the employee will return to work and remain in the Employer's employ for a period of at least six (6) months after their return to work;
 - (b) that the employee will return to work on the date of the expiry of their maternity leave, unless this date is modified with the Employer's consent.
- 20.07 Should the employee fail to return to work, except by reason of death, disability or lay-off, as per the provision of Article 20.06, the employee recognizes that the employee is indebted to the Employer for the amount received as maternity leave allowance. Should the employee not return for the full six months, the employee's indebtedness shall be reduced on a prorated basis according to the number of months for which the employee received pay.
- 20.08 No employee shall be laid off, transferred or relocated while on, or within six (6) months of their return, from maternity leave without the consent of the employee, the Employer and the Union.
- 20.09 In respect of the period of maternity leave, payments of maternity leave allowance will consist of the following:
- (a) For the first two (2) weeks, payments equivalent to ninety-three percent (93%) of the employee's weekly rate of pay. For up to a maximum of an additional fifteen (15) weeks, payments equivalent to the difference between the employment insurance benefits the employee is eligible to receive and ninety-three percent (93%) of their weekly rate of pay;
 - (b) (i) for a full-time employee the weekly rate of pay referred to in Article 20.09(a) shall be the weekly rate of pay for their classification and position on the day immediately preceding the commencement of the maternity leave.

- (ii) for a part-time employee the weekly rate of pay referred to in Article 20.09(a) shall be the prorated weekly rate of pay for their classification and position averaged over the six month period of continuous employment immediately preceding the commencement of the maternity leave.
- (c) Employees have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan.
- (d) Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Article 20.09(a), the payments shall be adjusted accordingly.
- (e) Maternity leave allowance payments will neither reduce nor increase an employee's deferred remuneration or severance pay.

Other Benefits During Leave

- 20.10 An employee returning to work from maternity leave retains their sick leave, special leave and vacation leave accumulated prior to taking leave.
- 20.11 If an employee elects to maintain coverage for medical, group life and other benefits, the Employer will pay both portions of these premiums. The Employer will recover monies paid on behalf of the employee share of premiums when the employee returns to work or terminates.
- 20.12 Illness arising due to pregnancy during employment and prior to this leave of absence may be charged to normal sick leave credits.

Article 21 **Parental Leave**

- 21.01 Where an employee has or will have the actual care or custody of their newborn child, or an employee commenced proceedings to adopt a child or obtains an order for the adoption of a child, the employee shall be granted parental leave without pay for a single period of up to thirty-seven (37) consecutive weeks. This leave without pay shall be taken during the fifty-two (52) week period immediately following the day the child was born or, in the case of adoption, within the fifty-two (52) week period from the date the child comes into the employee's care and custody.
- 21.02 An employee who intends to request parental leave without pay shall make every effort to provide reasonable notice to the Employer. In the case of an adoption, the employee shall notify the Employer as soon as the application for adoption has been approved by the adoption agency or legal guardianship and custody papers have been completed.
- 21.03 Leave granted under this Article shall be counted for the calculation of "continuous employment" and "continuous service".

Parental Leave Allowance

- 21.04 After completion of six (6) months continuous employment, an employee who has been granted parental leave without pay and who provides the Employer with proof that the employee has applied for and is in receipt of parental benefits pursuant to Section 23, *Employment Insurance Act* shall be paid a parental leave allowance.
- 21.05 A recipient under Article 21.04 shall sign an agreement with the Employer providing:
- (a) that the employee will return to work and remain in the Employer's employ for a period of at least six (6) months after their return to work;
 - (b) that the employee will return to work on the date of the expiry of their parental leave without pay unless this date is modified with the Employer's consent.
- 21.06 Should the employee fail to return to work in accordance with the provisions of Article 21.05, except by reason of the employee's death, disability or lay-off, the employee recognizes and acknowledges that the employee is indebted to the Employer for the amount of parental leave allowance received. Should the employee not return for the full six (6) month period, the employee's indebtedness to the Employer shall be reduced on a prorated basis according to the number of months the employee has returned to work.
- 21.07 No employee shall be laid off, transferred or relocated while on, or within six (6) months of their return, from parental leave without the consent of the employee, the Employer and the Union.
- 21.08 For the period of parental leave without pay taken by an employee who has not taken maternity leave without pay, or who has taken maternity leave without pay and has not received a maternity leave allowance, parental leave allowance payments shall be equivalent to ninety-three percent (93%) of the employee's weekly rate of pay for the first two (2) weeks, and for an additional eight (8) weeks, payments equivalent to the difference between the employment insurance benefit the employee is eligible to receive and ninety-three percent (93%) of the employee's weekly rate of pay.
- 21.09 For the period of parental leave without pay taken by an employee who has taken maternity leave without pay and received a maternity leave allowance, parental leave allowance payments will be equivalent to the difference between the employment insurance benefit the employee is eligible to receive and ninety-three percent (93%) of the employee's weekly rate of pay for a period of ten (10) weeks.
- 21.10 (a) For a full-time employee the weekly rate of pay referred to in Articles 21.08 and 21.09 shall be the weekly rate of pay for their classification and position on the day immediately preceding the commencement of the parental leave without pay or maternity leave without pay, as the case may be.
- (b) For a part-time employee the weekly rate of pay referred to in Articles 21.08 and 21.09 shall be the prorated weekly rate of pay for their classification and position on the day immediately preceding the commencement of the parental

leave without pay or maternity leave without pay, as the case may be, averaged over the six month period of continuous employment immediately preceding the commencement of the parental or maternity leave without pay.

- 21.11 Employees have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan.
- 21.12 Where an employee becomes eligible for a pay increment or an economic adjustment with respect to any period in which the employee was in receipt of payments under Article 21.04, the payments shall be adjusted accordingly.
- 21.13 Parental leave allowance payments will neither reduce nor increase an employee's deferred remuneration or severance pay.
- 21.14 Parental leave without pay utilized by an employee couple, both of whom are employed by the Employer, in conjunction with maternity leave shall not exceed a total of fifty-two (52) weeks.
- 21.15 Parental leave without pay taken by an employee in conjunction with maternity leave shall be taken immediately after the termination of maternity leave and the duration of both periods of leave without pay combined shall not exceed a total of fifty-two (52) weeks.
- 21.16 When parental leave is taken by an employee couple, both of whom are employed by the Employer, parental leave allowance payments shall not exceed a total of twenty (20) weeks for both employees combined, and parental leave without pay taken by an employee couple shall not exceed a total of fifty-two (52) weeks for both employees combined.

Other Benefits During Leave

- 21.17 An employee returning to work from parental leave retains their sick leave, special leave and vacation leave accumulated prior to taking leave.
- 21.18 If an employee elects to maintain coverage for medical, group life and other benefits, the Employer will pay both portions of these premiums. The Employer will recover monies paid on behalf of the employee share of premiums when the employee returns to work or terminates.

Article 22

Other Types of Leave

Court Leave

- 22.01 Leave of absence with pay shall be given to every employee, other than an employee on leave of absence without pay or under suspension, who is required:
 - (a) to serve on a jury, or jury selection;

- (b) by subpoena or summons to attend as a witness in any proceeding held:
 - (i) before a court, judge, justice, magistrate, or coroner;
 - (ii) before the Senate or House of Commons of Canada, or a committee of the Senate or House of Commons, otherwise than in the performance of the duties of their position;
 - (iii) before a legislative council, legislative assembly or house of assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it;
 - (iv) before an arbitrator or umpire or a person or body of persons authorized by law to make an inquiry and to compel the attendance of witnesses before it.

Injury on Duty Leave

22.02 An employee shall be granted injury-on-duty leave with pay by the Employer where it is determined by a Workers' Safety and Compensation Commission that the employee is unable to perform their duties because of:

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

if the employee agrees to pay the Employer any amount received by the employee for loss of wages in settlement of any claim they may have in respect of such injury, sickness or exposure, providing however that such amount does not stem from a personal disability policy for which the employee or the employee's agent has paid the premium.

Quarantine

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

Discretionary Leave

22.04 The Employer may grant Discretionary Leave of two (2) days with pay to any Employee. One day written notice must be given to the Employer

Emergency Leave

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

Compassionate Care Leave

- 22.06 (a) Both parties recognize the importance of access to leave to provide care and support to a gravely ill family member who has a significant risk of death.
- (b) For the purpose of this article, the definition of family member in the compassionate leave care provisions in the Nunavut *Labour Standards Act* shall apply.
- (c) An employee shall be granted up to eight (8) weeks of compassionate care leave without pay to provide care and support to a gravely ill family member if the Employer is provided with a certificate from a qualified medical practitioner stating that the family member has a serious medical condition with a significant risk of death within twenty-six (26) weeks from:
- (i) the day the certificate was issued; or
 - (ii) if the leave was commenced before the certificate was issued, the day the leave was commenced.

A certificate from another medical practitioner, such as a nurse practitioner, is acceptable when the gravely ill family member is in a geographic location where treatment by a medical doctor is limited or not accessible, and a medical doctor has authorized the other medical practitioner to treat the ill family member.

- (d) An employee who intends to request compassionate care leave shall make every effort to provide reasonable notice to the Employer.
- (e) An employee who is granted compassionate care leave shall return to work immediately upon the expiry of that leave.

Request for Leave

- (f) Appropriate leave forms must be completed and forwarded to the Manager.

Benefits during Leave

- (g) Employees returning to work from compassionate care leave retain any leave credits accumulated prior to taking leave.
- (h) Leave granted under this Clause shall be counted for the calculation of “continuous employment” for the purpose of calculating severance pay.

- (i) Compassionate care leave utilized by more than one employee for care of the same family member shall not exceed a total of eight (8) weeks combined.

Article 23

Hours of Work

Hours of Work

- 23.01 The weekly scheduled hours of work assigned to classifications are included in Appendix "A" - Rates of Pay.
- 23.02 The weekly hours of work indicate a five (5) day work week Monday to Friday inclusive and a scheduled work day of seven and one-half (7½) or eight (8) hours as is appropriate, exclusive of a lunch period. The hours of work shall be between the hours of 8:00 a.m. and 5:00 p.m.
- 23.03 The Airport Observer/Communicators shall work flexible hours. The Employer shall determine the schedule. The normal hours of work for the Fire Chief/By-law Officer shall be 1:00 p.m. to 2:00 a.m.
- 23.04 Employees shall be entitled to a rest period, with pay, of fifteen (15) minutes duration commencing on or about mid-morning and shall be entitled to a rest period with pay, of fifteen (15) minutes duration commencing on or about mid-afternoon. An employee may be absent from work during such rest periods.
- 23.05 A specified meal period of one hour's duration shall be scheduled as close to the mid-point of the shift as possible. The Employer will make every effort to arrange meal periods at times convenient to the employees.

Shift Work

- 23.06 There shall be no shift work.

Article 24

Part Time Employees

- 24.01 Part time employees shall be entitled for all eligible benefits provided under this Agreement in the same proportion as the employee's scheduled hours of work compare to the standard work week for that classification.

Article 25

Casual Employees

- 25.01 Casual employees shall receive the following benefits:

Vacation pay at 6% – paid hourly.

- 25.02 Casual employees shall accumulate and carry over their continuous service time. After a casual worker accumulates 2080 hours of work in a period of three (3) consecutive calendar years, the employee becomes eligible to move up another step on the wage grid until the maximum is reached.

Article 26 **Overtime**

26.01 In this Article:

- (a) "Overtime" means work performed by an employee before or after or in excess or outside of their regularly scheduled hours of work. For part-time employees, overtime means all hours worked in excess of the regular hours of work for a full-time employee in the same position. Unless sent home early by the Employer, or on leave with pay, an employee must work their full daily shift on a normal work day or overtime will not be paid until after the required shift hours are worked;
- (b) "Straight time rate" means the hourly rate of remuneration;
- (c) "Time and one-half" means one and one-half times the straight time rate;
- (d) "Double time" means twice the straight time.

26.02 An employee who is required to work overtime shall be paid overtime compensation for each fifteen (15) minutes of overtime worked by the employee subject to a minimum payment of fifteen (15) minutes at the overtime rate when the overtime work is authorized in advance by the Employer.

26.03 Employees shall record starting and finishing times of overtime worked on a form determined by the Employer.

Allocation of Overtime

26.04 The Employer shall make every reasonable effort:

- (a) to allocate overtime work on an equitable basis among readily available qualified employees who are normally required in their regular duties to perform that work;
- (b) to give employees who are required to work overtime reasonable advance notice of this requirement.

26.05 Except in case of emergencies an employee may, for cause, refuse to work overtime, providing the employee places their refusal in writing.

26.06 Notwithstanding the permission granted by the Employer to engage in business or employment outside their regularly scheduled hours of duty under Article 9, such business or employment may not be approved as a cause to refuse to work overtime.

Compensation for Overtime Worked

26.07 Overtime work shall be compensated as follows:

- (a) at time and one-half for all hours except as provided in Article 26.07(b);
- (b) at double time for all hours of overtime worked after the first four (4) consecutive hours of overtime and double time for all hours worked on a Sunday or subsequent day of rest;
- (c) in lieu of (a) and (b) above, the Employer may grant, at the Employee's request, equivalent leave with pay at the appropriate overtime rate to be taken at a time mutually agreeable to the Employer and the employee.

Article 27 **Pay**

27.01 Employees are entitled to be paid for services rendered for the classification and position to which they are appointed at the pay rates specified in Appendix "A" – Rates of Pay.

27.02 Employees shall be paid on a biweekly basis with pay days being every second Friday.

27.03 Employees who have earned overtime compensation or any other extra allowances in addition to their regular pay, shall receive such remuneration in the two (2) weeks following the day when such compensation was earned.

When overtime compensation is paid, the pay statement shall indicate the pay periods, rate of overtime, and the number of overtime hours.

Acting Pay

27.04 When an employee is required in writing, by the Manager to perform the duties of a higher level position on an acting basis, the employee shall be paid acting pay calculated from the date on which the employee commenced to act as if they had been appointed to the higher level position for the period in which they act.

Salary Increases

- 27.05 The Employer agrees to pay the negotiated salary increases to every employee not later than the month following the month in which this Agreement is signed and not later than the day in which any subsequent salary increases become effective.
- 27.06 The Employer agrees to pay all retroactive remuneration for salary increases, overtime, acting pay and allowances not later than the month following the month in which the Agreement is signed.
- 27.07 Employees shall receive a step increase on the appropriate pay schedule set out in Appendix "A" effective April 1st each year until the employee reaches the maximum step on the pay schedule. Employees shall not be entitled to receive a step increase in the same calendar year as the employee was hired.

Municipal Service and Land Lease Payments

- 27.08 Employees are encouraged to authorize the Employer to deduct municipal service and land lease payments from the employee's pay.
- 27.09 When an employee has a municipal services or land lease debt owing to the Employer, and the debt has been owing for at least sixty days, the Employer may, after notifying the employee, deduct the amounts owing to the Employer from the employee's pay.
- 27.10 All debts owing by an employee to the Employer for municipal services and land lease payments shall be deducted from the employee's pay of the last pay day prior to March 31st.

Garnishee

- 27.11 The Employer shall not dismiss, suspend, lay off, demote or otherwise discipline an employee on the grounds that garnishment proceedings may be or have been taken with respect to an employee.

Reporting Pay

- 27.12 If an employee reports to work on their regularly scheduled shift and there is insufficient work available the employee is entitled to four (4) hours pay.
- 27.13 If an employee is directed to report for work on a day of rest or on a Paid Holiday, the employee shall be paid for the day at the applicable overtime rates.
- 27.14 If an employee is directed to report for work outside of their regularly scheduled hours, the employee shall be paid the greater of:
- (a) compensation at the appropriate overtime rate; or
 - (b) compensation equivalent to four (4) hours pay at the straight time rate for each time the employee is required to report for work.

Call-back Pay

- 27.15 When an employee is recalled to a place of work for a specific duty, the employee shall be paid the greater of:
- (a) compensation at the appropriate overtime rate; or
 - (b) compensation equivalent to four (4) hours pay at the straight-time rate.

Stand-by Pay

- 27.16 Should employees be required to be on standby the Employer agrees to negotiate with the Union the rates of pay and rules and regulations governing standby.
- 27.17 The Fire Chief/By-law Officer shall receive a premium of one dollar and seventy-five cents (\$1.75) per hour for each hour worked between 2:00 a.m. and 8 a.m.

Article 28
Duty Travel

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

Travel on Behalf of Employer

- 28.02 Where an employee is required to travel on behalf of the Employer, the employee shall be paid:
- (a) when the travel occurs on a regular workday, as though they were at work for all hours travelled;
 - (b) when the travel occurs on a day of rest or Paid Holiday, at the applicable overtime rate for all hours travelled, with a minimum of four (4) hours pay at the straight time rate and a maximum of eight (8) hours at the applicable overtime rate.
- 28.03 For the purpose of this Article, hours travelled includes a one (1) hour check-in period at airports, bus depots, or train stations, as well as a one (1) hour check-out period at each overnight stopover and at the final destination. Hours travelled also include time spent waiting for connecting flights, trains or buses, but is exclusive of overnight stopovers.
- 28.04 The Employer will make every reasonable effort to restrict travel outside of the employee's headquarters that requires absence from home beyond a period which includes two (2) weekends.
- 28.05 Where an employee is absent from home on a Designated Paid Holiday or day of rest and does not work, the employee shall receive payment at time and one-half (1½x) their rate of pay or be granted the equivalent leave with pay.

Article 29

Job Description

Job Description

- 29.01 When an employee is first hired or when an employee is reassigned to another position in the Bargaining Unit, the Employer shall, before the employee is assigned to that position, provide the employee with a written Job Description for the position to which the employee is assigned.
- 29.02 Upon written request, an employee shall be entitled to a complete and current Job Description and responsibilities of their position.

Article 30

Classification

- 30.01 During the term of this Agreement, if a new or revised classification standard is implemented by the Employer, the Employer shall before applying the new or revised classification standard, negotiate with the Union the rates of pay and the rules affecting the pay of employees for the classification affected. If the parties fail to reach agreement within sixty (60) days from the date on which the Employer submits the new or revised standard to the Union, the Employer may apply the new rates of pay and the Union may refer the matter to arbitration. The arbitrator's decision will be retroactive to the date of application of the new rates.
- 30.02 Where an employee believes that they have been improperly classified with respect to their position, the employee shall discuss their classification with their immediate supervisor and, on request, be provided with a copy of their Job Description before the employee files a grievance under Article 37 Adjustment of Disputes.

Article 31

Seniority

- 31.01 Seniority is defined as length of service with the Employer in the bargaining unit and shall be applied on a bargaining unit-wide basis. Seniority shall be applied in determining preference for promotions, vacancies, transfers, demotions, lay-offs, recall, and as set out in other provisions of this collective agreement.
- 31.02 A newly hired employee shall be on probation for a period defined in Article 2.01(v). During the probationary period, the employee shall be entitled to all rights and benefits of this agreement except as otherwise provided. After completion of the probationary period, seniority shall be effective from the original date of employment.
- 31.03 The Employer shall maintain a seniority list showing the date upon which each employee's service commenced. A copy of the seniority list shall be posted on all bulletin boards and sent to the union and shall be kept up-to-date by the Employer.

- 31.04 An employee shall lose seniority in the following circumstances:
- (a) if the employee is discharged for just cause and is not reinstated;
 - (b) if the employee resigns voluntarily;
 - (c) if, following lay-off, the employee fails to return to work in accordance with Article 50.05 .

Article 32

Vacancies, Job Postings, Promotions and Transfers

- 32.01 Advertisements for jobs with the Employer shall be posted at appropriate locations, including bulletin boards.
- 32.02 In cases of promotions, the trial period shall be three (3) months. In the event of a promotion, if the employee is not able or does not wish to complete the trial period, or cannot satisfactorily perform the job following the trial period, the employee shall be returned to their former position, wage or salary level, without loss of seniority, provided that the former position is vacant.
- 32.03 No employee shall be transferred to a position outside the bargaining unit without their consent. If an employee is transferred to a position outside the bargaining unit, the employee shall retain their seniority accumulated up to the date of leaving the unit, but shall not accumulate further seniority.

Article 33

Education and Training

- 33.01 Leave without pay to take advanced or supplementary professional or technical training of less than one academic year may be granted to employees upon the recommendation of the Manager and with the approval of the Employer.
- 33.02 Such leave shall be based on an appraisal of the present and future job requirements and the qualifications of the employee applying therefore and shall be granted only to meet the identified needs.
- 33.03 Full financial assistance in respect of salary, tuition, travelling and other expenses shall be granted during such leave:
- (a) where the employee has become technically obsolete and requires retraining to satisfactorily carry out the work; or
 - (b) where the courses are required to keep the employee abreast of new knowledge and techniques in their field of work; or
 - (c) where qualified persons cannot be recruited to carry out essential work and it is necessary to train present employees.

- 33.04 Refund of tuition fees, in respect of courses may be made on receipt of evidence of successful completion, if the course is of value to the employee's work and does not require the employee to be absent from duties.
- 33.05 Under this Article, leave with full or partial financial assistance in respect of salary will carry with it the obligation to return after leave to work for the Employer for a period equivalent to the leave.
- 33.06 Where a request for leave under Articles 33.01 and 33.03 has been submitted by an employee, the Employer shall, within a reasonable period from the date of the employee's submission, advise the employee whether the request has been approved or denied.

Article 34

Employee Performance Review and Employee Files

Formal Review of Employee Performance

- 34.01 When a formal review of an employee's performance is made, the employee concerned shall be given the opportunity to discuss the document with an Union Representative and then sign the review form in question to indicate that its contents have been read and understood. The employee shall also be given the opportunity to provide written comments to be attached to the performance appraisal and may use the grievance procedure in Article 37 to correct any factual inaccuracies in the performance appraisal.
- 34.02 The formal review of an employee's performance shall also incorporate an opportunity for the employee to state their career development goals and that every effort be made to develop the career potentials of each individual through in-service training, retraining or any other facets of career development which may be available.
- 34.03 The Employer agrees not to introduce as evidence in the case of promotional opportunities or disciplinary action any document from the file of an employee, the existence of which the employee was not made aware by the provision of a copy thereof at the time of filing.
- 34.04 Any document or written statement related to disciplinary action, which may have been placed on the personnel file of an employee, shall be destroyed after two (2) years have elapsed since the disciplinary action was taken provided that no further disciplinary action has been recorded during this period.
- 34.05 Upon written request of an employee, the personnel file of that employee shall be made available for their examination at reasonable times in the presence of an authorized representative of the Employer and the Union.
- 34.06 The Employer's representative who assesses an employee's performance must have observed the employee's performance for at least one-half (1/2) of the period for which

the employee's performance is evaluated or have input from another person who has so observed the employee.

Article 35 **Suspension and Discipline**

- 35.01 The reasons for the discipline shall be provided to the employee in sufficient detail that the employee may defend against it. No employee shall be subject to discharge or discipline except for just cause.
- 35.02 The Employer shall notify the appropriate Union Representative when discipline occurs.
- 35.03 Where an employee is required to attend a meeting with the Employer to deal with matters that are of a disciplinary nature, the employee shall have the right to have a representative of the Union in attendance.
- 35.04 In the event of a suspension without pay of thirty (30) days or longer or a termination, the Labour/Management committee shall meet to review the disciplinary action and shall attempt to resolve the matter within four (4) days of the disciplinary action.

Article 36 **Cooling-off Period**

- 36.01 An employee who wilfully terminates their employment as a result of a misunderstanding or argument shall be allowed to return to work and remain employed if the employee does so within two (2) working days. Should the Employer refuse to allow the employee to return to work, the termination shall be considered as a discharge, effective the date that the employee sought to return to work, and may be grieved as a discharge. The Employer shall not consider requests to return to work after two (2) working days.
- 36.02 This Article shall not limit the Employer's ability to discipline the employee nor shall it limit the employee's ability to grieve any discipline.

Article 37

Adjustment of Disputes

Grievances

- 37.01 The Employer and the Union recognize that grievances may arise in each of the following circumstances:
- (a) the interpretation, application, administration or alleged violation of this Agreement, including any question as to whether a matter is arbitrable, or of an arbitral award;
 - (b) the interpretation, application, administration or alleged violation of a provision of an Act or Regulation, or a direction or other instrument made or issued by the Employer dealing with the terms or conditions of employment;
 - (c) disciplinary action resulting in demotion, suspension, or a financial penalty, including the withholding of an increment;
 - (d) discharge;
 - (e) letters or notations of discipline placed on an employee's personnel file.
- 37.02 Grievances shall be settled according to the following procedures for grievance and arbitration.

Representation

- 37.03 If the employee so desires, an employee may be assisted and represented by the Union when presenting a grievance at any level.
- 37.04 An employee shall have the right to present a grievance on matters relating to the application or interpretation of this Agreement provided the employee obtains the authorization of the Union prior to presenting such grievance.
- 37.05 Where an employee has been represented by the Union in the presentation of the employee's grievance, the Employer will provide the appropriate representative of the Union with a copy of the Employer's decision at each level of the grievance procedure at the same time that the Employer's decision is conveyed to the employee.
- 37.06 The Union shall have the right to initiate and present a grievance on matters relating to health and safety or related to the application or interpretation of this Agreement, at any level of the grievance procedure, on behalf of one or more members of the Union.
- 37.07 The Union shall have the right to consult with the Manager with respect to a grievance at each or any level of the grievance procedure.

37.08 The Employer shall have the right to file a grievance directly with the President of the Union.

Grievance Procedure

37.09 An employee or the Union who wishes to present a grievance at any prescribed level in the grievance procedure, shall transmit this grievance to the Manager who shall provide the employee or the Union with a receipt stating the date on which the grievance was received by the employer.

37.10 Except as otherwise provided in this Agreement, a grievance shall be processed through the following steps:

- (a) First Level (Manager);
- (b) Second Level (Hamlet Council or committee of Council);
- (c) Final Level (Arbitration).

37.11 An employee may, by written notice, withdraw a grievance provided that where the grievance is one arising out of the application or interpretation of this Agreement the withdrawal has the endorsement, in writing, of the Union.

37.12 No proceedings under this Article are invalid by reason of any defect of form or any technical irregularity.

Time Limits

37.13 An employee or the Union may present a grievance to the first level within twenty-five (25) calendar days.

37.14 The Employer shall reply in writing to a grievance within twenty-one (21) calendar days at first level, within thirty (30) calendar days at second level.

37.15 An employee or the Union may present a grievance at each succeeding level in the grievance procedure beyond first level:

- (a) where the decision or settlement is not satisfactory to the grievor, within twenty-one (21) calendar days after that decision or settlement has been conveyed in writing to the employee by the Employer; or
- (b) where the Employer has not conveyed a decision to the grievor within the time prescribed in Article 37.14 within twenty-one (21) calendar days after the day the reply was due.

37.16 The time limits stipulated in this procedure may be extended by mutual agreement between the Employer and the employee, and where appropriate, the Union representative.

- 37.17 Grievances which are not filed or advanced within time limits set out in this procedure shall be considered abandoned, and later cannot be filed or advanced.

Dismissal

- 37.18 No employee shall be dismissed without first being given notice in writing together with the reasons therefore. When the Employer dismisses an employee the grievance procedures shall apply except that the grievance may be presented at Second Level.

Arbitration

- 37.19 Where a difference arises between the parties relating to the interpretation, application or administration of this Agreement including any question as to whether a matter is arbitrable, or where an allegation is made that a term or condition of this Agreement has been violated, either of the parties may, after exhausting the grievance procedure in this Article, notify the other party in writing within twenty-one (21) calendar days of the receipt of the reply at Second Level, of their desire to submit the difference or allegation to arbitration.

Arbitrator Selection

- 37.20 The parties agree that arbitration referred to in Article 37.19 shall be by a single arbitrator.
- 37.21 The parties will attempt to come to an agreement on the selection of an Arbitrator within thirty (30) calendar days of the date on which notification by either party to submit the difference or allegation to arbitration was made, or such further period as may be mutually agreed upon by the parties.
- 37.22 In the event that the Employer and the Union are unable to agree upon the selection of the Arbitrator, the Minister of Labour of Canada shall be requested to appoint an Arbitrator, and it is agreed that the Arbitrator so appointed shall act as the single Arbitrator.

Power of the Arbitrator

- 37.23 The arbitrator has all of the powers granted to arbitrators under the *Canada Labour Code*, in addition to any powers which are contained in this Agreement.
- 37.24 The arbitrator shall hear and determine the difference or allegation and shall issue a decision and the decision is final and binding upon the parties and upon any employee affected by it.
- 37.25 The award of the arbitrator shall be signed by the Arbitrator and copies thereof shall be transmitted to the parties to the dispute.
- 37.26 The Arbitrator shall not have the authority to alter or amend any of the provisions of this Agreement, or to substitute any new provisions in lieu thereof, or to render any

decision contrary to the terms and provision of this Agreement, or to increase or decrease wages.

- 37.27 The Employer and the Union shall each pay one-half of the remuneration and expenses of the arbitrator and each party shall bear its own expenses of every such arbitration.
- 37.28 Where a party has failed to comply with any of the terms of the decision of the arbitrator, either party or employee affected by the decision may, after the expiration of fourteen (14) calendar days from the date of the release of the decision or the date provided in the decision for compliance, whichever is later, file in the office of Clerk of the Federal Court of Canada a copy of the decision, exclusive of the reason therefore in the prescribed form, whereupon the decision may be entered in the same way as a judgement or an order of that court and may be enforceable as such.
- 37.29 In addition to the powers granted to arbitrators under the *Canada Labour Code*, the Arbitrator may determine that the employee has been dismissed for other than proper cause and the Arbitrator may:
- (a) direct the Employer to reinstate the employee and pay to the employee a sum equal to wages lost by reason of the employee's dismissal, or such less sum as in the opinion of the Arbitrator is fair and reasonable; or
 - (b) make such order, as the Arbitrator considers fair and reasonable, having regard to the terms of this Agreement.

Article 38 **Civil Liability**

- 38.01 If an action or proceeding is brought against any employee or former employee covered by this Agreement for an alleged tort committed by the employee in the performance of their duties, then:
- (a) the employee, upon being served with any legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against the employee shall advise the Employer of any such notification; or legal process;
 - (b) the Employer shall pay any damages or costs awarded against any such employee in any such action or proceedings and all legal fees, and/or;
 - (c) the Employer shall pay any sum required to be paid by such employee in connection with the settlement of any claim made against such employee provided the conduct of the employee which gave rise to the action did not constitute a gross disregard or gross neglect of their duties as an employee;
 - (d) upon the employee notifying the Employer in accordance with paragraph (a) above, the Employer shall unilaterally appoint counsel. The Employer accepts

full responsibility for the conduct of the action and the employee agrees to cooperate fully with appointed counsel.

Article 39

Employee Assistance Program

Purpose

- 39.01 To establish and outline the policy of the Employer in relation to employees whose use of alcoholism is interfering with satisfactory work performance. Nothing in this policy replaces or negates the provisions of other policies and laws on intoxication during working hours or the use of alcohol on work premises.

The rising incidence of alcoholism is of growing concern among Employers, employees and families. Social drinking, which has no job related problems, is irrelevant to the Employer. However, an employee whose drinking habits interfere with work performance, attendance and interpersonal work relationships becomes a major concern to the Employer.

Policy

- 39.02 Employer recognizes that addiction to alcohol is a disorder which is preventable and amenable to treatment. The objective of this policy is to encourage employees to recognize early symptoms and patterns of addiction to alcohol and to provide assistance to the process of rehabilitation to the afflicted individual. The benefits and consideration that are extended to employees during an illness may be made available to those persons addicted to alcohol for authorized absence to undergo assessment and approved treatment and hospitalization.

The decision to undertake treatment is the responsibility of the employee. The decision to seek treatment will not affect job security. In cases where employees refuse to recognize their problem and persist in substandard work performance and poor attendance, disciplinary action will be taken and may result in dismissal.

Responsibilities

- 39.03 Diagnosis and referral for treatment must be made by a duly qualified medical and/or addictions practitioner.
- 39.04 The decision to accept or reject available counselling and treatment benefits is the responsibility of the employee. The supervisor is responsible for identifying any situation involving unsatisfactory work performance or poor interpersonal work relationships.
- 39.05 The employee who has an identified alcohol problem must accept conditions related to the rehabilitation process.

- 39.06 The employee must accept the responsibility to take positive personal action, which may involve:
- (a) referral for assessment; and
 - (b) to co-operate fully in any prescribed treatment and rehabilitation program or be subject to disciplinary action; and
 - (c) active rehabilitation may take up to one (1) year, possibly longer and initially may involve care at a rehabilitation centre.

Summary

- 39.07 To ensure that the employee assistance program will be effective, management and staff must recognize and adhere to the following principles:
- (a) the Employer recognizes that alcoholism or problem drinking are medical/psychological disorders that create social and personal problems;
 - (b) a person who seeks advice or treatment regarding their problem drinking or dependency on alcohol will not be subject to penalties;
 - (c) matters pertaining to an individual seeking advice or treatment will be confidential.

Article 40 **Labour/Management Committee**

- 40.01 A Labour/Management committee will be formed to consult on matters of safety and health, the Employee Assistance Program, the translation of this Agreement, and other matters of mutual interest.
- 40.02 The Labour/Management Committee shall be comprised of equal representation of the Union and the Employer, with each party choosing their respective representatives.
- 40.03 The Committee will meet once each month at a pre-established time, and at other times at the request of either party. The role of Chairman will alternate between the Employer and the Union.

Employee Assistance Program

- 40.04 In matters of the Employee Assistance Program, the Labour/Management Committee shall concern itself with poor work performance resulting from suspected alcohol or drug addiction. The Committee shall use the provisions of Article 39 as a guideline in their deliberations.

Translation of the Agreement

- 40.05 The Committee will investigate and make recommendations on the translation of this Agreement into Inuktitut.
- 40.06 Where resources for this purpose become available, the Committee will ensure that the translation is carried out.

Other Matters

- 40.07 The Committee will discuss other matters of mutual concerns which may arise from time to time.

Article 41

Health and Safety

- 41.01 The Employer shall comply with all applicable federal, territorial, and municipal health and safety legislation and regulations. All standards established under the legislation and regulations shall constitute minimum acceptable practice.

Health and Safety

- 41.02 In matters of safety and health, the Labour Management Committee will follow the following provisions:
- (a) The Employer shall post the names of the Committee members in a prominent place;
 - (b) Committee members shall perform the necessary duties of investigating, identifying and seeking to remedy hazards at the workplace, and shall do so without loss of pay or fear of reprisal;

First Aid

- (c) The Employer shall ensure that employees can obtain the assistance of a first aid attendant easily and rapidly in all workplaces;
- (d) The Employer shall ensure that first aid kits are readily accessible at all times. Said first aid kits shall be kept well stocked at all times;
- (e) The Employer will encourage employees to take first aid courses and will assume the costs of such courses and also the costs of refresher courses required to maintain the validity of a certificate. Employees taking first aid training shall be granted leave with pay for the duration of the courses;
- (f) The Committee is to consider various alternatives for ensuring that an injured employee receives the appropriate medical transportation to the nearest medical facility and which agency is to bear such costs;

Occupational Health Examination

- (g) Where the Employer requires an employee to undergo an occupational health examination by a qualified practitioner, chosen by the employee, the examination will be conducted at no expense to the employee;
- (h) An employee will be granted leave with pay to attend the examination;

Workplace Environmental Protection

- (i) The Employer and the Committee shall ensure that the necessary instruments for measuring the quality of the work environment are available when required and that the results are acted upon appropriately, in order to correct any problems identified by said tests and/or measurements;

Toxic Hazardous Substances

- (j) Where toxic or suspected and/or confirmed carcinogenic chemicals or substances are identified as being present in the workplace, the Committee shall:
 - (i) remove and/or substitute chemicals or substances in the workplace; or
 - (ii) introduce engineering controls to provide complete isolation between said chemicals and/or substances and the worker(s); and
 - (iii) maintain ongoing monitoring of the workplace;
 - (iv) where a dangerous substance cannot be removed or replaced, a notice indicating that a danger exists shall be posted;

Protective Clothing and Equipment

- (k) The Employer shall ensure that all protective devices, clothing and other equipment necessary to properly protect employees from injury and unhealthy conditions are provided and maintained at no cost to the employee;

Protective Rights of Pregnant Workers

- (l) A pregnant worker who furnishes to the Employer a medical certificate attesting that the employee's working conditions may be physically dangerous to the unborn child, or to the employee by reason of the pregnancy, may request to be assigned to other duties including no such danger for the duration of the pregnancy. This request shall be granted by the Employer and the assignment shall be without loss of pay or benefits;

The Right to Know Hazard Identification

- (m) The Committee shall identify new or presently used chemical substances or equipment in the work area including hazards or suspected hazards, precautions and antidotes or procedures to be followed following exposure. Work area shall include third party premises;

Information and Investigations Concerning Health Hazards and Work Injuries

- (n) The Employer and the Committee shall conduct such investigations as may be necessary to determine the circumstances surrounding work injuries and health hazards arising in the workplace, including third party premises;

Provision of Legislation or Employer's Policies

- (o) The Employer shall make available a copy of the *Safety Act* and Regulations;

Right to Refuse Dangerous Work

- (p) (i) An employee may refuse to do any particular act at work which the employee has reasonable grounds to believe are dangerous to the employee's health or safety or the health or safety of any other person at the place of employment until sufficient steps have been taken to satisfy the employee otherwise, or until the Nunavut Safety Officer has investigated the matter and advised the employee otherwise;
- (ii) No loss of wages or discriminatory action shall be taken against any worker by reason of the fact that the employee exercised the right conferred upon them in (p) above. No other employee shall be assigned to use or operate any machine, device, material or thing or perform any part of the work which is being investigated pending resolution of the situation.

Article 42
Work Clothing and Boots

Provisions

- 42.01 The provisions of this article shall apply to Airport Maintainer, Assistant Mechanic, Building Maintainer, (Water, Sewage and Garbage) Drivers, Heavy Equipment Operator, Foreman and Mechanic.

Work Clothing

- 42.02 The Employer agrees to provide and replace summer leather gloves and winter insulated gloves, which will be considered items of Hamlet property, free of charge to employees under prescribed conditions.

Terms and Conditions of Uniform Clothing Issue

42.03 The Employer agrees to reimburse eligible employees, up to the indicated maximum, for the following items, subject to the employee producing adequate receipts and demonstrating sufficient wear to require replacement:

- (a) Summer coveralls - \$100
- (b) Winter coveralls - \$450
- (c) Summer CSA approved work boots - \$200
- (d) Winter CSA approved work boots - \$300

42.04 The following terms and conditions apply:

- (a) Uniform Clothing Issues are to be worn only when employees are on duty;
- (b) The responsibility of maintaining Uniform Clothing Issues clean and in good repair rests with employees;
- (c) Loss of, or damage through negligence, to Uniform Clothing Issues will result in an assessed charge to the employee;
- (d) An employee shall be given an option to purchase clothing items at a reasonable price based on the age and condition of the selected items, in the event an employee terminates or transfers to another position.

Article 43
Trades

Application

43.01 The provision of this Article shall apply to Assistant Mechanic, Building Maintainer, Heavy Equipment Operator, Foreman, and Mechanic.

Protective Equipment

43.02 The Employer shall provide the following articles when they are required by the Employer and or the Workers' Safety and Compensation Commission:

- (a) When the following articles are required by the Employer or the Workers' Safety and Compensation Commission
 - (i) Hard hats;
 - (ii) Aprons;

- (iii) Welding goggles;
- (iv) Dust protection;
- (v) Eye protection, including safety prescription glasses;
- (vi) Ear protection;

The Employer will replace these articles when they are presented worn or damaged beyond repair by an employee, at no cost to the employee.

- 43.03 Employees who do not hold certificates of qualification in a trade shall not perform work normally performed by qualified tradesperson when there is a qualified tradesperson on staff or such work is otherwise prohibited by law.

Adverse Weather Conditions

- 43.04 Except in emergency conditions, the Employer shall not require an employee to work outside under extreme weather conditions.
- 43.05 An Employee required to work in an emergency under extreme weather conditions will be paid at double (2x) for all hours worked outside under these conditions.

Article 44
Apprentices

Terms and Conditions

- 44.01 The following are agreed upon terms and conditions of employment for employees engaged as Apprentices by the Employer:
- (a) The *Apprenticeship, Trade and Occupations Certification Act* and pursuant Regulations shall apply to all Apprentices employed by the Employer. A copy of the current Regulations shall be supplied to the apprentice upon appointment;
 - (b) The recognized Apprenticeship Training Programs shall be those listed in the "Apprentice Training Schedule" pursuant to the *Apprenticeship, Trade and Occupations Certification Act*;
 - (c) Pay increases shall not be automatic but will be based upon levels of certification issued by the Apprentices Branch and shall be effective from the date of certification;

Apprentice rates will be based on a percentage of the appropriate journeyman rate as follows:

Four Year Training Programs

| | |
|----------|-----|
| Year 0-1 | 60% |
| Year 1 | 65% |
| Year 2 | 70% |
| Year 3 | 80% |
| Year 4 | 90% |

Three Year Training Programs

| | |
|----------|-----|
| Year 0-1 | 60% |
| Year 1 | 70% |
| Year 2 | 80% |
| Year 3 | 90% |

Two Year Training Programs

| | |
|----------|-----|
| Year 0-1 | 60% |
| Year 1 | 75% |
| Year 2 | 90% |

- 44.02 Apprentices shall be entitled to the benefits and terms and conditions of employment outlined in the current Collective Agreement;
- 44.03 Where an Apprentice fails after two attempts to successfully complete a trade training course, a recommendation may be made to the Superintendent of Apprenticeship Training to cancel the employee's contract and the Apprentice may be terminated.
- 44.04 Apprentices successfully completing their Apprenticeship will be given preference in hiring on job vacancies. Where an Apprentice, after completing their apprenticeship, is hired directly into a job vacancy, all time spent as an Apprentice shall count towards continuous employment with the Employer. However, the successful apprentice begins working at step one of the journeyman's rate.

Article 45 **Tools**

Purchase of Tools

- 45.01 When an employee wishes to purchase hand tools required to perform their duties the Employer may agree to purchase the hand tools for the employee and then to deduct from the employee's wages, over a period of time to be mutually agreed upon, the price of the hand tools paid by the Employer.
- 45.02 The Employer agrees to pay the employees for the use of the employees' hand tools at the rate of twenty-five cents (25¢) per hour (40 hours work per week at 25¢ per hour equals \$10.00 per week) for the use of the hand tools. The employees who are to receive this payment every payday are: Mechanic, Assistant Mechanic and Hamlet Maintenance Man.

- 45.03 All shop tools are to be supplied by the Employer.
- 45.04 Mechanics and Assistant Mechanics shall have exclusive use of the tools assigned to them and shall not be required to lend the tools to anyone.

Article 46

Northern Travel Allowance

- 46.01 All employees, except casual employees, shall be paid a Northern Travel Allowance, to assist employees with travel expenses. This allowance shall be based on an annual amount, and shall be divided by 2080 for employees whose normal hours of work are eight (8) per day; and by 1950 for employees whose normal hours of work are seven and one half (7 1/2) per day.

Effective April 1, 2014 the Northern Travel Allowance shall be based on \$25, 500.
Effective April 1, 2015 the Northern Travel Allowance shall be based on \$26,000.

This allowance shall be paid on an hourly basis for all regular hours worked. It shall be paid bi-weekly to all eligible employees.

- 46.02 All employees eligible for the Northern Travel Allowance shall have the option of having the Allowance paid out as a lump sum at the end of the fiscal year. Employees who wish to receive their Northern Travel Allowance as a lump sum must notify the Employer in writing prior to the beginning of each fiscal year.

Article 47

Pension and Group Benefit Plans

- 47.01 The Northern Employee Benefits Services (NEBS) Pension Plan is a term and condition of employment for all eligible employees.
- 47.02 The Northern Employee Benefits Services (NEBS) Group Benefit Plan (i.e. Basic Group Life Insurance, Accidental Death, Disease & Dismemberment, Dependents Insurance, and Long Term Disability) are terms and conditions of employment for all eligible employees.
- 47.03 The Northern Employee Benefits Services (NEBS) Extended Health Care and Dental Insurance plans are optional plans available to each individual eligible employee.
- 47.04 The Employer shall advise the pension plan and insurance plans administrator of any adjustments to earnings subject to these plans, terminations of employees covered by these plans, new eligible employees under these plans, and other required data as determined by these plans without delay.

- 47.05 The Employer shall remit all required contributions and premiums for the plans under this Article within a reasonable period, and shall forward all claims under these plans in a timely manner.
- 47.06 The Employer shall distribute to all employees eligible for coverage under the plans in this Article all literature, statements and materials produced by NEBS and the insurers, which are intended for distribution to the employees. New eligible employees shall be provided with plan booklets upon hire and shall be enrolled in a timely manner.
- 47.07 All issues concerning the pension and insurance plans, including issues of premiums and eligibility for benefits, are determined by the pension and insurance plan providers.

Article 48

Technological Change

- 48.01 Both parties recognize the overall advantages of technological change. Both parties will therefore encourage and promote technological change and improvements.

With this in view, and recognizing the extensive lead time required for the selection, installation and providing of sophisticated equipment, the Employer agrees to provide as much advance notice as is practicable but not less than six (6) months notice to the Union of any major technological change in equipment which would result in changes in the employment status or in this Agreement. In addition, the Employer agrees to consult with the Union with a view to resolving problems which may arise as a result of the introduction of such technological change.

In cases where employees may require retraining the Employer shall offer training courses.

Article 49

No Contracting Out

- 49.01 There will be no contracting out if it results in a lay-off, a continuance of a lay-off or the reduction of hours of permanent Bargaining Unit members.

Article 50

Lay Off and Recall

- 50.01 The Employer and the Union recognize the principle of seniority in determining lay-off. It is agreed that where employees face lay-off length of service will be the deciding factor.
- 50.02 In the event of lay off employees shall be laid off in reverse order of seniority within the affected classification.
- 50.03 The Employer shall give employees who are to be laid off three (3) months prior notice in writing of the effective date of lay-off, or award pay in lieu thereof, unless a greater period of notice is required by legislation, in which case such greater period of notice,

or pay in lieu thereof, shall be given. The Employer shall also notify the Nunavut Employees' Union in Iqaluit three (3) months prior to the effective date of lay-off of any permanent employee.

- 50.04 Employees shall have bumping rights in accordance with their seniority.
- 50.05 Employees shall be recalled in the order of their seniority, where jobs become available, provided they have the ability to perform such jobs following a trial or training period. The Employer shall give notice of recall by registered mail to the last recorded address of the employee. The employee shall keep the Employer advised at all times of their current address. The employee shall return to work within ten (10) working days from the time that the employee receives notice of recall unless, on reasonable grounds, the employee is unable to do so. An employee who has been given notice of recall may refuse to exercise such right without prejudicing their right to recall in the future.
- 50.06 No new employees shall be hired until those laid off have been given the opportunity of recall under Article 50.05. Laid off employees who wish to be notified of job vacancies, other than those to which they have recall rights, may signify their desire in writing prior to lay-off and shall be entitled to apply for such jobs. A copy of the employee's request shall be given to the employee and sent to the union.
- 50.07 Employees who are laid off are entitled to severance pay in accordance with the appropriate provisions of Article 51.

Article 51 **Severance Pay**

Lay-off

- 51.01 An employee who has one year or more of continuous employment and who is laid off is entitled to be paid Severance Pay at the time of lay-off.
- 51.02 In the case of an employee who is laid off following the signing of this Agreement, the amount of Severance Pay shall be two (2) weeks' pay for the first complete year of continuous employment, two (2) weeks' pay for the second complete year of continuous employment and one (1) week's pay for each succeeding complete year of continuous employment.

Resignation

- 51.03 An employee who resigns after four (4) years of continuous employment is entitled to be paid Severance Pay on resignation in accordance with the following formula:

$$\frac{\text{number of years of service} \times \text{weekly rate of pay on resignation}}{\text{two (2)}}$$

less any period of continuous employment in respect of which Severance Pay was previously granted, to a maximum of eight (8) weeks' pay.

Retirement

- 51.04 When an Employee retires from the Employer and is eligible to receive either a Canada Pension Plan or Northern Employee Benefits Services retirement pension, the employee shall be paid Severance Pay equal to the product obtained by multiplying their weekly rate of pay on termination of employment by the number of completed years of continuous employment prior to August 1, 1993.
- 51.05 When an Employee retires from the Employer and is eligible to receive either a Canada Pension Plan or Northern Employee Benefits Services retirement pension, the employee shall have the right to waive their entitlement to Severance Pay and, in lieu thereof, be granted an equivalent period of leave with pay.

Article 52

Ultimate Removal Assistance

- 52.01 The Employer agrees to pay Ultimate Removal Assistance in the amount of the cost to move two thousand (2000) pounds back to the employee's point of hire if the employee was hired outside of Chesterfield Inlet.

Article 53

Social Justice Fund

- 53.01 The Employer shall contribute one cent (1¢) per hour worked to the PSAC Social Justice Fund and such contribution will be made for all hours worked by each employee in the Bargaining Unit. Contributions to the Fund will be made quarterly, in the middle of the month immediately following completion of each fiscal quarter year, and such contributions remitted to the PSAC National Office. Contributions to the Fund are to be utilized strictly for the purposes specified in the Letters Patent of the PSAC Social Justice Fund.
- 53.02 The Union commits to insuring that its members have the information they need to work with community organizations and activists in Chesterfield Inlet to access the funds and programs supported by the PSAC Social Justice Fund, with the aim of expanding PSAC Social Justice Fund engagement in Chesterfield Inlet and Nunavut. Information on how to contact the PSAC Social Justice Fund can be found at psac-sjf.org.

Article 54

Re-Opener of Agreement and Mutual Discussions

Re-opener of Agreement

- 54.01 This Agreement may be amended by mutual consent.

Mutual Discussions

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

Article 55
Duration And Renewal

- 55.01 The term of this Agreement shall be from April 1, 2016 to March 31, 2019. All terms of this Agreement shall be effective on the date of ratification, unless another date is specifically stated.
- 55.02 Notwithstanding Article 55.01, the provisions of this Agreement, including the provisions for the adjustment of disputes in Article 37, shall remain in effect during the negotiations for its renewal, and until either a new collective agreement becomes effective, or until the provisions of Section 89(1) of the *Canada Labour Code* have been met.
- 55.03 Either party to this Agreement may, within the period of four (4) months immediately preceding the date of expiration of the term of this Agreement, by written notice, require the other party to this Agreement to commence collective bargaining with a view to the conclusion, renewal or revision of this Agreement in accordance with Section 49(1) of the *Canada Labour Code*.
- 55.04 Where notice to bargain collectively has been given under Article 55.03, the Employer shall not alter the rates of pay or any term or condition of employment or any right or privilege of the employees, or any right or privilege of the Union until a renewal or revision of this Agreement has been concluded, or until the provisions of Section 89(1) of the *Canada Labour Code* have been met, unless the Union consents to the alteration of such a term or condition, or such a right or privilege.

MEMORANDUM OF UNDERSTANDING

between:

PUBLIC SERVICE ALLIANCE OF CANADA

- and -

HAMLET OF CHESTERFIELD INLET

Re: Special Leave

All employees on strength as of the date of ratification of this Agreement, shall be granted an automatic bank of ten (10) Special Leave days, in addition to the days already accumulated for Medical Travel Leave, to a maximum of twenty-two (22) days. Such employees will then begin accumulating additional Special Leave days, to a maximum of twenty-two (22) days, as of the end of the first full month after the date of ratification.

LETTER OF UNDERSTANDING

between

THE PUBLIC SERVICE ALLIANCE OF CANADA

- and -

THE HAMLET OF CHESTERFIELD INLET

Economic Development Officer B Rate

For the purposes of setting the salary for any Economic Development Officer-B upon hire, the Employer and Union agree to meet and set such salary

MEMORANDUM OF UNDERSTANDING

between:

PUBLIC SERVICE ALLIANCE OF CANADA

- and -

HAMLET OF CHESTERFIELD INLET

RE: Third-Party Funded Positions

The Parties agree the following forms part of the Agreement:

1. This Memorandum of Understanding shall not apply to any position listed in Appendix A – Rates of Pay.
2. Wages and benefits for employees who work in a Third-Party Funded position shall be limited to the amount of wages and benefits outlined in the funding agreement between the Employer and the third party, and the provisions of the Labour Standards Act, except for Paid Holidays which will follow Article 15.01.
3. Employees hired in a Third-Party Funded position, with reasonable notification to the Senior Administrative Officer, shall be able to examine the Third-Party Funded contract under which the employee is hired and shall be allowed to make copies of such contract.
4. In the event of a new hire(s) under a new Third-Party Funded contract which the Employer anticipates to be renewed from year to year and which provides for continuous employment of at least one year (e.g. transfer of additional government services from the Nunavut Government to the Hamlet), the Employer will notify the Union prior to any hiring. The Parties will meet within thirty (30) days to discuss and negotiate the wages and benefits of the new position(s), and whether the position(s) should be listed in Appendix A – Rates of Pay.

In the event the Union and the Employer are unable to agree on the wages and benefits and whether the position is on or off Appendix A – Rates of Pay, the Employer may implement the wages and benefits of the new position(s), and the Union may refer the dispute to arbitration within sixty (60) days.

Appendix A Rates of Pay

EFFECTIVE APRIL 1, 2016

| Administration Staff (37.5 hours per week) | | Step 1 | Step 2 | Step 3 |
|---|--|---------|---------|---------|
| Hamlet Clerk Typist | | \$24.96 | \$25.12 | \$25.84 |
| Lands Officer | | \$24.33 | \$25.55 | \$26.94 |
| Economic Development Officer | | \$24.33 | \$25.55 | \$26.94 |

| Maintenance Staff (40 hours per week) | | Step 1 | Step 2 | Step 3 |
|---|---|---------|---------|---------|
| Hamlet Foreman | A | \$34.81 | \$36.23 | \$37.68 |
| With a trade certificate | B | \$38.01 | \$39.50 | \$41.89 |
| Maintenance Person (Journeyman certificate required for Pay Step 3) | | \$31.82 | \$33.11 | \$34.40 |
| Lead Mechanic (Journeyman certificate required for Pay Step 3) | | \$39.12 | \$40.45 | \$41.89 |
| Assistant Mechanic | | \$28.68 | \$29.64 | \$30.62 |
| Heavy Equipment Operator | | \$30.98 | \$31.38 | \$33.11 |
| Municipal Services Driver | | \$25.00 | \$26.00 | \$27.09 |
| Fire Chief/By-Law Officer | | \$25.70 | \$26.72 | \$27.78 |
| Janitor | | \$24.37 | \$25.32 | \$26.60 |
| Recreation Leader | | \$29.89 | \$31.09 | \$32.61 |
| Recreation Facility Maintainer | | \$22.07 | \$24.15 | \$24.45 |
| Casual Labourer | | \$21.81 | \$22.74 | \$23.66 |
| Casual Municipal Truck Driver | | \$22.67 | \$23.63 | \$24.64 |
| Casual Heavy Equipment Operator | | \$23.60 | \$24.60 | \$25.55 |
| Water and Sewer Helper | | \$21.81 | \$22.74 | \$23.66 |
| Building Foreman | A | \$34.81 | \$36.23 | \$37.68 |
| With a trade certificate | B | \$38.01 | \$39.50 | \$41.89 |

EFFECTIVE APRIL 1, 2017

| Administration Staff (37.5 hours per week) | | Step 1 | Step 2 | Step 3 |
|---|--|---------|---------|---------|
| Hamlet Clerk Typist | | \$25.33 | \$25.50 | \$26.22 |
| Lands Officer | | \$24.70 | \$25.94 | \$27.34 |
| Economic Development Officer | | \$24.70 | \$25.94 | \$27.34 |

| Maintenance Staff (40 hours per week) | | Step 1 | Step 2 | Step 3 |
|---|---|---------|---------|---------|
| Hamlet Foreman | A | \$35.34 | \$36.77 | \$38.25 |
| With a trade certificate | B | \$38.58 | \$40.09 | \$42.52 |
| Maintenance Person (Journeyman certificate required for Pay Step 3) | | \$32.29 | \$33.60 | \$34.92 |
| Lead Mechanic (Journeyman certificate required for Pay Step 3) | | \$39.70 | \$41.06 | \$42.52 |
| Assistant Mechanic | | \$29.11 | \$30.09 | \$31.08 |
| Heavy Equipment Operator | | \$31.44 | \$31.85 | \$33.60 |
| Municipal Services Driver | | \$25.37 | \$26.39 | \$27.49 |
| Fire Chief/By-Law Officer | | \$26.09 | \$27.13 | \$28.19 |
| Janitor | | \$24.74 | \$25.70 | \$27.00 |
| Recreation Leader | | \$30.33 | \$31.55 | \$33.10 |
| Recreation Facility Maintainer | | \$22.40 | \$24.51 | \$24.82 |
| Casual Labourer | | \$22.13 | \$23.08 | \$24.02 |
| Casual Municipal Truck Driver | | \$23.01 | \$23.99 | \$25.01 |
| Casual Heavy Equipment Operator | | \$23.96 | \$24.97 | \$25.94 |
| Water and Sewer Helper | | \$22.13 | \$23.08 | \$24.02 |
| Building Foreman | A | \$35.34 | \$36.77 | \$38.25 |
| With a trade certificate | B | \$38.58 | \$40.09 | \$42.52 |

EFFECTIVE APRIL 1, 2018

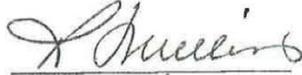
| Administration Staff (37.5 hours per week) | | Step 1 | Step 2 | Step 3 |
|--|--|---------|---------|---------|
| Hamlet Clerk Typist | | \$25.84 | \$26.01 | \$26.75 |
| Lands Officer | | \$25.19 | \$26.46 | \$27.89 |
| Economic Development Officer | | \$25.19 | \$26.46 | \$27.89 |

| Maintenance Staff (40 hours per week) | | Step 1 | Step 2 | Step 3 |
|---|---|---------|---------|---------|
| Hamlet Foreman | A | \$36.04 | \$37.51 | \$39.01 |
| With a trade certificate | B | \$39.35 | \$40.90 | \$43.37 |
| Maintenance Person (Journeyman certificate required for Pay Step 3) | | \$32.94 | \$34.28 | \$35.61 |
| Lead Mechanic (Journeyman certificate required for Pay Step 3) | | \$40.50 | \$41.88 | \$43.37 |
| Assistant Mechanic | | \$29.70 | \$30.69 | \$31.70 |
| Heavy Equipment Operator | | \$32.07 | \$32.49 | \$34.28 |
| Municipal Services Driver | | \$25.88 | \$26.92 | \$28.04 |
| Fire Chief/By-Law Officer | | \$26.61 | \$27.67 | \$28.76 |
| Janitor | | \$25.23 | \$26.21 | \$27.54 |
| Recreation Leader | | \$30.94 | \$32.19 | \$33.76 |
| Recreation Facility Maintainer | | \$22.85 | \$25.00 | \$25.32 |
| Casual Labourer | | \$22.58 | \$23.54 | \$24.50 |
| Casual Municipal Truck Driver | | \$23.47 | \$24.47 | \$25.51 |
| Casual Heavy Equipment Operator | | \$24.44 | \$25.47 | \$26.46 |
| Water and Sewer Helper | | \$22.58 | \$23.54 | \$24.50 |
| Building Foreman | A | \$36.04 | \$37.51 | \$39.01 |
| With a trade certificate | B | \$39.35 | \$40.90 | \$43.37 |

Signed at Chesterfield Inlet, Nunavut, on JUNE 7, 2017 by the parties:

Hamlet of Chesterfield Inlet

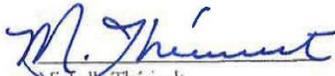
Public Service Alliance of Canada



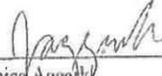
~~Shawn Stuckey~~ Roy Mullins
Senior Administrative Officer



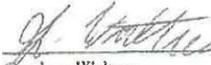
Jack Bourassa
Regional Executive Vice-President – North



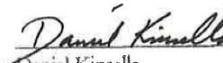
Michelle Thériault
Negotiator



Janice Aggah
Committee Member



Gardner Walters
Committee Member



Daniel Kinsella
Negotiator