

**COLLECTIVE AGREEMENT**

**BETWEEN**

**THE FEDERATION OF NUNAVUT TEACHERS**

**AND**

**THE MINISTER RESPONSIBLE  
FOR THE PUBLIC SERVICE ACT**

**EXPIRES**

**JUNE 30, 2009**

## NUMERICAL INDEX

<u>ARTICLE</u>	<u>SUBJECT</u>	<u>PAGE</u>
ARTICLE 1 - Purpose of Agreement .....		1
ARTICLE 2 - Interpretation and Definitions .....		1
ARTICLE 3 - Application .....		7
ARTICLE 4 - Future Legislation and the Collective Agreement.....		7
ARTICLE 5 - Managerial Responsibility .....		7
ARTICLE 6 - Breach of Contract .....		7
ARTICLE 7 - Information .....		8
ARTICLE 8 - Leave for Federation President.....		11
ARTICLE 9 - Time off for Federation Business .....		12
ARTICLE 10 - Check Off .....		13
ARTICLE 11 - Duties and Responsibilities .....		14
ARTICLE 12 - Hiring Protocols.....		15
ARTICLE 13 - Special Leave .....		16
ARTICLE 14 - Sick Leave .....		18
ARTICLE 15 - Other Types of Leave.....		22
ARTICLE 16 - Professional Improvement .....		34
ARTICLE 17 - Severance Pay.....		38
ARTICLE 18 - Resignation and Probation.....		39
ARTICLE 19 - Continuing Benefits of the Returning Employee.....		42
ARTICLE 20 - Grievance and Arbitration Procedures .....		43
ARTICLE 21 - Employee Files .....		47
ARTICLE 22 - Responsibilities for Safe Working Environment .....		47
ARTICLE 23 - Contravention of the Public Service Act .....		50
ARTICLE 24 - Extraneous Duties and Outside Employment.....		50
ARTICLE 25 - Principals' School Administration Time .....		51
ARTICLE 26 - Performance Appraisal.....		52
ARTICLE 27 - Deferred Salary.....		53
ARTICLE 28 - Joint Consultation.....		55
ARTICLE 29 - Procedure for Commencement of Negotiations .....		56
ARTICLE 30 - Duration and Renewal.....		56

## NUMERICAL INDEX (cont'd)

<u>APPENDIX</u>	<u>SUBJECT</u>	<u>PAGE</u>
<b>APPENDIX A</b>	Salary .....	58
	A1 - Teachers' Qualifications And Remuneration.....	58
	A2 - Qualifications .....	60
	A3 - Experience Increments .....	62
	A4 - Allowances.....	64
<b>APPENDIX B</b>	B1 - Nunavut Northern Allowance .....	69
	B2 - Relocation Policy .....	72
	B3 - Duty Travel .....	86
	B4 - Dental Plan .....	93
	B5 – Indemnity for Accidental Death and Dismemberment.....	94
	B6 – Civil Liability .....	97
<b>APPENDIX C</b>	Salary Schedule .....	98
<b>APPENDIX D</b>	Pro-rata .....	102

### LETTERS OF AGREEMENT

LETTER OF AGREEMENT NUMBER 1 -Teachers Hired Prior to Sept 1, 1994.....	103
LETTER OF AGREEMENT NUMBER 2 -Teacher Exchange Program .....	105
LETTER OF AGREEMENT NUMBER 3 - Alternate Work Arrangements.....	111
LETTER OF AGREEMENT NUMBER 4 - Educational Leadership Program.....	112
LETTER OF AGREEMENT NUMBER 5 - Inuktitut & Inuinnaqtun Language Proficiency Testing.....	113

## ALPHABETICAL INDEX

<u>SUBJECT</u>	<u>ARTICLE</u>	<u>CLAUSE</u>	<u>PAGE</u>
<b>Adverse Weather Conditions</b> .....		<b>22.02</b>	48
Allowances .....	A4		64
Alternate Work Arrangements (LOA # 3).....			111
Application .....	3		7
Assistant Principal's Allowance.....		A4.02	65
Attendance at Courses at the Request of the Employer.....		15.07	31
Breach of Contract .....	6		7
Check Off .....	10		13
Civil Liability .....	<b>B6</b>	B6.01	97
Continuing Benefits of the Returning Employee .....	19		42
Contract Teachers .....		12.02	15
Contravention of the <i>Public Service Act</i> .....	23		50
Court Leave.....		15.01	22
<b>Deferred Salary</b> .....	<b>27</b>		53
Dental Plan.....	<b>B4</b>		93
Dispute Resolution Process.....		16.07	38
Duration and Renewal .....	<b>30</b>		56
Duties and Responsibilities .....	11		14
Duty Travel .....	<b>B3</b>		86
Educational Leadership Program (LOA #4).....			112
Educational Leave Committee.....		16.05	37
Employee Files.....	21		47
Examination Leave .....		15.10	32
<b>Expedited Arbitration</b> .....		<b>20.12</b>	46
Experience Increments .....	A3		62
Extraneous Duties and Outside Employment .....		24.02	50
Future Legislation and the Collective Agreement .....	4		7
Grade and Subject Coordinator's Allowance.....		A4.03	65
Grievance and Arbitration Procedures .....	20	<b>20.05</b>	44
<b>Harassment</b> .....		<b>22.03</b>	48
Hiring.....		18.01	39
Hiring Protocols .....	12		15
<b>Indemnity for Accidental Death &amp; Dismemberment</b> .....	<b>B5</b>		94
Information .....	7	<b>7.10</b>	8
Injury-on-Duty Leave .....		<b>15.03</b>	24
Interpretation and Definitions .....	2		1
Inuktitut and Inuinnaqtun Language Allowance.....		A4.04	65
<b>Inuktitut &amp; Inuinnaqtun Language Proficiency Testing.(LOA #5)</b>			113
Joint Consultation .....	<b>28</b>		55
Lay-Offs (Severance Pay).....		17.01	38
Lay-Offs (Terminations).....		18.09	41
Leave for Federation President.....	8		11

<b>SUBJECT</b>	<b>ARTICLE</b>	<b>CLAUSE</b>	<b>PAGE</b>
Leave for Other Purposes.....		15.11	32
Leave – General Provisions.....		15.12	33
Leave to work within GN or for another Employer.....		15.09(2)	31
<b>Leave without pay for relocation of spouse.....</b>		<b>15.11(2)</b>	32
Managerial Responsibility.....	5		7
Maternity Leave.....		<b>15.05</b>	25
Meals and Incidentals.....		<b>B2.19(d)</b>	75
Medical Transportation Assistance .....		14.07	20
Nunavut Northern Allowance .....	B1	<b>B101(iv)</b>	70
Nunavut-Wide Professional Improvement Committee		16.04	35
Other Types of Leave .....	15		22
Parental Leave Without Pay.....		15.06	28
Pedagogic Leave .....		15.08	31
Performance Appraisal .....	26	<b>26.04</b>	52
Principal's Allowance.....		<b>A4.01</b>	64
Principals' School Administration Time .....	25		51
Probation .....		18.02	39
Procedure for Commencement of Negotiations .....	<b>29</b>		56
Professional Improvement .....	16		34
Professional Improvement Coordinator.....		16.06	37
Pro-Rata .....	D		102
Public Service Interviews .....		15.04	25
Public Service Leave .....		<b>15.02</b>	23
Purpose of Agreement .....	1		1
Qualifications .....	A2		60
Relocation Policy.....	B2	<b>B2.06</b>	72
		<b>B2.07</b>	
Resignation .....		18.15	42
Resignation and Probation .....	18		39
Responsibilities for Safe Working Environment .....	22		47
Salary .....	A		58
Salary Schedules.....	C		98
Severance Pay .....	17		38
Short Term Professional Assistance .....		16.04 (4)	36
Sick Leave .....	14	<b>14.02(c)</b>	18
Special Leave .....	13		16
Teacher Exchange .....		15.09	31
<b>Teacher Exchange Program (LOA # 2).....</b>			105
Teachers Hired Prior to Sept. 1, 1994 (LOA #1) .....			103
Teachers' Qualifications and Remuneration .....	A1		58
Termination - Dismissal .....		18.06	40
Termination - Severance Pay .....		17.04	39
Term Teachers .....		12.03	15
Time Off for Federation Business .....	9		12
Travel Time .(Sick Leave).....		14.08	22

## ARTICLE 1

### PURPOSE OF AGREEMENT

- 1.01 The purpose of this Agreement is:
- to maintain and improve harmonious relations and to settle conditions of employment among the Employer, Employees, and the Federation of Nunavut Teachers.
  - to recognize the mutual value of joint discussion and negotiations.
- 1.02 The parties want to effectively serve the citizens of Nunavut by:
- improving the quality of education in Nunavut,
  - efficiently serving the students of Nunavut,
  - improving professional standards,
  - producing the highest quality of instructional service,
  - promoting the well-being of all Federation of Nunavut Teachers, and
  - establishing within the framework provided by law, an effective working relationship at all levels of the Nunavut Public Service.
  - **supporting and valuing Inuit Qaujimajatuqangit.**

## ARTICLE 2

### INTERPRETATION AND DEFINITIONS

- 2.01 For this Agreement,
- (1) "Absence Without Permission" means absence from duty for reasons other than those in 15.12(1), without having received prior permission from the Executive Director of Regional School Operations.
  - (2) "Academic Year" means the portion of the calendar year between the opening and closing dates of a school.
  - (3) "Allowance" means compensation payable for:
    - (a) the performance of special or additional duties; and
    - (b) **the possession of special qualifications as specified in A4.04.**

- (4) "Bargaining Unit" means all teachers and substitute teachers employed in the Public Service.
- (5) (a) "Basic Salary" is the salary calculated after verifying training and experience according to the salary schedule in Appendix "C".  
(b) "Salary" is basic salary plus the allowances in Appendix "A".
- (6) "Calendar year" means the period from January 1 to December 31 of the same year.
- (7) "Continuous Employment" and/or "Continuous Service" means uninterrupted employment in the Public Service and includes:
  - (a) Prior service of an Employee who is laid-off and re-appointed within 12 months, or up to two years at the Employer's discretion;
  - (b) Prior service of an Employee who ceased to be employed for any reason other than dismissal, abandonment of position or rejection on probation, provided:
    - (i) the prior service was uninterrupted for a minimum of two years; and
    - (ii) the period between the prior service and the return to service is less than 25 months.
  - (c) Prior service of a person appointed to a position within three months of terminating employment in the Government of Nunavut for any reason other than dismissal, abandonment of position or rejection on probation.
- (8) "Daily Rate of Pay" means an Employee's annual rate of pay, plus allowances as provided for in 2.01(3)(a) and (b) divided by the number of prescribed school days in the school calendar.
- (9) "Day of Rest" means **Saturday and Sunday as well as, a holiday or day of leave of absence, on which the Employee is not ordinarily required to perform the duties of the position.**

- (10) "Dependant" means
- (a) The spouse of an Employee who is residing with the Employee (normally this will be where the person receives mail, keeps personal property and spends the majority of time).
  - (b) Any child of the Employee who
    - (i) is attending school or is a student at some other institution, and is under 21 years, or
    - (ii) is under 21 years and dependent upon the Employee for support, or
    - (iii) is 21 years or older and dependent upon the Employee because of mental or physical illness.
  - (c) Any other relative of the Employee who is a member of the Employee's household and is totally dependent upon the Employee for support because of a mental or physical illness.
- (11) "Deputy Minister" means the Deputy Minister of Education in the Government of Nunavut.
- (12) **"Effects" include the furniture, household goods, equipment and personal belonging of an employee and his/her dependant at the time of his/her initial hire move, but do not include automobiles, boats, motorcycles, trailers, animals or foodstuffs. Where a continuing employee is moved from one community to another within Nunavut, she/he may include in her/his effects all-terrain vehicles, snowmobiles and foodstuffs but in all cases the effects shall not exceed the maximum weight entitlements set out in Appendix B-2.**
- (13) "Employee" means a person employed as a teacher in the Public Service.
- (14) "Employer" means the Government of Nunavut as represented by the Minister Responsible for the Public Service Act or designate.



- (15) "Executive Director" means Executive Director of Regional School Operations for the Kitikmeot, Kivalliq or Qikiqtani Regions.
- (16) "Federation" means the Federation of Nunavut Teachers (FNT)
- (17) "Fiscal Year" means the period starting April 1 of one calendar year and ending March 31 of the following calendar year.
- (18) "Grievance" means a complaint in writing that an Employee, group of Employees, or the Federation submits to management, to be processed through the grievance procedure.
- (19) **"Immediate Family" means father, mother, brother, sister, spouse, common-law spouse, child, step-child, foster child, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, and all relatives permanently residing with the Employee.**
- (20) **"In-service training" means training initiated by the Employer; such training to take place within the 195 Sessional days.**
- (21) "Lay-Off" means an Employee whose employment status is determined by application of this agreement and who is not actively employed as a teacher because of lack of work or because of the discontinuance of a function.
- (22) "Leave of Absence" means absence from duty with the Employer's permission.
- (23) "May" is permissive; "Shall" and "Will" are imperative.
- (24) "Membership Dues" means the annual dues established pursuant to the constitutional by-laws of the Federation as the dues payable by its members as a consequence of their membership in the Federation, and may include any initiation fee, insurance premium, or special levy enjoyed by members.
- (25) "Nunavut" means the Nunavut Territory.

- (26) "Point of Departure" means:  
Montreal and Ottawa - for all communities in the Baffin Region;  
Winnipeg – for all communities in the Kivalliq Region;  
Edmonton - for all communities in the Kitikmeot Region;
- (27) "Point of Recruitment" means the community the Employee resided in at the time of initial appointment to the Government of Nunavut.
- (28) **“Professional Improvement” means training as defined in Article 16.**
- (29) “Public Service” means the Nunavut Territorial Public Service.
- (30) “Regional School Operations” means the school operations divisions within the Department of Education that are responsible for operations in the Kitikmeot, Kivalliq and Qikiqtani Regions.
- (31) “School Year” means the period beginning on July 1 in one year and ending on June 30 in the following year.
- (32) “Spouse” means
- (a) a person to whom the Employee is legally married; or
  - (b) a person who, for at least one continuous year, has lived with an Employee and has been publicly represented as the Employee’s spouse; there must also be an intention to continue as spouses.
- (33) **“Staff Development” means professional development initiated by the Employer. Such training to take place within the 195 Sessional days.**
- (34) (a) “Teacher” is an Employee who possesses a valid Nunavut Teaching Certificate and includes Classroom Teachers, Aboriginal Language and Cultural Specialists, Part-Time Teachers, Grade Co-ordinators, Subject Co-ordinators, Teacher Consultants, Assistant Principals and Principals.

- (b) "Part-Time Teacher" is a teacher who possesses a valid Nunavut Teaching Certificate and who is employed less than full-time but on a regularly scheduled basis for at least three months.
- (c) "Substitute Teacher" means a person employed to perform the normal duties of a teacher who is absent.
- (d) "Contract Teachers" are Employees hired on the basis of an individual contract to perform certain specified duties **as per Articles 12.01 and 12.02.**
- (e) "Term Teacher" means a teacher, other than a substitute or indeterminate teacher, who possesses a valid Nunavut Teaching Certificate and who is employed for a fixed period.
- (f) "Superintendent of Schools" means a Superintendent of Schools for the Kitikmeot, Kivalliq or Qikiqtani School Operations.

2.02 Except as otherwise provided in this Agreement, expressions used in this Agreement,

- (1) if defined in the *Education Act*, have the same meaning as given to them in the *Education Act*; and
- (2) if defined in the *Public Service Act*, but not defined in the *Education Act*, have the same meaning as given to them in the *Public Service Act*; and
- (3) if defined in the *Interpretation Act*, but not defined in the *Education Act* or the *Public Service Act* have the same meaning as given to them in the *Interpretation Act*.

2.03 The Employer recognizes the Federation as the Exclusive Bargaining Agent for all Employees in the Bargaining Unit.

### **ARTICLE 3**

#### **APPLICATION**

- 3.01 This Agreement applies to and is binding upon the Federation, the Members of the Bargaining Unit, the Employer and any successor Employer.

### **ARTICLE 4**

#### **FUTURE LEGISLATION AND THE COLLECTIVE AGREEMENT**

- 4.01 If any law passed by Parliament or the Legislative Assembly, renders null and void any provision of this Agreement, the remaining provisions of the Agreement will remain in effect for the term of the Agreement.

Either party may require the other to negotiate for an appropriate substitute for the annulled provision.

### **ARTICLE 5**

#### **MANAGERIAL RESPONSIBILITY**

- 5.01 This Agreement in no way restricts the authority of those charged with managerial responsibilities in the Public Service, except to the extent provided herein. These responsibilities will be exercised in a fair and reasonable manner.
- 5.02 It is recognized and agreed that the Employer cannot adopt or implement policies that are inconsistent with the provisions of this Agreement.

### **ARTICLE 6**

#### **BREACH OF CONTRACT**

- 6.01 The Employer will notify the Federation of any violation of this Agreement committed by members of the Bargaining Unit.

## ARTICLE 7

### INFORMATION

- 7.01 (1) **The Employer will provide to the Federation prior to December 1 and again prior to April 30, a report in the form of an Excel table.**
- (2) **This report shall include as a single line, a statement of:**
- a) the employee's first and last names (as separate fields)**
  - b) employee file number**
  - c) indeterminate / term status**
  - d) active / leave status**
  - e) continuous service date**
  - f) bi-weekly hours**
  - g) salary**
  - h) pay level**
  - i) pay step**
  - j) if on leave, type of leave (e.g. maternity, education)**
  - k) each allowance specified in Appendix A4 of this agreement**
  - l) community**
  - m) work location**
- (3) The Employer agrees to provide to the Federation in writing: before they are issued, copies of all Human Resources Directives affecting members of the Bargaining Unit.
- 7.02 (1) The Employer **will** make every effort to advertise in the schools of Nunavut, all vacant positions within the Bargaining Unit, and all vacant positions of responsibility within the Department of Education, as they arise.
- (2) If notice of a job opening does not arrive before the closing date for applying, the Employee's application will be given due consideration if the position has not been filled.
- (3) If candidates are equally suitable, preference in hiring will be given to teachers who are residents in Nunavut.
- (4) For the purposes of Article 7.02(3), "equally suitable" means a candidate who meets or exceeds the minimum requirements as established by the Employer, which requirements can include the fulfillment of priorities as defined through priority

hiring categorization and Article 23 of the Nunavut Land Claims Agreement.

7.03 Upon initial hiring, the Employee will provide the Employer with all required documents for documentation and salary determination, including:

- valid Teaching Certificates,
- valid Principal Certificate,
- copies of academic transcripts,
- verification of teaching experience,
- birth certificate(s),
- proof of marital status, and common law status, and
- Immigration Identification Card, if applicable.

The Employee will consent to the Employer conducting a criminal reference check. Further the Employee will take the Oath of Office and Secrecy or, if objecting to take an oath, make a prescribed affirmation upon appointment.

7.04 (1) Not later than September 1 of the current academic year, the Employer will provide each school with both a hard copy and an electronic copy of the Collective Agreement and listed on the GN website.

(a) The Employer shall provide a translated version of the Collective Agreement in Inuktitut. In the event of any dispute concerning a proper interpretation of any provision of this agreement the English version shall govern.

(2) The Employer will provide each Employee with:

(a) access to an electronic copy of the Collective Agreement;

(b) a statement of accumulated sick and special leave credits once each academic year; and

(c) information regarding changes in conditions of services or other benefits not covered by this Agreement as they occur.

- (3) Teachers shall receive a written explanation of all payments and deductions relating to their pay cheque on their first payday in the academic year.
- (4) The Employer shall provide a copy of the Professional Development Log Book to each new Employee as part of the initial hiring documents and additional copies as may be reasonably required.

7.05 Any Employee who receives a notice of transfer will receive a current schedule of allowable expenses from the Employer.

7.06 The Employer will provide an orientation package for all new teachers. The names of all newly hired persons will be supplied to the Federation.

When the Employer gives an orientation, a representative of the Federation has the right to make a presentation up to one (1) hour. The representative will be granted leave with pay to make the presentation.

7.07 New teachers and transferring Employees who report for an orientation conducted by the Employer before the start of the academic year will be paid 75% of the daily rate of pay of Level 1 Step 1 of the salary grid for each day of the orientation they attend.

7.08 Upon reasonable notification, the Employer will permit access to the school staff room and may permit access to other parts of the school to an accredited representative of the Federation. Permission to enter the Employer's premises will not be unreasonably denied.

7.09 The Employer and the Federation agree that it is in the interests of both parties to have an informed membership.

The Employer will provide reasonable bulletin board space in the school staff room in each work location for notices about elections, appointments, meeting dates, minutes of Federation meetings, news items and social and recreational affairs.

7.10 **The Employer shall provide clear directives describing acceptable use of computer networks and Internet services available through the Employer, including email, the Internet and the World Wide Web.**

**The Employer shall consult with the FNT when contemplating changes to the directives.**

**The Employer shall respect the Employee's reasonable expectation of privacy when communicating by electronic means. This does not preclude the Employer from conducting routine network maintenance and administration procedures to ensure reliability and traffic flow, nor from meeting its obligations to ensure due diligence against misuse or liability arising from material that is illegal, offensive or otherwise inappropriate.**

**Employees may use email and internet services for personal reasons during breaks or, with prior approval, on their own time. Employees shall not access or disseminate any material that is illegal, offensive or otherwise inappropriate. No employee shall allow Internet usage for personal reasons to interfere with the performance of their duties.**

**The Employer shall not limit access to computer networks or Internet services without due cause.**

**In exercising supervisory responsibilities covered by this Article, the Employer will be guided by Standard Operating Procedures for system administration, security, forensic technical audit, ATIPP, Computer Emergency Response (CERT), and/or criminal investigation procedures.**

**Unacceptable use of Internet and email services shall result in immediate suspension of network privileges by the Employer and may result in disciplinary action. Any finding made by the Employer of misuse of such services shall be communicated to the Employee as soon as practicable and the account will remain suspended pending a request for reinstatement from the departmental Deputy Head.**

## **ARTICLE 8**

### **LEAVE FOR FEDERATION PRESIDENT**

- 8.01 (1) A teacher elected as President of the Federation will be granted leave of absence for the term of office.



- (2) During the leave of absence, any accumulated rights and benefits which the President is entitled to under the Agreement will be maintained. No additional rights and benefits will accrue during this period.
- (3) The Employer will continue to pay the President at the applicable salary in accordance with this Agreement. The Federation will reimburse the Employer for the amounts paid at the intervals requested by the Employer.
- (4) The benefits of any group plans to which the President was entitled before the leave of absence will continue during the leave. The Federation will reimburse the Employer for any costs involved.
- (5) The Federation is responsible for any costs involved in the removal and subsequent return of the President on completion of the term as President.
- (6) Presidents will be offered their former position upon termination of a leave of absence that does not extend beyond four years. If the leave extends beyond four years, or if the former position no longer exists, the President and the Employer will mutually agree upon a comparable position.
- (7) A President who is not already at the maximum experience level will be entitled to an experience increment for each year of leave.
- (8) The President shall advise the Employer as soon as possible, when an extension is applicable due to re-election.

## **ARTICLE 9**

### **TIME OFF FOR FEDERATION BUSINESS**

- 9.01 The Employer will grant time off with pay to an Employee (and/or representative) attending grievance, arbitration, or board of reference hearings.

- 9.02 Where operational requirements permit, the Employer will grant:
- (a) leave with pay to four Employees to attend meetings to prepare for negotiations. The Federation will pay the substitute costs;
  - (b) leave with pay to four Employees to attend contract negotiations for the duration of the negotiations. The Federation will pay the substitute costs;
  - (c) leave with pay to a maximum of two Employees to meet with management on behalf of the Federation. The Federation will pay the substitute costs.
  - (d) leave with pay to a reasonable number of Employees to attend Executive Council Meetings, conventions of the Federation or other Federation business provided that substitute teachers are available. The Federation will pay the substitute costs.

## **ARTICLE 10**

### CHECK OFF

- 10.01 The Employer will deduct the membership dues from the monthly pay of all Employees.
- 10.02 The Federation will inform the Employer in writing of the authorized monthly deduction to be checked off for each Employee.
- 10.03 For 10.01, deductions from pay for each Employee will start with the first day of employment, to the extent that earnings are available.
- 10.04 No Employee organization other than the Federation may have membership dues or money deducted by the Employer from the pay of Employees.
- 10.05 The amounts deducted in accordance with 10.01 will be forwarded to the Treasurer of the Federation by cheque within 30 days.
- 10.06 The Federation 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.
- 10.07 The Employer agrees to include on each Employee's T4 taxation slip

a statement of Federation membership dues collected from that Employee for that taxation year.

- 10.08 Substitute teachers pay Federation dues based on each day of service provided to the Employer. The Employer will deduct membership dues before making wage disbursements and will remit them to the Federation. The Employer will make every effort to remit the dues within 30 days of the deduction. The remittance will identify the Employee and the deduction made on behalf of the Employee.

## ARTICLE 11

### DUTIES AND RESPONSIBILITIES

- 11.01 Teachers shall fulfill their statutory duties and responsibilities that are contained in the Education Act.
- 11.02 A teacher becomes an Employee on the first scheduled day of duty and continues to be an Employee until a resignation, term contract end or termination becomes effective.
- 11.03 A teacher must perform teaching duties on the days specified as Sessional Days in the School Calendar, except as otherwise provided for in this Agreement. A teacher is entitled to the days of rest and designated holidays provided for in the *Education Act* and Regulations made under the Act.
- 11.04 A teacher's professional responsibilities extend beyond the instructional duties. In each academic year the allocation of instructional time and other duties of teachers is the responsibility of the Principal. Teachers will provide instructional and other duties as allocated by the Principal.
- 11.05 The Employer and the Federation view extra-curricular activities as being worthwhile and agree that the participation of a teacher in extra-curricular activities shall be on a voluntary basis. Extra-curricular activities are activities that are performed:
- i) outside of the regular teaching day, and
  - ii) outside the duties and responsibilities of a teacher as outlined in the Education Act.

- 11.06 Each teacher is entitled to a duty free lunch period of no less than one hour between 11:00 a.m. and 2:00 p.m.
- 11.07 Recognizing mutual concern for the welfare of school children, it is agreed that the Employer will provide a suitable substitute teacher from among suitable persons who are available in the community where a teacher with assigned classroom duties is absent.
- 11.08 The Employer will make every reasonable effort to ensure teachers are provided preparation time.
- 11.09 A teacher has a professional responsibility to notify the Principal as soon as possible of leave, which the teacher intends to take or apply for pursuant to the provisions of Articles 13, 14 and 15. No discipline may be imposed due to an alleged violation of this Article.

## **ARTICLE 12**

### **HIRING PROTOCOLS**

- 12.01 No one will be employed on a contract basis for teaching duties in elementary or secondary schools under the jurisdiction of the Nunavut Department of Education.
- 12.02 Notwithstanding 12.01, the Employer may employ on contract any person to instruct cultural, religious or aboriginal language programs other than those that are normally part of the regular school program.
- 12.03 Term teachers may be hired:
- (a) as replacements for teachers on approved leave;
  - (b) in relation to programs of a fixed duration;
  - (c) in relation to or in support of training such as ongoing NTEP programs;
  - (d) where a position is, or becomes, vacant after the start of the current academic year; and
  - (e) with the approval of the Federation, where it is not reasonably possible to hire a teacher on an indeterminate basis.

## ARTICLE 13

### SPECIAL LEAVE

#### Credits

- 13.01 (1) Employees earn one-half day of Special Leave credits for each calendar month for which they receive pay. An Employee may have a maximum credit of twenty-five (25) special leave days at any one time. As credits are used, they continue to be earned up to the maximum.
- (2) For 13.01, an Employee, **except an Employee who has worked less than the entire ten (10) months of the academic year**, is deemed to have received pay for at least ten (10) days in the months included in the school calendar as summer holidays. To qualify, the Employee must continue in the employment of the Employer at the start of the following academic year.
- (3) If sufficient credits are available, the Employer will grant Special Leave to Employees in the following circumstances:
- (a) up to five (5) consecutive working days if the Employee attends the funeral of a member of the immediate family;
  - (b) two (2) days after the Employee receives notification of a death in the immediate family if the Employee does not attend the funeral;
  - (c) three (3) days to attend the funeral of the Employee's brother-in-law or sister-in-law;
  - (d) **three (3)** days on the birth of an Employee's child; such leave may be divided into two parts and taken on separate days and shall be taken no later than ten (10) days following the return of the child to the Employee's place of residence. Female Employees may take this leave immediately upon the conclusion of maternity leave.
  - (e) **three (3)** days on the adoption of a child;

- (f) two (2) days for a teacher's wedding or graduation, the wedding of the teacher's child, or the graduation of the teacher's spouse or child;
  - (g) A general transportation tie-up caused by weather or **aircraft mechanical failure** if the Employee makes every reasonable effort to report for duty. The Employee must advise the supervisor as soon as possible should such a transportation tie-up or **aircraft mechanical failure** occur. The Employee may be requested to provide supporting documentation for the transportation tie-up or **aircraft mechanical failure**.
- (4) If sufficient credits are available, the Employer may grant Special Leave to Employees in the following circumstances:
- (a) if circumstances not directly attributable to the Employee, including illness in the immediate family, prevent reporting for duty;
  - (b) serious household or domestic emergencies;
  - (c) serious community emergencies if the Employee is required to help;
  - (d) to attend divorce, separation, custody or adoption proceedings before a court of law as a party to such action;
  - (e) under specific circumstances, to extend the bereavement leave referred to in 13.01(3)(a) above;
  - (f) in applying 13.01(4)(a), the Executive Director of School Operations will grant the leave if the request is reasonable under the circumstances.
- (5) One (1) day of special leave credits each academic year may be used at the Employee's discretion, if enough notice is given to the immediate Supervisor subject to:
- (a) operational requirements; and
  - (b) the leave not being taken in conjunction with any holidays except with the approval of the Executive Director of School Operations.

- 13.02 The Executive Director may grant up to a maximum of **six (6)** days Special Leave to an Employee who doesn't have enough credits. Advanced leave will be deducted from future Special Leave credits.

## ARTICLE 14

### SICK LEAVE

#### Credits

- 14.01 (1) (a) Each full-time Employee will be advanced fifteen (15) days of Sick Leave at the start of the academic year. The advancement of credits will be pro-rated for Employees hired after the start of the academic year.
- (b) Part-time Employees will earn one and one-half days Sick Leave credits for each month of full-time employment or its equivalent.
- (2) Upon appointment, Employees will be credited with unused sick leave credits earned with a previous Employer of teachers within the Government of Nunavut.
- (3) Notwithstanding the above, if circumstances warrant, the Employer will advance up to fifteen (15) days Sick Leave credits. The advanced credits will be charged against future credits as earned.
- (4) Sick Leave credits not used shall accumulate to the credit of the Employee.
- (5) Any Sick Leave taken but not earned will be recovered from money payable to the Employee.
- 14.02 (1) An Employee who has the necessary Sick Leave credits will be granted Sick Leave with pay for illness or injury on a normal working day. The request must be supported by a completed Sick Leave form that should be submitted immediately after returning to duty or upon the request of the Employer.

In addition, a certificate from a qualified medical practitioner

certifying that the Employee was unable to carry out duties due to illness or injury, must be submitted under the following circumstances:

- (a) for Sick Leave in excess of three (3) working days;
- (b) for any additional Sick Leave in an academic year when, in the same academic year, the Employee has been granted nine days Sick Leave without producing a medical certificate.
- (c) **The Employer may exercise its prerogative to question the veracity of a medical certificate submitted by an Employee. Should this occur, the Employer can require that the Employee's medical status be assessed by another qualified medical practitioner that is mutually agreed upon within fifteen (15) days of receiving the certificate certifying that the Employee was unable to carry out duties due to illness or injury. This assessment will be paid by the Employer.**

- (2) If no qualified medical practitioner or nurse is available in a community, a notarized statement certifying that the Employee is unable to perform the duties due to illness or injury will be considered adequate.

A notarized statement is a statement sworn before a Justice of the Peace, Notary Public or a Commissioner for Oaths.

- (3) An Employee who is absent from duty due to illness or injury for more than one-half (1/2) day, but less than one (1) day, will have only one-half (1/2) day charged as Sick Leave. There will be no charge against Sick Leave credits, if the absence is less than one-half (1/2) day.

- 14.03 An Employee is not eligible for Sick Leave with pay while on leave of absence without pay or under suspension.
- 14.04 An Employee who has insufficient or no credits to cover the Sick Leave with pay, will, where circumstances warrant, be granted up to twenty-five (25) days while waiting for a decision from the Workers' Compensation Board on an application for injury-on-duty leave.
- 14.05 An Employee who is granted Sick Leave with pay and has injury-on-duty leave later approved for the same period, will have the



Sick Leave credits reinstated. The Employee will reimburse the Employer for any pay or income received from the Workers' Compensation Board covering any of the days for which the Employee has been granted sick leave with pay pursuant to 14.04.

- 14.06 An Employee who goes on Sick Leave and is unable to ever return to duty will be entitled to all previously accrued Sick Leave upon the Employer being provided with an acceptable medical report from the Employee's medical physician.

Medical Transportation Assistance

- 14.07 (1) Employees and their dependants who are required to travel from their residence in Nunavut to get medical or dental treatment, will have their traveling expenses reimbursed subject to the following:
- (a) Payment will not exceed return transportation to the Employee's point of departure or the nearest place where adequate treatment is available, whichever results in less expense, and seven (7) days hotel accommodation and meal costs in accordance with the rates specified in the Duty Travel Appendix of this Agreement. In addition, required taxi or limousine charges will be reimbursed.
  - (b) Employees or their dependants, who receive specialized treatment as outpatients, will be reimbursed for accommodation, meals and local transportation expenses based on a per diem rate in the Duty Travel Section of this Agreement. This applies for periods over seven (7) days, but not to exceed thirty (30) days.
  - (c) The cost of overnight hotel accommodation en route will be reimbursed if travel to the treatment centre is interrupted, due to inclement weather conditions, or to circumstances completely beyond the employee's control.
- (2) Payment will not be made unless the claim is supported by a certificate from a qualified medical or dental practitioner stating that the treatment was:
- non-elective, and
  - required for the health of the patient, and

- could not be provided by facilities or services available at the community in which the employee is resident, and
  - for orthodontic treatment, approved by the dental committee established by the Nunavut Department of Health and Social Services using the criteria established by the Medical Services Branch of Health and Welfare Canada in its Schedule of Dental Services for Nunavut .
- (3) In addition to the expenses previously outlined in this Article, traveling expenses for another person may be approved up to those outlined in (1)(a) and (1)(c) if:
- (a) a qualified medical or dental practitioner certifies that it is necessary for the patient to be accompanied by some other person; and
  - (b) the Employer's approval is obtained.
- (4) (a) If someone other than a medical attendant or person designated by Health and Social Services accompanies the patient, where applicable, it will be the spouse or the parent.
- (b) An Employee who is the escort for a member of the immediate family may be granted Special Leave for non-elective medical evacuation only. Travel time, as defined under 14.08, will not be granted for this escort duty.
- (c) Employees who are escorts for members of their immediate family for orthodontic or elective medical escort purposes will not be granted travel time for escort duty. Leave without pay will apply.
- (5) Medical escort travel assistance for orthodontic visits will only be paid if the child is under eighteen (18) years.
- (6) Any travel assistance recovered by the Employee under a

group surgical or medical plan to which the Employer and the Employee share the premium will be repaid to the Employer to the extent that costs for travel have been paid by the Employer under this Article.

- (7) There will be no duplication of this benefit if an Employee and one or more dependants work for the Public Service.
- (8) This does not apply to an Employee's dependants where this benefit is provided to the Employee's dependants by another Employer.
- (9) This Article does not apply to initial consultation visits for orthodontics.
- (10) A pregnant Employee, required by her doctor to leave her place of residence in Nunavut and to stay in another community while she awaits the delivery of her child, will be eligible for the provisions of this Article.

#### Travel Time

- 14.08 Except as otherwise provided in 14.07(4)(b) and 14.07(4)(c), every Employee who receives medical travel assistance under 14.07 and travels to a medical centre will be granted leave of absence with pay for the actual time taken to travel, up to a maximum of three (3) days. **The Employer's approval is necessary and travel time will not be granted unless it is supported by a certificate from a qualified dental or medical practitioner resident in Nunavut stating that the medical treatment could not be provided in the community in which the employee is resident. Travel time will not be charged against sick leave credits.**

### ARTICLE 15

#### OTHER TYPES OF LEAVE

##### Court Leave

- 15.01 An Employee, other than an Employee on leave of absence without pay or under suspension, will be granted leave with pay:
- (a) To serve on a jury; or

- (b) To answer a subpoena or summons to attend as a witness in any proceeding authorized by law to compel the attendance of witnesses.

Public Service Leave

15.02 An Employee, other than an Employee on leave of absence without pay or under suspension, will be granted leave with pay:

- (a) to serve as a Justice of the Peace;
- (b) to serve as a Coroner; or
- (c) to participate in a public inquiry.
- (d) An Employee, other than an Employee on leave of absence without pay or under suspension, may be granted leave with or without pay for a period of up to a maximum of fifteen (15) days per fiscal year to do public service work which is in the interest of the Employer or Nunavut. Public Service Leave will be granted only where operational requirements permit the employee's absence. Public Service work for the purposes of this clause is limited to:**
  - I. participation in a search and rescue mission;
  - II. serving on a Government board, such as the Workers Compensation Board, the Liquor Licensing Board or Co-Management Boards;
  - III. serving on a municipal council or committee; or
  - IV. participating in Federal / Territorial / Municipal consultation forums.
- (e) The public service leave described in Article 15.02(d) will be either with or without pay depending on the following circumstances:**
  - I where the Employee receives an honorarium for the public service that is equal to or greater than the daily rate of pay, public service leave is granted without pay;

- II where the Employee is entitled to an honorarium which is less than the daily rate of pay, public service leave will be granted with pay, but the Employee must relinquish the entitlement to any honorarium;
- III where an honorarium is not received, leave is granted with full pay.

Injury-On-Duty Leave

- 15.03 (1) **An Employee will be granted Injury-On-Duty leave with pay where it is determined by the Workers Compensation Board (WCB) that the Employee is unable to perform his/her duties because of:**
- (a) **personal injury that occurs in the performance of his/her duties and not caused by the Employee's willful misconduct;**
  - (b) **sickness resulting from the nature of his/her employment; or,**
  - (c) **over-exposure to hazardous conditions in the course of his/her employment.**
- (2) **Injury-On-Duty leave with pay will be granted only if the Employee agrees to assign their WCB benefits to the Employer for the period in which the Employee was on Injury-on-Duty-Leave with pay. To effect the assignment, the Employee must complete an "Assignment of Benefits" form provided by the WCB and submit the form to the Employer.**
- (3) **The Employee's regular pay, with the exception of associated benefits, shall be discontinued when the Employee begins to receive WCB benefits, and regular pay will only resume once the Employee returns to work. All benefits that would normally accrue while receiving regular pay shall continue to accrue while the Employee is receiving WCB benefits.**
- (5) **An Employee who was granted sick leave with pay and**

**has Injury-On-Duty leave later approved for the same period will have sick leave credits reinstated for that period.**

Public Service Interviews

- 15.04 An Employee who participates in a personnel selection process for promotion or transfer to a position in the Nunavut Public Service is entitled to leave of absence with pay for:
- (a) the period the Employee's presence is required for the selection process; and
  - (b) for periods the Employer considers reasonable for travel time.

Maternity Leave

- 15.05 (1) (a) A pregnant Employee must notify the Employer at least fifteen (15) weeks before the expected date of the birth of her child.

She will, eleven (11) weeks before the expected date of the termination of her pregnancy, be granted leave without pay for a period ending not later than twenty-six (26) weeks after the date of the birth of her child. The Employee may apply to Regional Payroll & Benefit Office, Department of Finance, and she shall be given, within one (1) week of application, clear, understandable information about maternity leave requirements and benefits.

This is subject to 15.05(1)(b).

- (b) The Employer may:
  - (i) Upon written request from the Employee, defer the start of maternity leave or terminate it earlier than twenty-six (26) weeks after the birth of her child;
  - (ii) Grant maternity leave without pay to start eleven (11) weeks before the expected date of the birth of her child;
  - (iii) Require a medical certificate certifying

pregnancy.

- (c) Leave granted under this Clause will be counted for the calculation of "continuous employment" and "continuous service" for the purpose of calculating severance.
- (2) (a) After completion of six (6) months continuous employment, an **Indeterminate** Employee who provides the Employer with proof that she has applied for and is in receipt of employment insurance benefits pursuant to Section 30 of the *Employment Insurance Act*, will be paid a maternity leave allowance in accordance with the Supplementary Employment Insurance Benefit Plan.
  - (b) An applicant under Clause 15.05 (2)(a) must sign an agreement that:
    - (i) she will return to work and remain **for at least ninety-seven and one half (97.5) consecutive Sessional days** or a shorter period if the Employer agrees; and
    - (ii) she will return to work on the date of the expiry of her maternity leave, unless the date is changed with the Employer's consent.
  - (c) If the Employee doesn't return to work as per 15.05(2)(b)(ii), she owes the Employer the amount received as maternity leave allowance. Should the Employee not return for the full **ninety-seven and one half (97.5) Sessional days**, the Employee's indebtedness shall be reduced on a prorated basis according to the number of **Sessional days** she has returned to work.
- (3) Payments made according to the Supplementary Employment Insurance Benefit Plan will be up to a maximum of seventeen (17) weeks. The Employer is not responsible for any consequences of an employment insurance benefit overpayment nor is it responsible for providing any additional payments in respect of maternity leave should the Employee's benefits be affected by tax, employment insurance or legislative provisions. Payments are determined as follows:
    - for the first two (2) weeks, payments equivalent to 93%

of her 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 she is eligible to receive and 93% of her weekly rate of pay.

- (a) For a full time Employee, the rate of pay will be that to which she would be entitled had she been at work the day the maternity leave commenced;
  - (b) For a part-time Employee the part-time rate of pay is based on the part-time rate of pay she would be entitled to had she been at work the day maternity leave started.
  - (c) Employees have no vested right to payments under the plan except to payments during a period of unemployment specified in the plan.
  - (d) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payment under the plan.
  - (e) An Employee who 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 15.05(2)(a), will have payments adjusted accordingly.
  - (f) **Effective April 1, 2006, benefit payments pursuant to this Article may be suspended at the end of the academic year and be reinstated at the beginning of the following academic year to ensure that the Employee receives the full supplementary benefit the Employee qualifies for while on maternity leave.**
- (4) If reasonable within operational requirements, the Employer will change the working conditions of a pregnant Employee if there is a written statement from her physician that they may be detrimental to her health or that of the fetus. If it is not reasonable to change the working conditions, the Employee will be granted a leave of absence without pay for the time of



her pregnancy.

Parental Leave Without Pay

- 15.06 (a) Where an Employee has or will have the actual care or custody of his/her newborn child, or an Employee commenced proceedings to adopt a child or obtains an order for the adoption of a child, he/she 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.
- (b) 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.
- (c) Leave granted under Clause 15.06(a) shall be counted for the calculation of "continuous employment" and "continuous service".
- (d) After completion of six (6) months continuous employment, an indeterminate employee who has been granted parental leave without pay and who provides the Employer with proof that he/she has applied for and is in receipt of parental benefits pursuant to the Employment Insurance Act shall be paid a parental leave allowance.
- (e) An applicant under Clause 15.06(d) shall sign an agreement with the Employer providing:
- (i) that he/she will return to work and remain in the Employer's employ for a period of at least **ninety-seven and one half (97.5) consecutive Sessional days** after his/her return to work;
  - (ii) That he/she will return to work on the date of the expiry of his/her parental leave without pay

unless this date is modified with the Employer's consent.

- (f) Should the Employee fail to return to work in accordance with the provisions of Clause 15.06(e), except by reason of the Employee's death, disability or lay-off, the Employee recognizes and acknowledges that he/she is indebted to the Employer for the amount of parental leave allowance received. Should the Employee not return for the full **ninety-seven and one half (97.5) Sessional days**, the Employee's indebtedness to the Employer shall be reduced on a pro-rated basis according to the number of **Sessional days** he/she has returned to work.
- (g) 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 93% of the Employee's weekly rate of pay for the first two (2) weeks, and **effective date of signing** for an additional **eleven (11) weeks**, payments equivalent to the difference between the employment insurance benefit the Employee is eligible to receive and 93% of the Employee's weekly rate of pay; **and effective July 1, 2008 for an additional twelve (12) weeks** payments equivalent to the difference between the employment insurance benefit the Employee is eligible to receive and 93% of the Employee's weekly rate of pay.
- (h) 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 she is eligible to receive and 93% of the Employee's weekly rate of pay for a period of **thirteen (13) weeks effective date of signing**; **and effective July 1, 2008 will be equivalent to the difference between the employment insurance benefit the Employee is eligible to receive and 93% of the Employee's weekly rate of pay for a period of fourteen (14) weeks.**

- (i) For a full-time Employee the weekly rate of pay referred to in Clauses 15.06(g) and (h) shall be the weekly rate of pay to which he/she is entitled on the day immediately preceding the commencement of the parental leave without pay or maternity leave without pay, as the case may be.
- (j) For a part-time Employee the weekly rate of pay referred to in Clauses 15.06(g) and (h) shall be the pro-rated weekly rate of pay to which he/she is entitled 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.
- (k) Employees shall have no vested right to payments under this Clause 15.06 except to payments during the period of unemployment as specified in this Clause.
- (l) 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.
- (m) 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.
- (n) **Effective date of signing**, 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 **thirteen(13)** weeks for both Employees combined **and, effective July 1, 2008, parental leave allowance payments shall not exceed a total of fourteen (14) weeks for both Employees combined. Parental leave without pay taken by an Employee couple shall not exceed a total of thirty-seven (37) weeks for both Employees combined.**

### Attendance at Courses at the Request of the Employer

- 15.07 (1) An Employee who attends a course at the request of the Employer is considered as on duty. Pay and allowances will be determined accordingly.
- (2) An Employee returning for a further tour of duty who attends a course at the request of the Employer during July and August will be paid:
- an allowance for each day of the course in accordance with the Employee's daily rate of pay,
  - return transportation from the point of departure,
  - support of \$10 per day, and
  - cost of tuition and books.

### Pedagogic Leave

- 15.08 Employees invited to give courses or lectures or to take part in seminars and conventions concerning education and related to their employment may be given leave with pay to attend. Approval is at the discretion of the Employer.

### Teacher Exchange

- 15.09 (1) The Employer and the Federation recognize the value of education exchanges. They agree to promote and encourage education exchanges where feasible.

### Leave to Work within the Government of Nunavut or Another Employer

- 15.09 (2) (a) An Employee with five (5) or more years of continuous teaching experience in the service of the Employer may be granted leave without pay to work in another position within the Government of Nunavut in the education field or to work for another Employer in the education field.
- (b) Travel and removal expenses will be reimbursed from an Employee's point of departure, who is granted leave to work in another position with the Government of Nunavut in the education field. Return travel and removal expenses to place of employment at the end of the leave will be granted to

Employees who work in another position within the

Government of Nunavut in the education field.

- (c) An Employee granted leave under Paragraph 15.09(2)(a) who returns to work for the Employer will work for at least one (1) year following the end of the leave.
- (d) Applications for benefits under Paragraph 15.09(2)(a) will be submitted no later than March 15 of the year the leave starts. Applications received for benefits under Paragraph 15.09(2)(a) will be considered by the Nunavut Professional Improvement Committee.

#### Examination Leave

- 15.10 Employees who wish to write examinations that a university requires be written during school hours are entitled to leave with pay for the time required to write the examination at their place of employment.

#### Leave for Other Purposes

- 15.11 (1)
- (a) Subject to prior approval, Employees may be granted leave before the last day of June to allow them to attend the start of a summer school course.
  - (b) Subject to prior approval, Employees may be granted leave with pay following the start of the academic year to allow them to attend a summer school course until it is over.
  - (c) Application for leave under 15.11(1)(a) or 15.11(1)(b) will be submitted in writing no later than thirty (30) days before the end of the academic year.
  - (d) The Employer may grant leave with pay for military or civil defense training, fire fighting service and emergencies affecting the community or place of work.

**15.11 (2) Leave without pay for relocation of spouse**

- (a) The Employer shall grant leave without pay for a period of one (1) year, at the request in writing of an indeterminate employee whose spouse's position is permanently relocated or who accepts an appointment to another position outside the**

**indeterminate Employee's community. If the indeterminate Employee does not return to the position for the beginning of the academic year, the indeterminate Employee shall cease to be an Employee at the end of approved period of leave without pay.**

**Leave without pay granted under this Clause shall be deducted from the calculation of "continuous employment" for the purpose of calculating severance pay and for the Employee involved, except where the period of such leave is less than three (3) months. Time spent on such leave, which is for a period of more than three (3) months, shall not be counted for pay increment purposes.**

Leave - General Provisions

- 15.12 (1) The following categories of leave will be granted in accordance with this Agreement, provided the Employee notifies the Principal (or immediate supervisor for Principals or non school based Employees) at once that the leave is required:
- (a) Bereavement leave (13.01(3));
  - (b) Leave for the birth of a child (13.01(3));
  - (c) Illness in the immediate family (13.01(4));
  - (d) Sick leave (Article 14).
- (2) The Employee will obtain prior approval from the Executive Director's office before going on any leave other than those listed in 15.12(1).
- 15.13 Except where termination of employment results from death or lay-off, any unearned leave with pay may be recovered at termination.
- 15.14 A teacher requested by the Employer to report for duty for more than 195 **Sessional** days, and who is required to be paid, will be paid a daily per diem rate. The rate is calculated by dividing the teacher's salary by 195 **Sessional** days for each full day the teacher works.

## ARTICLE 16

### PROFESSIONAL IMPROVEMENT

- 16.01 (1) A Professional Improvement Fund ("Fund") shall be established to support the professional improvement of teachers so as to improve the quality and relevance of education for the students in Nunavut.
- (2) Effective September 1, 1999, the Fund shall consist of 4.5 % of the gross basic salary of Federation members to whom this agreement applies, calculated at the start of each school year.
- (3) Any money remaining in the Fund, at either the Nunavut or school level at the end of either the fiscal or school year shall not lapse but shall be retained for future use.
- (4) The Professional Improvement Fund will be credited with the rate of return the Nunavut Government earns on its own investments. The interest earned is in addition to the formula allocation and is the property of the Fund.
- 16.02 The Fund shall be divided into five parts with allocations for the following purposes:
- (1) Nunavut - wide special professional improvement activities (20%)
- (2) Annual professional leaves with or without allowances (25%)
- (3) Short term professional improvement activities (15%)
- (4) School and individual professional improvement activities (30%)
- (5) Employment of a Professional Improvement Co-ordinator (10%)
- 16.03 (1) The structures and guidelines developed by the NPIC and School PIC's shall enable all educator voices to be heard and reflect the linguistic and cultural context of Nunavut.
- (2) Without restricting the generality of the term Professional Improvement, such improvement shall be determined by teachers and may include activities which reflect Inuit Qaujimaningit and Inuit Qaujimajatuqangit, courses, institutes, workshops, seminars and/or conferences on a community, area, regional or territorial basis in curriculum, disciplines and specialties being taught in the schools of Nunavut for the

purpose of improving teachers' professional insights, knowledge and teaching skills.

- (3) Such activities may be held face-to-face, by distance education, through correspondence or other means, which is practical given the geography and context of Nunavut. The activities can be held in Inuktitut, Inuinnaqtun, English or French depending on the needs of the participants. Such activities may be held in or out of Nunavut, assuming careful consideration is given to the cost of funding activities outside of Nunavut.
- (4) These activities may include multi-school, regional/territorial conferences, school level activities, as well as individual activities. School Professional Improvement Committees, within the guidelines developed by the NPIC in consultation with teachers throughout Nunavut and with the assistance of the Professional Improvement Co-ordinator, shall decide on any multi-school/regional/territorial conference venue, dates and format. Where any Committee has approved an application for professional improvement, the Employer will not unreasonably withhold approval for leave.

#### Nunavut-Wide Professional Improvement Committee

- 16.04
- (1) There shall be a Nunavut-wide Professional Improvement Committee (NPIC) consisting of two representatives appointed by the Federation and two representatives appointed by the Nunavut Department of Education. The Professional Improvement Co-ordinator will be an ex-officio and non-voting member of the Committee. Either of the representatives from the Department of Education can be a Federation member. The NPIC shall operate by consensus and shall determine its own procedures, subject to the general directions and requirements provided in this article. The purpose of the NPIC shall be to co-ordinate, promote and communicate about professional improvement in Nunavut.
  - (2) The NPIC shall co-ordinate the work of sub-committees working on special professional improvement projects and the Educational Leave Committee. The membership of the special project sub-committees shall be determined by the NPIC, and shall include teachers and other partners involved in planning, developing and providing professional improvement.



The NPIC shall also supervise the work of the Professional Improvement Coordinator.

- (3) The NPIC shall receive 20% of the Fund to support its own activities. These activities shall include, but not be limited to:
  - (a) The development and/or delivery of courses on pedagogical, practical topics identified by teachers. These courses are to be developed and/or delivered under the direction of the Professional Improvement Co-ordinator with direct involvement of FNT members in all stages of the process and offered for the professional growth of all Nunavut educators, with an associated ultimate goal of improvement of instruction for all Nunavut students. Where reasonably possible, such courses shall be accredited with/by a recognized post-secondary institution.
  - (b) Resources to allow for the delivery of and attendance at such courses, as outlined above, which may include travel, tuition costs, books, manuals and any other relevant and associated items required for the success of this program. No additional salary will be paid to a teacher taking any such course.
  - (c) Funding to support the publication of journals and a newsletter;
  - (d) Extraordinary funding to meet School Professional Improvement Committee needs;
  - (e) Any other matter that in the NPIC's opinion furthers the objects of the Fund.

#### Short Term Professional Assistance

- (4) The NPIC shall receive an additional 15% of the Fund for short term professional assistance activities such as: summer school, part-time courses, distance education courses, correspondence courses and school and regional professional improvement activities of a special nature. The NPIC shall determine the guidelines for such activities and the Professional Improvement Co-ordinator will approve individual applications.

### Educational Leave Committee

- 16.05 (1) (a) The NPIC shall establish a standing Educational Leave Committee (ELC). The ELC shall consist of four members, two members named by the Nunavut Department of Education (one of whom may be a member of the Federation) and two members named by the Federation. The ELC shall administer the portion of the Fund allocated to the ELC. The ELC shall operate by consensus, and shall operate within the guidelines established by the NPIC.
- (b) The purpose of the ELC shall be to approve educational leaves with or without allowances. A minimum of two leaves with allowances and a minimum of four leaves without allowances must be granted each year providing there are sufficient applicants for such leaves. Notwithstanding the foregoing, a minimum of 50% of the leaves with and without allowances granted in any one year must be to teachers who are proficient at level II in one or more of the aboriginal languages of Nunavut providing there are such applicants who meet the requirements for education leave as outlined by the NPIC.
- (c) The Professional Improvement Coordinator shall coordinate the ELC and the administration of the leaves under the direction of the ELC.

### Professional Improvement Coordinator

- 16.06 (1) Professional assistance and co-ordination will include the employment of a Professional Improvement Coordinator who will be seconded from the bargaining unit. The Department of Education shall determine the office location of the Coordinator in consultation with the Federation.

The Coordinator shall promote professional improvement for FNT members in Nunavut, assist with projects determined by the NPIC, communicate with school committees about professional improvement activities and organize all meetings and administration of the Fund and related committees. The Professional Improvement Coordinator shall be selected and supervised by the NPIC.

- (2) The Department of Education shall provide the administrative services required to support the Fund and shall provide office space and normal office amenities of the Coordinator. The cost of the salary and benefits of the Coordinator and travel shall be paid out of the Professional Improvement Fund. Ten (10%) percent of the Fund shall be allocated to provide for this purpose.
- (3) The Coordinator will have the responsibility for assessing the effectiveness of the various professional improvement activities provided for in this Article and the Policies and Procedures Manual developed by the NPIC. The Coordinator will report annually to the NPIC, the Federation and the Nunavut Department of Education.

16.07 Dispute Resolution Process

In the event of an impasse with respect to the operation of any of the Committees established pursuant to this Article or with respect to approval for any leave for any of the activities provided for in this Article, the issue in dispute may be referred to a committee consisting of an Assistant Deputy Minister of the Department of Education and the President of the Federation, or their designate, who shall decide the matter within fourteen (14) calendar days of such referral.

## **ARTICLE 17**

### SEVERANCE PAY

#### Lay-off

- 17.01 An Employee who is laid off after one year or more of continuous employment is entitled to Severance Pay at the time of lay-off.
- 17.02 The severance pay for an Employee laid off for the first time following the signing of this Agreement is:
  - ten (10) days pay for the first, and four (4) days pay for each succeeding, complete year of continuous employment.
  - subtracted from this will be any period for which the Employee was granted severance pay, retiring leave or a cash gratuity in lieu by the Employer.
  - the total amount of severance pay which may be paid under this Clause will not exceed 140 days pay.

- 17.03 The severance pay for an Employee laid off for a second or subsequent time after the signing of this Agreement, will be:
- four (4) days pay for each completed year of continuous employment.
  - subtracted from this will be any period for which the Employee was granted severance pay, retiring leave or a cash gratuity in lieu by the Employer.
  - the total amount of Severance Pay which may be paid under this Clause will not exceed 135 days pay.

#### Termination

- 17.04 Provided that an Employee gives at least 60 days notice of an intention to terminate, or any shorter period as the Employer may agree, an Employee who has ten years or more of continuous employment is entitled to be paid, on termination from the public service, severance pay equal to the amount obtained by multiplying twice their daily rate of pay on termination by the number of completed years of their continuous employment to a maximum of twenty-six (26). In the event of death, the estate of the Employee shall be paid severance pay according to the formula as set out above.

## **ARTICLE 18**

### RESIGNATION AND PROBATION

#### Hiring, Probation and Termination

##### Hiring

- 18.01 No person will be employed as a teacher without holding a valid Government of Nunavut Teaching Certificate or a valid Teaching Certificate issued by a province or territory.

##### Probation

- 18.02 Teachers who have less than two years consecutive teaching experience in Nunavut will be hired on a probationary contract until they have completed two (2) years of service.
- 18.03 A teacher who comes on staff before December 23 of the academic

year and remains on staff for the balance of that year will be deemed to have served a year of probation at the end of the academic year.

A teacher who comes on staff after December 23 will be deemed to have completed a year of probation at the end of the subsequent academic year.

- 18.04 The Employer and the Federation agree to the desirability of providing advice, assistance, and assessment of teachers on probation. Where operational requirements permit, the Employer will arrange for two visits by the Principal to the classroom of each probationary teacher each year.
- 18.05 (1) An Employee who is promoted will be on probation in the new position for up to one (1) year.
- (2) Subject to 18.05 (1) the Employee's performance during this probationary period will not adversely affect the Employee's status before promotion.

#### Termination

- 18.06 The contract of employment of a teacher on probation may be terminated by:
- mutual consent;
  - dismissal for cause or incompetence; or
  - at the end of an academic year by notice in writing. The notice must be delivered by registered mail to the teacher at least sixty (60) calendar days before the end of the closing day of the school in which the teacher is employed.
- 18.07 The Employer will not terminate the contract of employment of teachers who have completed their probationary period, except by mutual consent or for cause or incompetence.
- 18.08 No teacher will be dismissed, demoted or suspended for disciplinary reasons without just cause. The grounds for the disciplinary action must be given in writing when notified by the Employer.

### Lay-Offs

- 18.09 "Lay-Off" means the termination of a teacher's contract because the teacher's position is eliminated or has become redundant and no comparable, alternate position for which the teacher is qualified is available. Where it is determined by the Department of Education that a lay-off is necessary and where natural attrition, transfers and leaves of absences do not effect the necessary reductions in staff, in recognition of the value of teachers with long service, the Department of Education shall give fair consideration to retaining qualified teachers having the greatest continuous employment with the Employer. For purposes of applying this article a qualified teacher is one possessing the necessary academic qualifications, training and experience for a specific teaching position.
- 18.10 No teacher will be laid off until the Department of Education has determined that the teacher cannot be accommodated elsewhere within its jurisdiction.
- 18.11 A lay-off will be effective only at the end of the academic year.
- 18.12
- (1) In the event of an impending lay-off representatives of the Department of Education shall contact the President of the Federation or designate, to discuss the implications of the lay-off, and shall provide the President with a list of teachers who have received notice of lay-off in writing.
  - (2) A teacher who is laid off will be notified in writing as soon as possible, and in any event not later than forty-five (45) calendar days prior to the last day of the academic year. A copy of Article 18 shall accompany the written notification.
  - (3) Teachers given lay-off notice will have priority in all vacant teaching positions for which they are qualified during the notice period, as follows:
    - within the Teachers' Regional School Operations;
    - within other Regional School Operations in Nunavut.
  - (4) The lay-off of a teacher who is notified after the time period specified in 18.12(2) will not be effective until the end of the subsequent academic year.

- 18.13 (1) A comparable vacancy which occurs within the following year, will be offered to any teacher who has been laid off and is still unemployed. The teacher must be qualified for the position. It is the responsibility of the laid off teacher to become aware of a vacant position and to submit an application for it.
- (2) In recognition of the value of teachers with long service, the Regional School Operations shall give fair consideration to re-deploying qualified laid off teachers having the greatest continuous employment with the Employer.
- 18.14 (1) Where there are indeterminate, probationary and term teachers in similar positions, every reasonable effort will be made to terminate the term and probationary teachers to avoid lay-offs.
- (2) Any indeterminate teacher who relocates to another Nunavut teaching position under this article is deemed to be moving at the Employer's request.

#### Resignation

- 18.15 (1) A teacher who wishes to resign effective the last day of the academic year shall provide written notice of this intent no later than sixty (60) calendar days before the last day of the academic year.
- (2) A teacher who resigns after the date in 18.15(1) will be entitled to removal expenses and to have the resignation accepted "without prejudice" if the teacher can demonstrate to the Employer's satisfaction that the late notification was beyond the teacher's control.

### **ARTICLE 19**

#### CONTINUING BENEFITS OF THE RETURNING EMPLOYEE

- 19.01 An Employee granted leave of absence who returns to on-duty status is entitled to previous benefit and credit entitlements subject to the terms of this Collective Agreement.
- 19.02 An Employee, on loan to another agency for teaching duties, who returns to on-duty status is entitled to previous benefit and credit entitlements subject to the terms of this Collective Agreement.

- 19.03 A teacher who transfers from a teaching position under the Federation to a non-teaching position, which falls under the Nunavut Employees' Union, ceases to enjoy benefits of this Collective Agreement.

## **ARTICLE 20**

### GRIEVANCE AND ARBITRATION PROCEDURES

#### Definition of Grievance

- 20.01 The grievance and arbitration provisions are designed to provide a formal mechanism for the resolution of disputes that arise between the parties during the term of the Collective Agreement.

The grievance process is designed to allow for a timely and thorough investigation of disputes arising out of an alleged violation of the Collective Agreement or dismissal from the Public Service, with the possibility of final resolution through third party binding arbitration. The Employer and the Federation agree that a grievance may arise concerning:

- (1) the interpretation, application, operation, contravention or alleged contravention of a provision of the Collective Agreement;
- (2) the interpretation, application, operation, contravention or alleged contravention of an Act, Regulation, direction or other instrument made or issued by the Employer and dealing with terms and conditions of employment;
- (3) the imposition of discipline, for just cause, including, without limiting the generality of the foregoing, the disciplinary demotion or disciplinary suspension of an Employee or the withholding of an increment;
- (4) dismissal from the Public Service.

#### The Final Resolution of Grievance

- 20.02 Grievances arising out of the circumstances described in 20.01 which are not resolved during the grievance procedure described in 20.05, may be finally resolved as follows:

- (a) Grievances concerning 20.01(1), or 20.01(3) or 20.01(4) will be



finally resolved by reference to arbitration in accordance with the procedure in 20.05;

- (b) Grievances concerning 20.01(2) will be finally resolved by reference to the Minister Responsible for the Public Service Act.

20.03 Before invoking the grievance procedure, Employees will make reasonable efforts to resolve the dispute with their immediate supervisors.

Employees will send a copy of each grievance to the Federation and the Employer will send a copy of any replies to the Federation.

Employees may present their grievances personally or through an agent.

Notwithstanding the provisions of Article 2.01 (13), a substitute teacher has access to the grievance procedure with respect to matters arising while employed as a substitute teacher.

20.04 The Federation may invoke the grievance procedure at **Step 2** if the Federation alleges that a grievance has arisen that is not one that may be the subject of a grievance by an Employee.

#### Grievance Procedure

20.05 The grievance procedure will consist of the following steps:

#### Step 1

The grievor, with the assistance of the Federation, will notify the **Executive Director** of the nature of the complaint within **forty (40)** working days of becoming aware of the incident giving rise to the complaint. **A meeting between the Grievor, the Federation and the Executive Director may be held within ten (10) working days of receiving the written grievance, if additional information is required to resolve it. The parties will review the circumstance of the grievance in an attempt to resolve it.**

**The Executive Director will provide to the Grievor and the Federation a written decision, with reasons, concerning the grievance within ten (10) working days of the meeting or twenty (20) working days following receipt of the written grievance.**

## Step 2

**A Grievor who is not satisfied with the decision at Step 1 may, within ten (10) working days of receiving the decision, forward the grievance in writing to the President of the Federation, or designate, and the Director of Employee Relations.**

**The President of the Federation and the Director of Employee Relations or their designates, will meet to review the grievance in an attempt to find a mediated solution which they may recommend to the Grievor and the Deputy Minister of Education or his/her designate to resolve the grievance.**

**If the grievance is not resolved within twenty (20) working days, the Federation will determine whether the grievance will be forwarded to arbitration.**

## Arbitration

- 20.06 If a grievance has been presented at **second** level and is not resolved it may be referred to arbitration as provided for in Article 20.02.
- 20.07 The time limits for completion of each stage of the grievance and arbitration procedure may be extended by mutual agreement of the Federation and the Employer or the employee and the Employer if the Grievor is an individual Employee.
- 20.08
- (1) The Arbitrator has all of the powers granted to Arbitrators under Section 12 (1) (a) of the *Arbitration Act* in addition to any powers in this Agreement.
  - (2) The Arbitrator will hear and determine the grievance and will issue a decision. The decision is final and binding upon the parties and upon any employee affected by it.
  - (3) The Arbitrator will sign the award. Copies will be given to the parties to the dispute.
- 20.09 The Arbitrator does not have the authority to:
- (1) alter or amend any of the provisions of this Agreement, or
  - (2) substitute any new provisions, or

- (3) give any decision contrary to the terms and provisions of this Agreement, or
- (4) increase or decrease salaries or allowances.

The Arbitrator has the authority to determine whether any matter is arbitral.

20.10 The Employer and the Federation will each pay one-half of the remuneration and expenses of the Arbitrator. Each party will pay its own expenses.

20.11 An Arbitrator may determine that an Employee has been dismissed, demoted or suspended contrary to Article 18.08, and may direct the Employer to reinstate the employee without any loss of salary and benefits.

Without limiting the generality of the foregoing, Arbitrators may make any order they consider fair and reasonable having regard to the circumstances and terms of this Agreement.

This is without limiting the generality of the powers granted to Arbitrators under Section 12 (1) (a) of the *Arbitration Act*.

### **Expedited Arbitration**

20.12 **As an alternative to the formal arbitration process set out in the foregoing paragraphs, by mutual agreement of the parties, a grievance may be referred to a previously agreed upon person who shall hear the grievance and who shall at the conclusion of the hearing, give a written decision without reasons. Such decisions may not be used to alter, modify or amend any part of the appropriate Collective Agreement, and are made without precedent or prejudice to similar or like cases. Such a decision shall be final and binding upon both parties and no further action may be taken on that grievance by any means.**

## ARTICLE 21

### EMPLOYEE FILES

- 21.01 There will be only one personnel file, which will be maintained in the Headquarters of the Regional School Operations.
- 21.02 The Employer will not introduce as evidence in a hearing relating to disciplinary action any document from the file of an Employee, unless the Employee was aware of the document at the time of filing or within a reasonable period.
- 21.03 Employees may have access to their personnel file at times convenient to the Employer and in the presence of an authorized representative of the Employer.
- 21.04 Upon presentation of a written request from the Employee, an accredited representative of the Federation may be supplied with information and copies of documents from the Employee's personnel file. The Employee must have specifically identified what information and documents are to be made available to the representative.
- 21.05 An Employee's personnel file will be cleared of all adverse comments, reports or correspondence if the Employee has been continuously employed for **two (2)** years from the date of the last adverse comment, report or correspondence.
- 21.06 Employees may place documents on their personnel file **that pertain to work related matters with the knowledge of their Principal** who will ensure that a copy is forwarded to the Headquarters of the Regional School Operations within seven (7) days.
- 21.07 Proper security shall be maintained on teacher performance appraisal documents. These documents may only be reviewed by the Principal, Executive Director and designate.

## ARTICLE 22

### RESPONSIBILITIES FOR SAFE WORKING ENVIRONMENT

- 22.01 (1) The Employer will make all reasonable provisions for the occupational safety and health of employees. The Employer welcomes suggestions on the subject from the Federation.

The parties will consult with a view to adopting and effectively carrying out reasonable procedures and techniques intended to prevent or reduce the risk of employment injury.

Employees will carry out all reasonable provisions made for their health and safety by the Employer.

- (2) The Employer will comply with all applicable provisions **established under the Safety Act and Regulations.**

### **Adverse Weather Conditions**

- 22.02
- (1) **If the school has been closed for all students due to adverse weather, no teacher is required to report for duty. Such days, when the school is closed, will be deemed as Sessional Days.**
  - (2) **If the school has been closed for designated classes or all of the students in designated classes have been dismissed from the school(s) due to adverse weather all teachers will report for duty, unless leave is approved.**
  - (3) **If the school building is closed due to health and safety of the building all teachers can be required to meet at another suitable location.**

### **Harassment**

- 22.03
- (1) **The Employer is committed to promoting a work environment, which is free from sexual and personal harassment. The Federation and the Employer recognize the right of Employees to work in an environment free from sexual and personal harassment. The Employer will not tolerate sexual and personal harassment in the workplace.**
  - (2) **There shall be no discrimination, interference, restriction, coercion, harassment, intimidation or any disciplinary action exercised or practiced with respect to any employee by reason of age, race, creed, colour, national or ethnic origin, religious affiliation, sex, sexual orientation, family status, mental or physical disability, language, political affiliation, marital status and conviction for which a pardon has been granted, or any other grounds**

proscribed by applicable legislation, by reason of membership or activity in the Federation, nor by exercising their rights under the Collective Agreement.

- (3) **Sexual harassment is any unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job related consequences for the victim of the harassment and includes, but is not limited to, verbal abuse, unwelcome remarks, jokes and innuendoes about one's body or attire, displaying of pornographic pictures, practical jokes which cause awkwardness or embarrassment, unwelcome invitations or requests, leering, unnecessary physical contact such as touching, patting or pinching, physical assault, or any contact that might reasonably be perceived as placing a condition of a sexual nature on any aspect of employment.**
- (4) **Personal Harassment is any unwarranted behavior by any person that is directed at and is offensive to an individual or endangers an individual's job, undermines the performance of that job, or threatens the economic livelihood of the individual. Such behavior may take the form of the application of force, threats, verbal abuse, or harassment of a personal nature, which demeans, belittles or causes personal humiliation or embarrassment to recipient(s).**
- (5) **To prevent harassment and other forms of discrimination in the workplace, the Employer shall ensure that policies are in place which address: - the prevention of abuse of staff; - appropriate interventions to deal effectively with situations where abuse is either threatened or has occurred; - the incident is investigated and if warranted, plans developed to lessen the likelihood of further abusive behavior; - the rights of both the complainant and the person(s) against whom the complaint has been lodged; and confidentiality of information.**
- (6) **A grievance under this Article may be initiated at any step of the grievance procedure. Grievances under this Article will be handled with all confidentiality and dispatch.**

## Violence in the Workplace

- 22.04 (1) The Employer and the Federation recognize that every employee has a right to freedom from assault in the workplace. Assault means physical assault, verbal assault or threatened assault.
- (2) When a teacher has suffered an assault, the Principal will immediately investigate the situation in accordance with the steps outlined in the *Education Act*, *Safety Act* and any other relevant jurisdictional policies and regulations.
- (3) The Principal will keep the school Federation representative informed of ongoing developments for each situation under investigation.

## **ARTICLE 23**

### CONTRAVENTION OF THE PUBLIC SERVICE ACT

- 23.01 The *Public Service Act* establishes procedures for collective bargaining and the settlement of grievances. Disciplinary action may be taken, which will include penalties up to and including discharge, for participation in arrangements contrary to the *Public Service Act* for conducting grievances, disputes and collective bargaining.

## **ARTICLE 24**

### EXTRANEIOUS DUTIES AND OUTSIDE EMPLOYMENT

- 24.01 The Employer and the Federation recognize the undesirability of requiring teachers to perform functions other than those exclusively educational.
- 24.02 (1) The Federation and the Employer recognize that some forms of outside employment are undesirable. Without limiting the generality of the foregoing, employment that would place the teacher in a conflict of interest with his/her normal duties, or otherwise cause harm to the reputation of the education system, is inappropriate and should not be pursued.

- (2) (a) An Employee who wishes to carry on business or engage in employment of a continuing nature at the community level will notify the Employer in writing of the proposed business or employment.
- (b) If the Employer wishes to prohibit an Employee's engagement in outside employment that:
- i) would place the teacher in a conflict of interest with his/her normal duties, or
  - ii) otherwise cause harm to the reputation of the education system;
- the Employee will be notified in writing of the reason(s) and the Employee shall cease involvement in the questioned activity of employment.
- (c) Employees wishing to carry on business or outside employment of a continuing nature are advised to consult the Regulations enacted pursuant to the *Public Service Act* and the Government of Nunavut's Standard of Conduct Policy (or policy on conflict of interest) as it relates to outside employment.

## **ARTICLE 25**

### **PRINCIPALS' SCHOOL ADMINISTRATION TIME**

- 25.01 The Employer undertakes to ensure that Principals are allowed adequate time free of teaching duties to perform their administrative duties.
- 25.02 Principals will accept the professional responsibility of having their schools operational on the first day of each school term, semester or other division of the academic year utilizing the staff and facilities, which have been allocated.
- 25.03 Principals, as part of their duties, are required to discuss with the Executive Director or designate the effectiveness of education program delivery in their schools. This includes an analysis of the strengths and weaknesses of professional staff and the content, practices and procedures that relate to the education program of the school.



These discussions may include recommendations for appropriate remedial action and, subject to written notification being given by the Principal to the teacher concerned, may include recommendations for appropriate disciplinary action.

## **ARTICLE 26**

### **PERFORMANCE APPRAISAL**

- 26.01 The prime purpose of performance appraisal will be the increased effectiveness of personnel in improving instruction.
- 26.02 All performance appraisals will be conducted openly and with the knowledge of the teacher.
- 26.03 The Employer shall make the performance appraisal process available to all teachers, in writing, at the beginning of each academic year.
- 26.04 **When a formal performance appraisal of an Employee's performance is made, the Employee concerned shall be given the opportunity to discuss then sign the review form in question to indicate only that its contents have been read and understood.**
- 26.05 **An Employee has the right to make written comments to be attached to the formal assessment to correct any perceived inaccuracies in his/her performance appraisal.**
- 26.06 **Normally a teacher performance appraisal will be completed not less than once every four (4) years. Notwithstanding, probationary teachers will have a performance appraisal in each of their probationary years. This Article shall not be interpreted as to limit in any way the scope of the Employer's powers in Article 18.06 to terminate the contract of employment of a probationary teacher.**

## ARTICLE 27

### DEFERRED SALARY

- 27.01 (1)** The deferred salary leave plan enables Employees to take one year of leave from the Public Service and to finance this leave through a deferral of salary in previous years.
- (2)** Under this plan, participating Employees agree to defer a portion of their salary for four consecutive academic years and the Employer agrees to grant the employee leave in the fifth year, and to use the amounts deferred in the previous four years to pay the Employee's salary during the period of the leave. Participation in the plan is subject to operational requirements.
- (3)** During the period of leave, Employees may engage in whatever activities they wish.
- (4)** The individual plan for each participating Employee is a six academic year period consisting of the following:
- (i)** The first four consecutive years during which the Employee draws 80% of salary earned in each of the four years and defers the remaining twenty percent 20%;
  - (ii)** The fifth consecutive year in which the Employee takes the leave, and is paid from the amounts deferred above plus any interest earned on the deferred funds; and
  - (iii)** The sixth consecutive year in which the Employee returns to employment with the Public Service of Nunavut for a minimum of one year.
- (5)** There is no maximum number of employees allowed to enter the plan.
- (6)** Executive Directors ensure that approved leaves do not impair the future operation of their School Operations.
- (7)** Employees make written application to their Executive Director. Applications should state the proposed start of the salary deferral and the proposed period of leave.

- (8) The Executive Director reviews the application and the requirements of the School Operations and notifies the Employee and the respective Department of Finance, Pay and Benefits Officer at least six (6) weeks prior to the start of salary deferral.**
- (9) Each participant will sign an agreement covering the details of the plan.**
- (10) In each year of the plan preceding the period of the leave, the Employee will be paid 80% of the applicable salary. The remaining 20% of salary will be deferred and this amount will be retained in trust by the Employer to finance payments during the period of leave.**
- (11) The deferred salary will be placed in a trust fund by the Government and any returns on the investment of the trust will be used to pay the participant during the period of leave.**

  - (a) The money held in trust will be pooled with other Government funds and the Employee will be credited with the average rate of return on those funds.**
  - (b) Investments will be restricted to those eligible under Section 57(1) of the Financial Administration Act.**
  - (c) A statement of the individual's account will be provided at each anniversary of the plan. Each year T-5's will be produced, showing the taxable income from the funds.**
- (12) During the period of leave, the participant shall receive, if on a one (1) year leave, one twenty sixth of the amount deferred plus any trust fund returns in each pay period, less applicable deductions. No additional payments to the participant can be made such as loans, subsidies, allowances or salary.**
- (13) Income Tax will be deducted in accordance with the provisions of the Income Tax Act and its Regulations.**
- (14) During the first four (4) years of the plan, the Employer shall provide Employee benefits at a level equivalent to 100% of salary. Benefits and premium recoveries for the period of leave will be governed by the rules for Leave Without Pay. All benefits cease except Public Service Health Care Plan, superannuation, supplementary death benefit, disability insurance, and dental**

coverage. Premiums for these plans are payable by the employee. Arrangements can be made to have deductions from pay for some of these benefits.

- (15) Upon return from leave, the Department will place the Employee in the position held at the commencement of the leave.
- (16) Returning Employees will have their qualifications re-assessed and placed on the appropriate pay scale.
- (17) The Employer shall cancel participation in the plan and shall refund, within sixty (60) days, the total of the deferred salary plus earnings from the plan, if the Employee dies or employment is otherwise terminated.
- (18) Where operational requirements would not be met if the Employee proceeded on leave in the fifth year, or where exceptional changes in personal circumstances make the leave unfeasible, the Employer will give the Employee the choice of the following:
  - (a) withdrawing from the plan and taking a refund of the total in the deferred salary account; or
  - (b) deferring the period of leave to either the sixth or the seventh academic consecutive year or to some other mutually agreeable time.
- (19) Upon withdrawal from the plan the total in the account will be repaid to the Employee within sixty (60) days from the notification of withdrawal.

## **ARTICLE 28**

### JOINT CONSULTATION

- 28.01 The parties acknowledge the mutual benefits of joint consultation. They will refer to joint consultation matters of common interest as mutually agreed.
- 28.02 (1) The President of the Federation and the Assistant Deputy Minister of the Department of Education agree to meet quarterly, or more frequently if necessary in exceptional

circumstances. By mutual agreement other persons, including persons from other Departments of Nunavut, may be invited to attend the meeting to assist in the resolution of particular issues.

- (2) These meetings will consider high-level issues that directly affect teachers in the short or long term. These issues include, but are not limited to, organizational changes, major policy changes, impact of changes to the Education Act (including Regulations) and issues involving services to teachers by other Departments of Nunavut.

## **ARTICLE 29**

### PROCEDURE FOR COMMENCEMENT OF NEGOTIATIONS

- 29.01** Collective bargaining will start after January 1 of the year when this Agreement will terminate provided that:
- (1) The Federation gives the Employer at least thirty (30) days notice of its intention to enter into collective bargaining, or
  - (2) The Employer gives the Federation at least thirty (30) days notice of its intention to enter into collective bargaining.
- 29.02** When notice to enter into collective bargaining has been given by either party, then collective bargaining will start no later than sixty (60) days following receipt of that notice.

## **ARTICLE 30**


### DURATION AND RENEWAL


- 30.01** This Agreement shall come into effect on the date of signing except where otherwise specifically provided.
- 30.02** This Agreement will remain in effect until the 30th day of June, **2009**.
- 30.03** Notwithstanding 29.02, this Agreement may be amended by mutual consent.
- 30.04** Notwithstanding the preceding, the provisions of this Agreement shall remain in effect during the negotiations for its renewal.

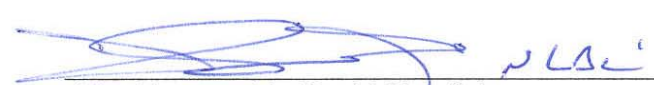
SIGNED IN IQALUIT, NUNAVUT THIS 29th DAY OF November, 2005

For the Government of Nunavut

For the Federation of Nunavut Teachers

  
The Honourable Louis Tapardjuk  
Minister Responsible for the Public  
Service Act

  
Jimmy Jacquard  
President  
Federation of Nunavut Teachers


  
The Honourable David Simailak  
Chairman  
Financial Management Board

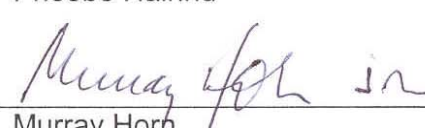
  
Lou Budgell

  
Doug Garson

  
Ian Critchley

  
Phoebe Hainnu

  
Oonga Kilabuk

  
Murray Horn

  
Bill Osen

  
Virender Malhotra

  
Blake Lyons, Chief Negotiator

  
Trudy Pettigrew

  
Elina Rich

  
Garry Pinto, Chief Negotiator

**APPENDIX A**  
**SALARY**  
**(Effective July 1, 2005)**

**APPENDIX A1**  
**TEACHERS' QUALIFICATIONS AND REMUNERATION**

- A1.01 Teachers are paid an annual salary based on the academic year in accordance with verified qualifications and teaching experience.
- A1.02 (1) Annual salary is calculated on the basis of 195 **Sessional** days for teachers over a ten (10) month period.
- The 195 **Sessional** days include:
- (a) five Professional Improvement days;
  - (b) up to 2.5 days which the Regional School Operations may designate for Administrative days, In-service Training, or Parent-Teacher days.
- The number of Sessional days, Professional Improvement Days, Administrative days and In-service Training days may not exceed 195.
- (2) Principals are required to work five (5) calendar days preceding the start of the school's academic year and up to two (2) days after the end of the school's academic year (provided this extended time does not go beyond June 30). The Principal shall be paid for the additional days, according to the provisions of Article 15.14. A Principal will only be compensated for those days actually worked.
- A1.03 Teachers are paid in accordance with the Employer's bi-weekly pay system during the academic year.
- A1.04 Payment of salary for the period at the end of the academic year will be made on the last day of duty; for resigning teachers, an amount equivalent to one pay period will be held until termination of documentation is complete. Optionally, and with an advance notice to the Employer provided on or before April 1<sup>st</sup> of the academic year, employees may have the balance of their salary continue to be paid bi-weekly.

- A1.05 (1) Teachers who reside in settlements that have a chartered bank will have their cheques delivered through direct deposit to the bank of their choice in Canada. Teachers who have direct deposit will have their pay stubs delivered to them in previously sealed envelopes.
- (2) Teachers who reside in settlements which do not have a chartered bank have the choice of having their cheques:
- (a) Delivered to them in previously sealed envelopes; or
  - (b) Deposited through direct deposit to the bank of their choice in Canada.

A1.06 A part-time teacher will be paid in accordance with verified qualifications and teaching experience as shown in Appendix "C". The amount will be pro-rated according to time actually spent on duty.

A1.07 A teacher who does not have the minimum qualifications specified for Level 1 of the salary schedule will be paid at the minimum rate of Level 1.

This does not apply to Aboriginal Language and Cultural Specialists. An Aboriginal Language and Cultural Specialist who does not have the minimum qualifications specified for Level A of the salary schedule will be paid at the minimum rate of Level A.

A1.08 No Employee will lose salary because of an appointment to a position in a community where a revised academic year is in effect.

A1.09 (1) An Aboriginal Language and Cultural Specialist substitute teacher will be paid the daily rate of \$177.00.

All other substitute teachers will be paid the daily rate of \$184.00.

(2) A person who holds no teaching qualification and is hired to perform the duties of a substitute teacher will be paid the daily rate of \$138.00.

(3) Substitute teachers assigned to the duties of a particular teacher for a period of over five consecutive teaching days will be paid a salary in accordance with their qualifications for teaching experience.



The amount is specified in the Articles of this Agreement relating to teaching qualifications and teaching experience.

This is retroactive to the first day of assignment of the duties.

- A1.10 (1) If retroactive deductions are necessary, no continuing Employee will have over 10% of gross earnings deducted per pay period. Upon request, an explanation will be provided by the Employer in a timely manner.
- (2) Teachers who do not receive a pay cheque on their normal pay day, will receive a salary advance equal to their regular net pay in lieu of the pay cheque. The salary advance will be received on the teachers' normal pay day.
- A1.11 The Employer is not responsible if cheques or pay stubs are delayed due to inclement weather provided the Employer takes all reasonable steps to minimize the inconvenience to Employees.

## **APPENDIX A2**

### **QUALIFICATIONS**

- A2.01 (1) Level A  
Aboriginal Language and Cultural Specialists certification.
- (2) Level 1  
One (1) year of teacher education.
- (3) Level 2  
Two (2) years of teacher education.
- (4) Level 3  
Three (3) years of teacher education.
- (5) Level 4  
Four (4) years of teacher education which includes at least one degree.
- (6) Level 5  
Five (5) years of teacher education which includes at least one degree.

- (7) Level 6  
Six (6) years of teacher education which includes at least one degree.

The changes made to this Article A2.01 from the Collective Agreement that expired 31<sup>st</sup> August 1999 shall not negatively affect any Teacher employed by the Employer as of the date of signing of this Agreement.

- A2.02 For A2.01, "teacher education" refers to years of post-secondary training. It must include one year of study leading to the granting of a recognized teaching certificate. It may also include successfully completed years of university study up to a maximum of six years.
- A2.03 Before appointment to the teaching staff of the Government of Nunavut, the teacher shall submit proof of qualifications, for certification purposes, to the Nunavut Education Qualification Service.
- A2.04 A teacher employed for fifteen (15) or more consecutive days will be placed at the appropriate step of the salary grid retroactive to the date the duties started.

The allowance provided for in Appendix A4 is also retroactive to the date the duties started.

The teacher is responsible for providing verification of qualifications and teaching experience.

- A2.05 (1) The Registrar or designate will evaluate a teacher's qualifications for salary purposes.
- (2) If a teacher disagrees with the salary placement, the Nunavut Education Qualification Service is used to determine placement.
- (3) A teacher who has acquired additional education and is requesting a re-evaluation is responsible for notifying the Registrar in writing with appropriate documentation.
- (4) The Registrar advises the teacher and the Executive Director who then advises the Department of Finance of the placement. The Department of Finance takes appropriate pay action.

- (5) The effective date of any adjustment to salaries for increased teacher education is the date the Registrar receives the notice referred to in A2.05(3).
- A2.06 Original documents or official validated copies are necessary as proof of qualifications.
- A2.07 Teachers being paid at levels four, five or six when this Agreement is implemented will continue to be paid within their appropriate pay level until their academic qualifications meet the requirements of a higher level.
- A2.08 The requirement for a degree in levels four and five do not apply to teachers of a vocational program who are granted credit for a journeyman's standing by an accredited Canadian teachers training institution and who hold a valid vocational teaching certificate.

### **APPENDIX A3**

#### **EXPERIENCE INCREMENTS**

- A3.01(1) A teacher is granted one Experience Increment for each year of teaching experience in Canada or comparable experience elsewhere.
- A year of teaching experience consists of:
- (a) any combination of teaching experience totaling 200 Sessional days; or
  - (b) a minimum of 150 teaching days in a single academic year;
  - (c) an accumulation, subject to A3.03, of pro-rated part-time days which total to the equivalent of two hundred (200) **Sessional** days;
  - (d) A year of teaching experience as certified by a previous employer.
- (2) A teacher may not claim more than one Experience Increment on the basis of A3.01(1)(b).

- (3) A teacher is entitled to an Experience Increment earned under A3.01(1)(a) as soon as it is earned, provided it has not already been claimed in A3.01(1)(b)
- A3.02 Before appointment to the teaching staff of the Government of Nunavut, the teacher shall submit proof of previous teaching experience to the Registrar appointed under Section 49 of the *Education Act*.
- A3.03 Teaching experience is experience of at least fifteen (15) consecutive teaching days as a teacher, contract teacher or substitute teacher.
- A3.04 A teacher who is on loan to another teaching program sponsored by the Government of Nunavut for teaching duties will be given experience credit equal to the period of each stay for the purpose of calculating annual increments.
- A3.05 A teacher will not be granted more than one experience increment for credit granted for educational leave.
- A3.06 (1) Teachers in the following positions are granted experience increments for service directly related to the subject area in which the teacher is employed:
- (a) Industrial Arts - experience gained as a Journeyman in a trade directly related to the teaching assignment;
  - (b) Home Economics - experience gained as a working home economist specializing in home management, food and nutrition, or fashions;
  - (c) Library - experience gained as a librarian in a public library (or a comparable position) will be evaluated by the Employer. If the experience is considered appropriate to the teaching situation, the Librarian is granted appropriate experience increments.
- (2) Each year of related experience, attained after qualification of Journeyman, Home Economist or Librarian, is regarded as a year teaching experience up to a maximum of five years Experience Increments.
- (3) Notwithstanding A3.06(2), Vocational Teachers employed in Vocational Programs are granted experience increments in addition to those provided by A3.06(1) and A3.06(2).

The Experience Increments are calculated as one year's teaching experience for each two years' experience as a Journeyman, to the maximum increment level of the appropriate salary class.

- A3.07 (a) Teachers are granted experience increments for previous experience as a Classroom Assistant.

The experience increment is one year of teaching experience for every two years of Classroom Assistant experience, subsequent to completion of the Classroom Assistant Training Course. This is for placement on all levels to a maximum of five (5) increments.

- (b) A public service Employee appointed to an Aboriginal Language and Cultural Specialist position is placed on the salary schedule in the applicable qualification level not less than the salary earned before the appointment.

#### **APPENDIX A4**

##### **ALLOWANCES** **(Effective July 1, 2005)**

###### **Principal's Allowance**

- A4.01 A Principal is paid an allowance for administrative and supervisory responsibilities as follows:

**Effective date of signing, \$5,100.00 basic, plus \$510.00 per teacher for the first five (5) teachers, \$306.00 per teacher thereafter; and \$128.00 per Classroom Assistants, Student Support Assistants and School Community Counsellors to a maximum of \$17,000.00.**

**Effective July 1, 2006, \$5,202.00 basic, plus \$520.00 per teacher for the first five (5) teachers, \$312.00 per teacher thereafter; and \$130.00 per Classroom Assistants, Student Support Assistants and School Community Counsellors to a maximum of \$17,000.00.**

**Effective July 1, 2007, \$5,306.00 basic, plus \$530.00 per teacher for the first five (5) teachers, \$318.00 per teacher thereafter; and \$133.00 per Classroom Assistants, Student Support Assistants and School Community Counsellors to a maximum of \$17,000.00.**

Assistant Principal's Allowance

- A4.02 An Assistant Principal is paid an allowance for administrative and supervisory responsibilities at an annual rate equal to one-half of the Principal's Allowance in A4.01. The amount is in accordance with the number of teachers, Classroom Assistants, **Student Support Assistants** and School Community Counselors.

Grade and Subject Co-ordinator's Allowance

- A4.03 **Effective date of signing, Grade Coordinators and Subject Coordinators appointed by the Deputy Minister receive an annual allowance for supervisory responsibilities of \$1,636.00 and effective July 1, 2008, \$1,660.00.**

**Inuktitut and Inuinnaqtun Language Allowances**

- A4.04 (1) Teachers who demonstrate proficiency in, and use Inuktitut or Inuinnaqtun, in activities related to their teaching will receive one of the following levels of Language Allowance:

(a) Level 1 - \$1,200.00 (per year)

The teacher must successfully complete a test provided and invigilated by the Employer, or designate, designed to determine a level of proficiency in Inuktitut or Inuinnaqtun that would provide for:

- i) limited classroom communication with students;
- ii) limited communication with parents; and
- iii) limited general communication both within the school and community.

(b) Level 2 - \$2,400.00 (per year)

The teacher must successfully complete a test provided and invigilated by the Employer, or designate, designed to determine a level of proficiency in Inuktitut or Inuinnaqtun that would provide for:

- i) the use of written and oral language as required in professional training;
- ii) the use of written and oral language required in classroom teaching of predominately language and culture programs;
- iii) the use of written and oral language required in parent-teacher interviews;
- iv) the use of written and oral language required in extra-curricular activities; and
- v) the use of written and oral language required in general school and community relations.

(c) Level 3 - \$5,000.00 (per year)

The teacher must successfully complete a test provided and invigilated by the Employer or designate, designed to determine a level of proficiency in Inuktitut or Inuinnaqtun that would provide for:

- i) all requirements of both Level 1 and Level 2 above;
- ii) the use of written and oral language required in a teaching assignment that involves a range of programs in subject areas that may incorporate but are beyond language and culture;
- iii) the use of written and oral language required in consulting with other teachers regarding the delivery of a range of programs in subject areas that incorporate but are beyond language and culture; and

- iv) the development of curriculum and associated program materials and resource materials in Inuktitut or Inuinnaqtun.

Aboriginal Language and Cultural Specialists are not eligible to receive a Level 3 Language Allowance. Notwithstanding the description of Levels 1, 2 and 3 above, these points are not all inclusive.

- (2) A teacher shall be tested for the Language Allowance upon request on initial hire. Any teacher who subsequently successfully completes the test for the next level of Language Allowance shall have that allowance become effective:
  - (a) on January 1 for tests completed prior to November 15 in the same school year; or
  - (b) at the start of the next school year for tests completed after November 15.
- (3) Notwithstanding any other provision of this Article A4.04, all teachers receiving a Language Allowance during the 1999-2000 school year shall be entitled to retain such allowance at the rate of \$3,615 per year, unless they successfully complete the test for a Level, which provides for a greater allowance.

Teacher Consultant's and Teacher Instructor's Allowance

- A4.05** (1) In addition to salary and other allowances, the following positions will receive these allowances:
- (i) **Teacher Consultants:**  
Effective date of signing **\$3,949.00**  
Effective July 1, 2008 **\$4,008.00**
  - (ii) **Teacher Education Instructors:**  
Effective date of signing **\$3,276.00**  
Effective July 1, 2008 **\$3,325.00**
  - (iii) **Teacher Education Coordinators:**  
Effective date of signing **\$3,697.00**  
Effective July 1, 2008 **\$3,752.00**



- (2) Teacher Consultants, Teacher Education Instructors, and Teacher Education Co-ordinators appointed from within the system, who leave the position, will be offered a position comparable to the one held before the appointment, if a comparable position is available.

#### Program Development Specialists

- A4.06** (1) **Effective date of signing, a teacher appointed as a Program Development Specialist is paid an allowance of \$1,731.00 a year in addition to salary and other allowances; and effective July 1, 2008, an allowance of \$1,758.00.**
- (2) A Program Development Specialist who leaves the position will be offered a position comparable to the one held before the appointment.

#### Acting Duties Allowance

- A4.07** A teacher assigned temporarily to the duties of a Principal will be granted the allowance appropriate to the duties effective the date of assignment.

#### Limitation

- A4.08** A teacher will not be paid more than one of the allowances in A4.01, A4.02, A4.03, A4.05, A4.06, A4.07.

#### Direction of Student Teacher Allowance

- A4.09** **Teachers are paid \$20.00 a day for each student under their direction.**
- A4.10** In recognition of the unique nature of the teaching profession, during the **2005-2006** academic year, the following allowance will be paid to full-time Employees on strength as of the signing date of this Collective Agreement. In subsequent years the following allowance will be paid to full-time Employees on strength as of the commencement date of the applicable academic year:

<b>2005-2006</b>	<b>\$800.00</b>
<b>2006-2007</b>	<b>\$800.00</b>
<b>2007-2008</b>	<b>\$800.00</b>
<b>2008-2009</b>	<b>\$800.00</b>

For the **2005-2006** academic year only, full-time Employees who came on strength after the commencement of the academic year, will receive this allowance pro-rated based on the number of days worked.

The allowance also applies to part-time Employees except that the amount will be pro-rated based on the scheduled hours of work.

Substitute teachers do not qualify for this allowance.

All benefits conferred by this section will cease as of **June 30, 2009**.

## **APPENDIX B1**

### NUNAVUT NORTHERN ALLOWANCE

- B1.01 A Northern Allowance will be paid to every Employee, based upon the community in which they are employed, in accordance with this Article.
- (i) The annual rate of Northern Allowance is set out in the schedule below and is calculated on the basis of a teacher working 195 **Sessional** days over a ten-month period. Teachers will be paid the Allowance in accordance with the Employer's bi-weekly pay system during the academic year. Payment of the Northern Allowance for the period at the end of the academic year will be on the same basis as normal salary.
  - (ii) The Allowance for part-time teachers, substitute teachers and teachers who do not work a complete academic year will be pro-rated.
  - (iii) Indeterminate teachers have the option to receive the Nunavut Northern Allowance as a lump sum after it has been earned. Employees who wish to receive the Nunavut Northern Allowance in this manner must notify the Employer by completing and submitting an *Application for Lump Sum Option* annually at the beginning of the academic year by a specified

application deadline date.

All accumulations under this option will be paid out to the employee in the first pay following the Employer's fiscal year end of March 31. For the remaining pays of the academic year the Nunavut Northern Allowance will be paid in biweekly amounts.

By providing a written 10-day notice to Payroll, the Employee may request once prior to the fiscal year end, to have the full amount of the allowance accumulated up to the last payroll closest to the date of the request paid out in the Employee's biweekly pay. All further accumulations are paid out as above, following the fiscal year end of the Employer.

Employees who terminate and have Nunavut Northern Allowance accumulations will have the amount accumulated paid out in their final pay.

- (iv) The Employer agrees that the Northern Allowance provided for in B1.02 will be adjusted to handle all changes (including their effective dates) that are agreed upon between the Employer and the Nunavut Employees Union negotiated after September 30, 2006.**

B1.02 The Annual rates for Nunavut Northern Allowance are as follows:

**NUNAVUT NORTHERN ALLOWANCE**

<b>Community</b>	<b>July 1, 2005 - September 30, 2006</b>
Arctic Bay/Nanisivik	\$20,637
Arviat	\$17,370
Baker Lake	\$20,058
Cambridge Bay	\$16,220
Cape Dorset	\$17,260
Chesterfield Inlet	\$19,043
Clyde River	\$18,904
Coral Harbour	\$19,162
Gjoa Haven	\$21,674
Grise Fiord	\$28,346
Hall Beach	\$19,384
Igloolik	\$18,576
Iqaluit	\$12,109
Kimmirut	\$15,732
Kugaaruk	\$21,916
Kugluktuk	\$18,134
Pangnirtung	\$15,475
Pond Inlet	\$19,921
Qikiqtarjuaq	\$18,624
Rankin Inlet	\$15,234
Repulse Bay	\$18,012
Resolute Bay	\$23,428
Sanikiluaq	\$16,695
Taloyoak	\$25,030
Whale Cove	\$17,741

## APPENDIX B-2

### RELOCATION POLICY

#### INTRODUCTION

- B2.01 The Government of Nunavut (GN) will, in accordance with this Policy, provide financial relocation assistance to Employees and their dependants on initial recruitment, relocation or termination of employment.
- B2.02 Financial assistance will, in accordance with this Policy, be provided for shipment of personal effects, long-term storage arrangements and personal travel expenses.

#### APPLICATION

- B2.03 This policy applies to all Employees of the bargaining unit except casual Employees. Employees are only eligible for relocation assistance if their community of employment, at the time of termination, is different from their point of recruitment. There will only be one entitlement per family unit.

#### DEFINITIONS

- B2.04 “*Deputy Head*” means the Deputy Minister of Human Resources, where specified, and in all other instances means the Deputy Minister, or equivalent, of the Employee’s department of employment.
- B2.05 “*An Employee without dependants*” is an Employee with whom no dependants reside in the same residence.
- B.206 “*Excess Baggage*” means baggage an employee is expected to bring with them at the time of relocation to their community of employment.**
- B2.07 “*Effects*” include the furniture, household goods, equipment and personal belongings of an employee and his /her dependant at the time of his/her initial hire move but do not include automobiles, boats, motorcycles, trailers, animals or foodstuffs. Where a continuing employee is moved from one community to another within Nunavut she/he may include in her/his effects all-terrain vehicles, snowmobiles and foodstuffs but in all cases the**

**effects shall not exceed the maximum weight entitlements set out in Appendix B-2.**

- B2.08** “*Moving Company*” is defined as the company contracted to move an Employee’s personal effects.
- B2.09** “*Storage Company*” is defined as the company contracted to provide long-term storage services.
- B2.10** “*Relocation Co-ordinator*” is a GN officer designated to administer relocations.
- B2.11** “*Relocation Assistance*” means financial assistance provided to an Employee to assist him/her in co-ordinating and arranging for his/her move.

#### INITIAL HIRE OR RELOCATION

#### GUIDELINES

- B2.12** The Relocation Co-ordinator is responsible for the co-ordination of all relocation arrangements. There will be no reimbursement for any relocation made without the prior approval of the Relocation Co-ordinator.
- B2.13** Upon initial hire, for all appointments of greater than one (1) year in duration, where the GN determines that furnished accommodation is available, the Employee will be entitled to the weight entitlement for furnished accommodation whether or not the Employee moves into furnished accommodation.
- B2.14** Travel advances may be awarded, but shall not exceed the estimated amount of the Employee’s entitlement under this policy.
- B2.15** Reimbursement for expenses paid in relation to a move shall be limited to those costs that would have been incurred if the move had been carried out in the most practical and economical manner.

#### Travel

- B2.16** Transportation of the Employee and dependants will be by the most economical means from the point of recruitment.

## Accommodation

B2.17 Compensation will be provided for commercial accommodation for the Employee, or the Employee and his/her dependants, while in direct travel status to the place of employment, for a maximum of three days at the most economical rates.

B2.18 At destination, compensation for interim commercial lodgings will be provided for the Employee, or the Employee and his/her dependants, while awaiting the arrival of furniture and/or effects, and/or the availability of accommodation, for up to twenty-one (21) days. **Effective date of signing Interim accommodation at a private home in Nunavut will be compensated for at seventy-five dollars (\$75.00) per day for the Employee, with an additional five dollars (\$5.00) per day for each dependant. Interim accommodation at a private home outside of Nunavut will be compensated for at fifty dollars (\$50.00) per day for the Employee, with an additional five dollars (\$5.00) per day for each dependent.**

In exceptional cases, this period may be extended by the Deputy Head due to a delay in the arrival of furniture and/or effects or availability of accommodation.

## Meals and Incidentals

B2.19 Expenses for meals and incidentals will be provided for the Employee and his/her spouse, plus an amount equal to one-half the full rate for other dependants while on travel status:

- (a) en route to the new employment location, for a maximum of three days;
- (b) for any eligible period of interim accommodation; and
- (c) while awaiting the arrival of **necessary** furniture and/or **necessary** effects, and/or the availability of accommodation; in accordance with entitlements under the Duty Travel article, for up to twenty-one (21) days. **For the purposes of this article, necessary furniture and necessary effects are limited solely to the following items: Effects: linens, towels, pillows, shower curtains, toiletries, appropriate clothing, kitchenware (i.e. dishes, utensils, pots and pans, etc.) Furniture: bed, kitchen table, chairs.**

- (d) **Employees must demonstrate that efforts were made to include necessary effects in their excess baggage in order to qualify for the meals and incidentals entitlement contained in Article B2.19(c).**

B2.20 In exceptional cases, this period may be extended by the Deputy Head due to a delay in the arrival of furniture and/or effects or availability of accommodation.

#### Cancellation of Rental Agreement

B2.21 Indeterminate Employees and Term Employees will be entitled, both on initial and subsequent moves, to the cost of breaking rental agreements or leases **for residential accommodation**, including other related cancellation fees, to a maximum amount equal to three months' rent.

#### Duplicate Costs

B2.22 For any Indeterminate Employee or Term Employee who has accepted employment with the GN, and who has been paying for both his/her old and new places of residence, duplicate costs will be reimbursed up to a maximum of three (3) months, for the lesser amount of:

- (a) the monthly mortgage payment on the old residence; or
- (b) the monthly rental/mortgage payment on the new residence.

#### Real Estate Costs

B2.23 An Indeterminate Employee who owns and occupies a single family dwelling as a principal residence and is required to transfer from one place of duty to another in the service of and as an Employee of GN may be reimbursed actual real estate, legal and notarial fees incurred in the sale of the residence, provided that the residence is sold and/or purchased within one year of the date the Employee was authorized to transfer.



## Food and Transportation Assistance

B2.24 Indeterminate Employees, or Term Employees appointed for a term of one year or more, who are newly appointed or transferred for the first time to one of the communities listed below will be given a recoverable allowance, up to a maximum of \$5000.00 per family unit.

Baffin	Kivalliq	Kitikmeot
Arctic Bay	Arviat	Gjoa Haven
Cape Dorset	Baker Lake	Kugaaruk
Clyde River	Chesterfield Inlet	Kugluktuk
Grise Fiord	Coral Harbour	Taloyoak
Hall Beach	Repulse Bay	
Igloolik	Whale Cove	
Kimmirut		
Pangnirtung		
Pond Inlet		
Qikiqtarjuaq		
Resolute Bay		
Sanikiluaq		

## Repayment

B2.25 Recovery of this allowance will be made through bi-weekly payroll deductions. The number of deductions will not exceed the term of employment in the GN or twelve (12) months, whichever is less.

## Incidental Expenses

B2.26 For all Employees claiming expenses under this article, the following reimbursements will apply upon presentation of receipts:

- (a) long distance phone calls or faxes associated with the move;
- (b) an award of \$250.00 to an Employee moving into unfurnished accommodation;
- (c) an award of \$125.00 to an Employee moving into furnished accommodation;

- (d) temporary storage of effects pending availability of accommodation when pre-authorized by the GN; and/or
- (e) taxi fares related to the move.

### Personal Effects and Weight Allotments

- B2.27 Excess baggage to a maximum of six (6) pieces not more than 32 kg (70 lbs) each for the Employee and two (2) pieces not more than 32 kg (70 lbs) each for each dependant where:
- (a) effects are moved separately by a slower method of transportation;
  - (b) no other expenses are paid for the movement of these effects; and
  - (c) the amount referred to in B2.27 is in addition to eligible weight identified in Schedules 1, 2 and 3 of Appendix B-2.
- B2.28 The following maximum weight entitlements apply for all appointments of less than one year in duration. When available, only furnished accommodation will be made available with the additional option of long-term storage provisions. (see Schedule 1)
- B2.29 For all appointments of one year or more in duration, moving to furnished accommodation, the following maximum weight entitlements apply: (see Schedule 2).
- B2.30 For all appointments of one year or more in duration, moving to unfurnished accommodation the following maximum weight entitlements apply: (see Schedule 3)
- B2.31 Where the total weight entitlement for relocation of effects is not used at the time of the initial move, the balance of the allowance cannot be claimed at a later date, except in cases where transportation problems preclude moving the total weight entitlement in one shipment. In these cases, extensions are subject to the approval of the Deputy Head of Human Resources, or designate.

## LONG-TERM STORAGE PROVISIONS

- B2.32 Long-term storage benefits will be made available to Indeterminate and Term Employees for the length of the appointment, or three years, whichever is less.
- B2.33 An Employee of the GN who relocates to a new community or accepts a change in appointment to indeterminate status with the GN, and continues to lease furnished accommodations will be entitled to a renewal of the long-term storage benefit provision, for the length of his/her new appointment or three years, whichever is less.
- B2.34 An Employee of the GN, who moves to unfurnished accommodations in a new community and is presently in receipt of long-term storage benefits, will be entitled to the relocation of his/her effects out of storage and to his/her new accommodation at GN expense, subject to the maximum amounts set out in this Policy.
- B2.35 Early termination of term appointments or resignation will result in the cancellation of long-term storage agreements after a period of 30 days.
- B2.36 Extensions of the maximum, three-year, long-term storage provision will only be considered for exceptional reasons and must be approved by the Deputy Head.
- B2.37 The Employee will be responsible for payment of insurance costs for long-term storage provisions.
- B2.38 Any costs associated with the relocation of furniture and effects from long-term storage will be the employee's responsibility.
- B2.39 The Relocation Co-coordinator will provide the storage company and the Employee with a written notice, thirty (30) days in advance of the expiry of a long-term storage contract.
- B2.40 The maximum weight the Employee will be entitled to put into storage at the GN's cost will be 9000 pounds (4082 kgs). The GN will not pay any storage costs for any automobile, motor home, boat, airplane, other motorized vehicle or any item, which would not be considered a personal effect.

## RELOCATION ON TERMINATION

- B2.41 Relocation assistance on termination provides Employees who terminate their employment with the GN with financial relocation assistance to move themselves and their dependants, if applicable, and their effects, from their community of residence.

#### Indeterminate Employees

- B2.42 On termination, an Indeterminate Employee, with or without dependants, who leases unfurnished accommodations, or who leases furnished accommodations or owns his/her own home, will be provided financial assistance in a lump sum on a percentage basis for years of completed service, as defined in Schedule 6.

These percentages will be calculated against the lump sum payment entitlements, as illustrated in the applicable tables in Schedule 4.

#### Term Employees

- B2.43 On termination, a Term Employee, with or without dependants, who leases unfurnished accommodations, or who leases furnished accommodations or owns his/her own home, will be provided financial assistance in a lump sum at 100% of the applicable Schedule 5 amount.

#### GUIDELINES

- B2.44 To be eligible for this assistance, an Employee who terminates employment with the GN must certify his/her intention to leave his/her community of employment within 30 days from the date of termination or any longer period that is approved by the Deputy Head up to a maximum of one year from the date of termination.
- B2.45 An Employee who is dismissed or declared to have abandoned his/her position is not eligible for relocation assistance.
- B2.46 The estate of a deceased Employee is eligible for 100% relocation assistance, depending upon the Employee's accommodation, number of dependants and employee status. The cost of shipping the body will also be reimbursed by the

GN, and will be in addition to the deceased Employee's allowable relocation assistance.

- B2.47 An Employee who has resigned without giving adequate notice as provided in Article 18.15(1) of this Agreement will not be entitled to any relocation assistance from the Employer.
- B2.48 An Employee who receives, directly or indirectly, relocation assistance from any other source will not be eligible for relocation assistance in accordance with this Policy.
- B2.49 Payments in accordance with this Policy will be in the form of a cheque from the GN.
- B2.50 The Employee will be responsible for making all moving and travel arrangements and for paying for his/her move on termination.
- B2.51 The Employee will be responsible for providing required notices to terminate leased accommodation to the appropriate landlord or property administrator of his/her accommodation and shall provide a copy to the Relocation Co-ordinator.

**Schedule 1**

Relocation In - Eligible Weight Entitlements  
Term Employees Appointed For Periods of Less Than One Year  
Furnished or Unfurnished Accommodation

Family Status	Eligible Weight
Without dependants	91 kgs (200 lbs) per month of service contracted, to maximum of 680 kgs (1,500 lbs)
With dependants	227 kgs (500 lbs) per month of service contracted, to maximum of 1,814 kgs (4,000 lbs)

## Schedule 2

Relocation In - Eligible Weight Entitlements  
Indeterminate and Term Employees  
Appointed For Periods Of One Year Or More  
Furnished Accommodation

Family Status	Accommodation Status	Eligible Weight
Without dependants	Furnished	680 kgs (1,500 lbs)
With dependants	Furnished	1,814 kgs (4,000 lbs)

### Schedule 3

Relocation In - Eligible Weight Entitlements  
Indeterminate And Term Employees  
Appointed For Periods Of One Year Or More  
Unfurnished Accommodation

Family Status	Accommodation Status	Eligible Weight
Without dependants	Unfurnished	1,814 kgs (4,000 lbs)
With one dependant	Unfurnished	2,721 kgs.(6,000 lbs)
With two dependants	Unfurnished	3,175 kgs (7,000 lbs)
With three dependants	Unfurnished	3,628 kgs (8,000 lbs)
With four or more Dependants	Unfurnished	4,082 kgs (9,000 lbs)

## Schedule 4

### Relocation Out Reimbursement Schedule Maximum Relocation Allowance Indeterminate Employees Unfurnished and Furnished Accommodation

Region	(a) Unfurnished Without Dependants	(b) Unfurnished With Dependants	(c) Furnished Without Dependants	(d) Furnished With Dependants
<u>Baffin</u>				
Arctic Bay	\$8,287	\$13,812	\$6,215	\$10,359
Cape Dorset	7,729	12,882	5,797	9,662
Clyde River	9,058	15,096	6,793	11,322
Grise Fiord	10,638	17,730	7,979	13,298
Hall Beach	8,233	13,722	6,175	10,292
Igloolik	8,233	13,722	6,175	10,292
Iqaluit	6,170	10,284	4,628	7,713
Kimmirut	6,732	11,220	5,049	8,415
Pangnirtung	7,376	12,294	5,532	9,221
Pond Inlet	10,066	16,776	7,549	12,582
Qikiqtarjuaq	8,042	13,404	6,032	10,053
Resolute	8,338	13,896	6,253	10,422
Sanikiluaq	4,979	8,298	3,734	6,224
<u>Kivalliq</u>				
Arviat	5,152	8,586	3,864	6,440
Baker Lake	7,085	11,808	5,314	8,856
Chesterfield Inlet	5,994	9,990	4,496	7,493
Coral Harbour	7,988	13,314	5,991	9,986
Rankin Inlet	5,180	8,634	3,885	6,476
Repulse Bay	7,988	13,314	5,991	9,986
Whale Cove	5,944	9,906	4,458	7,430
<u>Kitikmeot</u>				
Cambridge Bay	5,022	8,370	3,767	6,278
Gjoa Haven	8,021	13,368	6,016	10,026
Kugaaruk	8,935	14,892	6,701	11,169
Kugluktuk	4,964	8,274	3,723	6,206
Taloyoak	8,554	14,256	6,415	10,692



## Schedule 5

### Relocation Out Reimbursement Schedule Maximum Relocation Allowance Term Employees Unfurnished and Furnished Accommodation

Region	(a) Unfurnished Without Dependants	(b) Unfurnished With Dependants	(c) Furnished Without Dependants	(d) Furnished With Dependants
<u>Baffin</u>				
Arctic Bay	\$6,215	\$10,359	\$4,662	\$7,769
Cape Dorset	5,797	9,662	4,348	7,247
Clyde River	6,793	11,322	5,095	8,492
Grise Fiord	7,979	13,298	5,984	9,974
Hall Beach	6,175	10,292	4,631	7,719
Igloolik	6,175	10,292	4,631	7,719
Iqaluit	4,628	7,713	3,471	5,785
Kimmirut	5,049	8,415	3,787	6,311
Pangnirtung	5,533	9,221	4,149	6,916
Pond Inlet	7,549	12,582	5,662	9,437
Qikiqtarjuaq	6,032	10,053	4,524	7,540
Resolute	6,253	10,422	4,690	7,817
Sanikiliuaq	3,734	6,224	2,801	4,668
<u>Kivalliq</u>				
Arviat	3,864	6,440	2,898	4,830
Baker Lake	5,314	8,856	3,985	6,642
Chesterfield Inlet	4,496	7,493	3,372	5,620
Coral Harbour	5,992	9,986	4,494	7,490
Rankin Inlet	3,886	6,476	2,914	4,857
Repulse Bay	5,992	9,986	4,494	7,490
Whale Cove	4,458	7,430	3,344	5,573
<u>Kitikmeot</u>				
Cambridge Bay	3,767	6,278	2,825	4,709
Gjoa Haven	6,016	10,026	4,512	7,520
Kugaaruk	6,701	11,169	5,026	8,377
Kugluktuk	3,724	6,206	2,793	4,655
Taloyoak	6,415	10,692	4,811	8,019

## Schedule 6

### Relocation Out Allowance Eligibility % Indeterminate Employees

	Maximum Entitlement
Length of Continuous Service	
1 year or less	0%
2 years and less than 3 years	0%
3 years and less than 4 years	50%
4 years and less than 5 years	60%
5 years and less than 6 years	70%
6 years or greater	100%

#### Footnotes:

1. Teachers who complete a full academic year are considered to have served 12 months.
2. **Term Employees are entitled to 100% of Schedule 5.**

## APPENDIX B3

### DUTY TRAVEL

**B3.01** An Employee who is authorized to travel on Government business will be reimbursed for reasonable expenses incurred.

#### Entitlement

**B3.02** Entitlements are subject to limitations in Clauses 05, 07, and 08.

If the expenses for meals, lodging and other items cannot be kept within the entitlements in this Article, the claimant must explain the circumstances on the claim and justify actual expenses by receipts.

#### Transportation

**B3.03** The cost of transportation is authorized as follows:

- (a) economy air (Employees may be entitled to travel first class if proof is provided that economy air was not available on a required flight);
- (b) privately owned car (refer to B3.10 to B3.15);
- (c) chartered aircraft;
- (d) rented or hired cars - where this is the most reasonable or economical means of travel. Employees renting vehicles must ensure that there is insurance against all liability.

#### Accommodation

**B3.04** (a) **Effective date of signing, commercial accommodation up to eighteen [18] calendar days** – Employees will be reimbursed for actual costs of authorized accommodation. Where possible, Employees must use hotels which provide special rates for Government Employees.

When making a reservation with a listed hotel, it should be clearly indicated that the accommodation is to be at the Government agreed rates.

Commercial accommodation expenses must be accompanied by receipts.

- (b) **Effective date of signing**, accommodation for periods in excess of **eighteen (18)** calendar days – normally the Employee will be expected to make appropriate arrangements for suitable rental accommodation at weekly or monthly rates. This should be arranged before the start of travel or shortly after arrival.
- (c) **Effective date of signing**, Non-Commercial Accommodation – Employees who make private arrangements for overnight accommodation may claim \$50.00 for each night **outside Nunavut and \$75.00 for each night within Nunavut.**
- (d) Government Accommodation - Employees on extended trips may be provided with temporary accommodation at the discretion of the Employer. These Employees are not entitled to the non-commercial accommodation allowance in B3.04(c). They are financially responsible for any damage. They do not have to pay rent if they receive a private accommodation allowance or are paying rent at their usual place of residence.

#### Meals and Incidental Expenses

- B3.05** (a) Expenses claimed under this heading are for the cost of meals consumed and for incidental expenses such as tips, etc.

**Effective date of signing**, teachers on duty travel up to **eighteen (18)** calendar days are entitled to be paid, a per diem. An Employee in travel status for a party day only may claim the following:

- i) Breakfast
- ii) Lunch
- iii) Dinner
- iv) Incidentals

Meals provided as part of the cost of transportation, cannot be claimed.

These rates are identical to Federal Treasury Board Duty Travel Rates and will be adjusted as the Federal rates are changed.

Note: Employees are reimbursed for the actual expense incurred if the actual cost of meals and services exceeds the maximum allowance, the reason for this excess can be justified, and the expenses are supported by receipts. The cost of meals is not to be included on hotel bill. If receipts cannot be provided, reimbursement will be made for the meal allowances outlined above.

- (b) **Effective date of signing, except in communities where housekeeping units or reasonable room and board are not available, the maximum amount claimable for meals shall be reduced to twenty dollars (\$20) per day inclusive for all days in excess of eighteen (18) calendar days.**
- (c) Employees are not considered to be “in travel status” if they are appointed to the establishment of one head-quarters area, but their duties are carried out at another location during the major portion of the time or continuously.
- (d) Where the return trip is made in one (1) day, only meals are reimbursed.

**B3.06** Employees may be reimbursed for:

- (a) long distance calls of an official nature providing that an explanation is provided.

**Effective date of signing**, Employees who must remain away from home over a weekend after being on continuous travel status for two (2) or more days, are reimbursed for a personal long distance call of up to **ten (10) minutes**. This must be supported by receipts where available.

- (b) baggage - for storage and excess baggage charges in the performance of duty if a satisfactory explanation is provided;
- (c) taxis - the use of taxis must be explained except where the purpose is self-evident. Taxis are not authorized for repeated trips between the same place if convenient public transportation is available.

- (d) **Effective date of signing**, laundry - after two (2) consecutive days on duty travel, a maximum of **three dollars (\$3.00)** per day for each subsequent day supported by receipts in all cases;
- (e) local phone calls for business purposes;
- (f) **Effective date of signing**, payment of casual wages for service personnel where a satisfactory explanation is provided, not to exceed **fifty dollars (\$50)**.
- (g) **Effective date of signing**, child care expenses – Employees may be reimbursed a maximum of **forty dollars (\$40)** a day per child upon provision of receipts **and a maximum of forty-five dollars (\$45) a day per child effective July 1, 2008**. This applies if the employee, due to the requirement to travel on behalf of the Employer, has child care expenses which exceed those which would have normally been incurred.

Limitations

**B3.07** **Effective date of signing**, notwithstanding B3.06 (f), no item of “other expenses” or transportation over **eight dollars (\$8)** will be reimbursed without a receipt.

**B3.08** The following expenses are not allowed:

- (a) purchases of briefcases, fountain pens, tools, laptops, cellphones or computers;
- (b) rental of television or radio receiving sets, unless included in lodging charges;
- (c) purchases of a personal nature, such as baggage, clothing etc.;
- (d) subject to B3.06(a), telephone, telegraph, cable, or radio messages of a personal nature except in the case of unavoidable delay in arrival home;
- (e) expenses of any kind incurred during stopovers for personal reasons or during periods of leave, with or without pay;
- (f) any losses of money or of personal belongings.

### Procedure

- B3.09**
- (a) The Employer authorizes Duty Travel by signing the Travel Authorization and Expense Claim form before the start of the trip.
  - (b) The form must be submitted as a request for an advance of travel expenses if an advance is required.
  - (c) All requests for advances should be submitted at least three working days before the trip.
  - (d) The form will be returned to the claimant with the cheque for the advance.
  - (e) Within ten days of completing the trip, the Employee must submit a claim for expenses on the pre-authorized form. A personal cheque to cover any amount by which the travel advance exceeds the total of the claim must be attached.
  - (f) Employees may have only one travel advance outstanding at any one time, unless circumstances indicate the need for two. Failure to comply with this will result in automatic payroll deductions being initiated for the total amount of the advance.

### Travel by Privately Owned Car

- B3.10**
- (a) The Employer will reimburse an Employee who, with prior authority, uses a privately owned car for necessary travel on Government business or on removal.
  - (b) The use of a privately owned car will not be authorized if, because of the additional time involved, commercial transportation would be more reasonable and practicable.
  - (c) Reimbursement is limited to the commercial cost if the total cost of the trip, including meals, lodging and incidental expenses exceeds the cost of the same journey by ordinary commercial means.

### Entitlements

**B3.11** Subject to B3.13 and B3.14, the following are provided:

- (a) where the use of a privately owned car is authorized:
  - (i) for the Employer's rather than the individual's convenience **an allowance of \$.485** per kilometer for travel within the Nunavut Territory and **\$.345** per kilometre for travel elsewhere;
  - (ii) for the individual's rather than the Employer's convenience an allowance of **\$.225** per kilometer.

These rates will be adjusted as the Federal rates are changed.

- (b) reimbursement for ferry, bridge, road and tunnel tolls and parking charges;
- (c) other travel expenses where applicable.

**B3.12** At the Employee's Normal Place of Duty - Employees required to use their car extensively on Government business at their normal place of duty when a Government vehicle is not available, may be paid an allowance to suit the circumstances.

### Limitations

**B3.13** The following limitations apply:

- (a) persons not covered by personal insurance are not authorized to use a private car on Government business;
- (b) the Government will not pay for any additional insurance required on the Employee's car because it is used on Government business;
- (c) the distance allowance for en route travel is calculated on the generally accepted kilometres for the most direct route.
- (d) no additional distance allowance will be paid if other Employees on duty are carried as passengers.



- B3.14** The Employer will not pay any claims for damage, loss or liability incurred by an Employee while driving an automobile on Government business other than those claimed under the *Workers' Compensation Act*.

Procedure

- B3.15** (1) The Employer will authorize the distance allowance by signing the Travel Authorization and Expense Claim before the start of the trip.
- (2) Upon completion of the trip, the claim is:
- (a) completed by the Employee;
  - (b) supported by receipts for lodging, etc. (where applicable);
  - (c) shows separately details of:
    - (i) en route kilometers;
    - (ii) business kilometers (if any) in lieu of taxis at destination;
  - (d) submitted to the Employer for approval and payment.

Headquarters Travel

- B3.16** The Employer will reimburse Employees for unusual transportation expenses necessarily incurred while carrying out their duties within their headquarters area.

Entitlement

- B3.17** Subject to the Employer's approval, payment may be made for transportation in the Employee's headquarters area in the following circumstances:
- (a) for a taxi between home and place of duty. The Employee must be required to work after normal hours and circumstances such as the combination of late hours, weather and distance make it unreasonable to use the normal way of getting to and from work;

- (b) where transportation is necessary for reasons such as bulky documents or because of the time factor. The transportation must be the most economical under the circumstances.

**B3.18** If a privately owned car is authorized for unusual transportation purposes within the headquarters area, entitlement will be as in B3.12.

Limitations

**B3.19** Except with the prior approval of the Employer, no payment is made for daily transportation expenses within a headquarters area between the Employee's home and place of duty.

**APPENDIX B4**

**DENTAL PLAN**

**B4.01** The Employer agrees to continue the past practice with respect to participation in the Dental Plan unless there is mutual agreement between the parties to change the practice or the Plan.

The Employer shall provide, at no cost to the employees, a dental plan. The plan shall be maintained with the following negotiated enhanced benefit levels in place for the life of the Collective Agreement.

Deductions per benefit year to decrease to as follows:

(a) For single coverage:

- i) Effective date of signing, twenty dollars (\$20.00) per benefit year.
- ii) Effective July 1, 2007, fifteen dollars (\$15.00) per benefit year.

(b) For family coverage:

- i) Effective date of signing, forty dollars (\$40.00) per benefit year.
- ii) Effective July 1, 2007, thirty dollars (\$30.00) per

benefit year.

- iii) Effective date of signing, periodontal reimbursement to increase to sixty percent (60%).
- iv) Effective July 1, 2007, “Major Dental Services” category reimbursement to increase to sixty percent (60%).
- v) Effective July 1, 2007, annual maximum reimbursement (excluding orthodontic services) to increase to one thousand two hundred dollars (\$1,200) per benefit year.

For additional details, contact the Regional Pay & Benefit Office, Department of Finance.

## APPENDIX B5

### INDEMNITY FOR ACCIDENTAL DEATH AND DISMEMBERMENT

**B5.01** The Government of Nunavut agrees to provide, as an employee benefit, a group insurance policy, which provides its employees with an indemnity for accidental death and dismemberment.

#### Eligibility

All persons employed in the Public Service of Nunavut are eligible to receive this benefit.

#### Entitlements

Effective date of signing, the policy provides a principal sum of one hundred twenty five thousand dollars (\$125,000).

Effective July 1, 2008, the policy provides a principal sum of one hundred seventy five thousand dollars (\$175,000).

In the event that any of the following losses are sustained solely through accidental means, the following benefits will be paid, provided that the loss occurs within three hundred and sixty-five days (365) after the date of the accident.

Life	100 percent
Both Hands	100 percent
Both Feet	100 percent
Entire Sight of Both Eyes	100 percent
Speech and Hearing	100 percent
Quadriplegia	100 percent
One Hand and One Foot	100 percent
One Hand and Entire Sight of One Eye	100 percent
One Foot and Entire Sight of One Eye	100 percent
Paraplegia	75 percent
One Arm	75 percent
One Leg	75 percent
Speech or Hearing	50 percent
Hemiplegia	50 percent
One Hand	50 percent
One Foot	50 percent
Entire Sight of One Eye	50 percent
Thumb and Index Finger	25 percent

### Premiums

This benefit is provided at no cost to employees.

### Conditions

“Loss” as above used with reference to hand or foot means complete severance through or above the wrist or ankle joint, but below the elbow or knee joint; as used with reference to arm or leg means complete severance through or above the elbow or knee joint; as used with reference to thumb and index finger means complete severance through or above the first phalange; as used with reference to speech means complete and irrevocable loss of the ability to utter intelligible sounds; as used with reference to hearing means complete and irrevocable loss of hearing in both ears; and as used with reference to quadriplegia, paraplegia and hemiplegia means complete and irreversible paralysis of such limbs. Indemnity provided under this policy will not be paid under any circumstances, for more than one of the losses, the greatest, sustained by any one employee as the result of any one accident.

This benefit will apply to injury sustained by an employee anywhere in the world while on the business of the Employer and during the course of any bona fide trip made by the employee

including incidental personal travel connected therewith. Such trip shall be deemed to have commenced when the employee leaves his/her residence or place of regular employment for the purpose of going on such trip, whichever last occurs, and shall continue until such time as he/she returns to his/her residence or place of regular employment, whichever first occurs.

The term “while on the business of the Employer” as used herein means while on assignment by or at the direction of the Employer for the purpose of furthering the business of the Employer. Injury sustained during the course of everyday travel to and from work and bona fide leaves of absence or vacation shall not be deemed to be sustained while on the business of the Employer.

Where an employee proceeding on duty travel wishes to act as pilot or crew member, either while flying his/her own aircraft or a “dry” charter, certain approvals must be obtained prior to the flight in order to ensure coverage for the employee under this policy.

The employee must submit a request to the Deputy Head. If approved, the employee must then submit an application (Pilot’s Report) to the Insurer through the Insurance Analyst, Department of Finance. If the Insurer accepts the application, the employee’s name will be added to the policy for coverage and the employee will be covered for all future flights. However, it will still be necessary on future flights to obtain the Deputy Head’s approval before using a privately owned aircraft for duty travel.

The above stated indemnities do not apply to any loss, fatal or non-fatal, caused or contributed to by:

- (a) suicide or self-destruction, or any attempt threat, while sane or insane;
- (b) declared or undeclared war or any act thereof;
- (c) service in the armed forces of any country.

The indemnities set forth in this policy are in addition to any other benefits which may be payable by the Nunavut Government or by an insurance plan or scheme in which the Government participates with the employees.

## **Administration**

**When a loss occurs, claim forms may be obtained from the Compensation and Benefits Division of the Department of Finance. Completed claim forms will be submitted to the Insurer who will assess the claim. In paying any claim, the Insurer will issue a cheque directly to the employee or to the employee's estate.**

### **APPENDIX B6**

#### **CIVIL LIABILITY**

B6.01 If an action or proceeding is brought against any Employee for an alleged tort committed in the performance of duties, then:

- (a) Employees will advise their Deputy Minister when served with any legal process, action or proceedings;
- (b) The Employer will pay all legal fees and any damages or costs awarded against the Employee in the action or proceedings; and/or
- (c) The Employer will pay any sum required to be paid by the Employee in connection with the settlement of the claim. The settlement must be approved by the Employer through the Deputy Minister before it is finalized.

This is only if the Employee's conduct which gave rise to the action did not constitute a gross disregard or neglect of the Employee's duties;

- (d) After the notification in (a) above, the Employer and the Employee will meet and appoint a counsel that is mutually agreeable to both parties.

If the parties are unable to agree on counsel, the Employer accepts full responsibility for the conduct of the action and the Employee agrees to cooperate fully with appointed counsel.

**APPENDIX C  
SALARY SCHEDULE**

Effective **July 1, 2005** each step of the salary schedule be increased by **1.50%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	45,250	46,771	49,302	51,962	56,160	59,118	61,628
2	1	46,388	48,150	50,773	53,545	58,312	60,439	64,030
3	2	47,594	49,533	52,198	55,126	60,465	63,829	66,433
4	3	48,861	50,918	53,647	56,707	62,616	66,184	68,835
5	4	50,182	52,297	55,096	58,290	64,767	68,542	71,237
6	5	51,579	53,682	56,544	59,870	66,922	70,893	73,640
7	6		55,063	57,996	61,453	69,075	73,249	76,043
8	7		56,449	59,443	63,035	71,226	75,608	78,446
9	8			60,894	64,618	73,376	77,961	80,851
10	9			62,338	66,197	75,529	80,312	83,252
11	10				67,781	77,683	82,670	85,652
12	11						85,022	88,058

Effective **January 1, 2006** each step of the salary schedule be increased by **1.25%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	45,815	47,355	49,918	52,611	56,862	59,857	62,398
2	1	46,968	48,752	51,408	54,214	59,041	61,195	64,831
3	2	48,189	50,153	52,851	55,815	61,220	64,627	67,263
4	3	49,471	51,554	54,318	57,416	63,399	67,011	69,696
5	4	50,809	52,951	55,784	59,019	65,577	69,399	72,127
6	5	52,224	54,353	57,251	60,618	67,759	71,780	74,560
7	6		55,752	58,721	62,221	69,938	74,165	76,994
8	7		57,154	60,186	63,823	72,116	76,553	79,427
9	8			61,655	65,426	74,293	78,936	81,861
10	9			63,117	67,025	76,473	81,315	84,293
11	10				68,629	78,654	83,703	86,722
12	11						86,085	89,158

Effective **July 1, 2006** each step of the salary schedule be increased by **1.25%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	46,388	47,947	50,542	53,269	57,573	60,605	63,178
2	1	47,555	49,362	52,050	54,892	59,779	61,960	65,641
3	2	48,792	50,779	53,511	56,513	61,986	65,435	68,104
4	3	50,090	52,198	54,997	58,133	64,191	67,849	70,567
5	4	51,444	53,613	56,482	59,756	66,397	70,266	73,029
6	5	52,877	55,032	57,967	61,376	68,606	72,677	75,492
7	6		56,449	59,455	62,999	70,812	75,092	77,956
8	7		57,869	60,938	64,621	73,018	77,510	80,419
9	8			62,426	66,244	75,222	79,922	82,885
10	9			63,906	67,862	77,429	82,332	85,347
11	10				69,487	79,637	84,749	87,806
12	11						87,161	90,273

Effective **January 1, 2007** each step of the salary schedule be increased by **1.25%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	46,968	48,546	51,174	53,935	58,292	61,363	63,968
2	1	48,149	49,979	52,701	55,578	60,526	62,734	66,462
3	2	49,402	51,414	54,180	57,219	62,761	66,253	68,955
4	3	50,716	52,851	55,684	58,860	64,994	68,697	71,449
5	4	52,087	54,283	57,188	60,503	67,227	71,145	73,942
6	5	53,538	55,720	58,691	62,143	69,463	73,585	76,436
7	6		57,154	60,199	63,786	71,697	76,031	78,931
8	7		58,592	61,700	65,429	73,930	78,478	81,425
9	8			63,206	67,072	76,162	80,921	83,921
10	9			64,705	68,711	78,396	83,361	86,413
11	10				70,355	80,633	85,809	88,904
12	11						88,251	91,401



Effective **July 1, 2007** each step of the salary schedule be increased by **1.25%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	47,555	49,153	51,814	54,609	59,021	62,130	64,767
2	1	48,751	50,603	53,360	56,273	61,283	63,518	67,292
3	2	50,019	52,057	54,858	57,934	63,545	67,081	69,817
4	3	51,350	53,512	56,380	59,596	65,806	69,556	72,342
5	4	52,738	54,962	57,903	61,260	68,067	72,034	74,866
6	5	54,207	56,416	59,425	62,920	70,331	74,505	77,391
7	6		57,869	60,951	64,584	72,594	76,981	79,917
8	7		59,325	62,471	66,247	74,855	79,459	82,442
9	8			63,996	67,910	77,114	81,933	84,970
10	9			65,514	69,570	79,376	84,403	87,494
11	10				71,235	81,641	86,881	90,015
12	11						89,354	92,544

Effective **January 1, 2008** each step of the salary schedule be increased by **1.25%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	48,149	49,768	52,461	55,291	59,759	62,907	65,577
2	1	49,361	51,236	54,027	56,976	62,049	64,312	68,133
3	2	50,644	52,708	55,543	58,658	64,339	67,919	70,690
4	3	51,992	54,180	57,085	60,341	66,629	70,425	73,247
5	4	53,397	55,649	58,626	62,025	68,918	72,934	75,802
6	5	54,884	57,122	60,168	63,706	71,211	75,436	78,359
7	6		58,592	61,713	65,391	73,501	77,943	80,916
8	7		60,066	63,252	67,075	75,790	80,453	83,473
9	8			64,796	68,759	78,078	82,957	86,032
10	9			66,333	70,439	80,369	85,458	88,587
11	10				72,125	82,661	87,967	91,140
12	11						90,471	93,700

Effective **July 1, 2008** each step of the salary schedule be increased by **1.50%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	48,871	50,514	53,248	56,121	60,655	63,850	66,561
2	1	50,101	52,004	54,837	57,831	62,980	65,277	69,155
3	2	51,404	53,498	56,376	59,538	65,304	68,938	71,750
4	3	52,772	54,993	57,941	61,246	67,628	71,481	74,345
5	4	54,198	56,483	59,506	62,956	69,952	74,028	76,939
6	5	55,708	57,978	61,070	64,662	72,279	76,568	79,534
7	6		59,471	62,639	66,372	74,603	79,113	82,130
8	7		60,967	64,201	68,081	76,927	81,659	84,725
9	8			65,768	69,791	79,249	84,202	87,322
10	9			67,328	71,496	81,574	86,740	89,916
11	10				73,207	83,901	89,287	92,507
12	11						91,828	95,106

Effective **January 1, 2009** each step of the salary schedule be increased by **1.50%**.

STEP	YEARS OF EXPERIENCE	LEVELS						
		A LS/CS	1	2	3	4	5	6
1	0	49,605	51,272	54,047	56,963	61,565	64,808	67,559
2	1	50,853	52,784	55,660	58,698	63,924	66,256	70,193
3	2	52,175	54,301	57,222	60,431	66,284	69,972	72,827
4	3	53,563	55,818	58,810	62,164	68,642	72,554	75,460
5	4	55,011	57,331	60,398	63,900	71,001	75,139	78,093
6	5	56,543	58,848	61,986	65,632	73,363	77,717	80,727
7	6		60,363	63,578	67,368	75,723	80,299	83,362
8	7		61,882	65,164	69,102	78,081	82,884	85,996
9	8			66,754	70,838	80,438	85,465	88,632
10	9			68,338	72,568	82,798	88,041	91,265
11	10				74,305	85,160	90,626	93,895
12	11						93,205	96,533

## **APPENDIX D**

### **PRO-RATA**

A teacher who does not have a university degree and who completes university courses leading to a complete year of university training as of the date of ratification of this Agreement will receive a pro-rata allowance for the portion of the year's work which has been completed.

This amount is calculated by multiplying the fraction of the year's work completed by the difference between the salary at the experience level for the last and following completed year of university education.

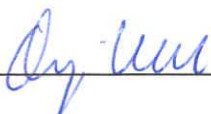
## LETTER OF AGREEMENT NUMBER 1

### RE: TEACHERS HIRED PRIOR TO SEPT. 1, 1994

- 1.01 Teachers on strength as of September 1, 1994 who subsequently terminate their employment:
- (a) provided the teacher then has 20 or more years of service, the teacher is entitled to 100% of approved removal costs to any destination in Canada;
  - (b) will have applied to them the following 2.01 (7) (b) in place of 2.01 (7) (b) in the Agreement:

2.01 (7) (b) "The prior service of an Employee who ceased to be employed for any reason other than dismissal, abandonment of position or rejection on probation, provided the prior service was uninterrupted for a minimum of two (2) years."
  - (c) on termination of employment an Employee who is entitled to an immediate annuity under the *Public Service Superannuation Act* will be paid, in lieu of severance pay as provided for in Article 17 of the Agreement, the following severance pay: five times the employee's daily rate of pay on termination of employment times the number of completed years of continuous employment to a maximum of 30, less any period in respect of which the Employee was granted severance pay. This also applies to an Employee who, having completed the academic year will have an entitlement at some point during the academic year immediately following the termination, to an immediate annuity under the *Public Service Superannuation Act*; and
  - (d) there will be paid to the Employee's estate a severance pay of five times the Employee's daily rate of pay on termination of employment times the number of completed years of continuous employment to a maximum of 30, less any period in respect of which the Employee was granted severance pay.
- 1.02 This Letter of Agreement shall be attached to and form part of the Collective Agreement between the Employer and the Federation.

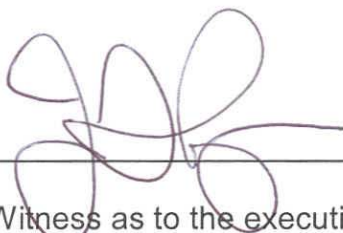
DATED at Iqaluit, Nunavut Territory, this 29<sup>th</sup> day of November 2005



Witness as to the execution by  
the Federation of Nunavut Teachers



Jimmy Jacquard  
President  
Federation of Nunavut Teachers



Witness as to the execution by  
the Minister Responsible for the  
Public Service Act



The Honourable Louis Tapardjuk  
Minister Responsible for the  
Public Service Act

## LETTER OF AGREEMENT NUMBER 2

### RE: TEACHER EXCHANGE PROGRAM

#### I. PURPOSE OF POLICY AND PROCEDURES

The Department of Education recognizes the value of teacher exchange programs and agrees to promote and encourage education exchanges where feasible. This policy outlines the procedures for educators to participate in the Teacher Exchange Program as outlined in Section 15.09(1) of the Collective Agreement between the Federation of Nunavut Teachers (FNT) and the Minister Responsible for the Public Service Act (expiring June 30, 2009).

#### II. SCOPE

This policy applies to all teachers employed in Nunavut schools (K-12) as defined by the Collective Agreement between the Federation of Nunavut Teachers (FNT) and the Minister Responsible for the Public Service Act (expiring June 30, 2009).

#### III. DEFINITIONS

##### Incoming Teacher

Teachers who are entering Nunavut from another jurisdiction in order to teach under the Teacher Exchange Program.

##### Nunavut Teacher

Teachers who are employees of the Department of Education with the Government of Nunavut, but who teach in another jurisdiction under a teacher exchange for an agreed timeframe.

#### IV. AUTHORITY AND ACCOUNTABILITY

The Deputy Minister of Education is responsible for the administration of all provisions pursuant to this policy.

The Executive Director approves applicants to participate in the Teacher Exchange Program.

## **V. TYPE OF PROGRAMS**

### **One Year Reciprocal Exchange**

**(a) Calendar year exchange from January 1 to December 31 of the same year inclusive, or:**

**(b) Academic year exchange means a portion of the calendar year between the opening and closing dates of a school (August to August).**

**Mid Year Exchange – start in January for a half-year exchange.**

## **VI. SELECTION CRITERIA FOR NUNAVUT TEACHER**

- **Must have 5 or more years of continuous teaching experience in the service of Nunavut Education'**
- **Must have successful performance appraisal;**
- **Must meet the criteria of exchange jurisdiction;**
- **Must be prepared to have an interview with the host jurisdiction;**
- **Must meet interview criteria with host jurisdiction;**
- **Must have a Criminal Record Check showing no adverse entries.**

## **VII. APPLICATION PROCESS**

- **Nunavut Teacher completes necessary application forms by September 30 to be considered for an exchange;**
- **Principal recommends teacher's participation in the exchange to the Superintendent of Schools. Principal maintains a file on each employee participating in the Teacher Exchange Program/**
- **Nunavut teacher must confirm with the Workers Compensation Board (WCB) that she/he will continue to be eligible for WCB benefits while working outside of Nunavut during the exchange period, and provide evidence of such confirmation to the Superintendent of Schools.**
- **Superintendent of Schools approves the application and recommends for Executive Director's final approval;**
- **Executive Director approves educator to participate in the teacher exchange;**

- The District Education Authority (DEA) is kept informed of decisions related to the teacher exchange;
- Incoming teacher must have a minimum of Bachelor of Education or its equivalent;
- Incoming teacher will be interviewed by a committee including one administrator, one teacher, and one DEA member.

## VIII. CONTRACTUAL CONSIDERATIONS

### a) Salary

- Participants of a Teacher Exchange will remain in the employment of their home jurisdiction. Salaries continue while on teacher exchange subject to the same taxation, superannuation and contributions.

### b) Union dues

- A teacher on an exchange continues to pay union dues.
- The Federation of Nunavut Teachers maintains responsibility for and representation of FNT members.

### c) Housing

- The Nunavut teacher continues to be responsible for rent, insurance and maintenance of accommodation in Nunavut.
- Exchange accommodation must be complete with furnishings, bedding, appliances and facilities for immediate use by the incoming exchange teacher and family.
- Exchange teachers are expected to maintain the house in good order and condition, and make good any damage incurred during their stay.
- If a Nunavut teacher lives in Government of Nunavut housing, rent will be deducted off their pay while on exchange. The Nunavut teacher must notify the Nunavut Housing Corporation. Local contact information must be given to the incoming teacher.
- Accommodation and vehicle exchanges are personal matters between exchange teachers.

### d) Medical Health Insurance

- Nunavut residents can be absent for one full year (365 days) and still maintain medical coverage.



- Residents must notify the Health Registration office and provide a temporary address where they can be reached outside Nunavut.
- All residents in a household must be listed separately.
- The GN' s supplementary health care plan will only provide coverage up to a maximum of 40 days subsequent to the Nunavut Teacher's departure from Canada. Therefore, it is always recommended that a teacher obtain additional coverage for the duration of the exchange through Blue Cross or another insurer.

**e) Strikes**

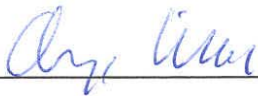
- Incoming teachers will not be members of the Federation of Nunavut teachers.
- Incoming teachers will sign a waiver exempting the Federation of Nunavut teachers of all financial and legal obligations due to grievances, arbitrations, legal actions or any other matter.
- Incoming teachers will not participate in labour disruption, strike, or activity associated with a labour disruption or strike.
- Nunavut teachers will continue to pay union dues to the FNT and will be advised by the FNT in grievances, arbitrations, legal actions or any other matter.

**f) Sick Leave**

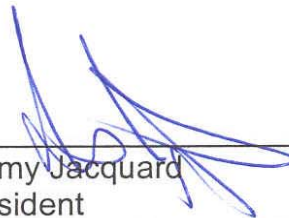
- Sick leave credits are subject to Section 14.01(1) of the Collective Agreement.
- In Nunavut, the District Education Authority (DEA) or the Regional School Operations (RSO) will pay the cost for a substitute teacher.
- The RSO covers any consecutive sick days after the first five (5) days.
- Beyond 15 days, the cost for the visiting teacher incurred by a substitute teacher will be charged to their home jurisdiction.
- The cost of hiring a replacement teacher will be billed to the home jurisdiction.
- Removal costs of the ill teacher are the responsibility of the teacher's jurisdiction. The length of paid sick leave will depend on teacher's benefits in his/her own jurisdiction.

- g) Leave Without Pay and Absent Without Leave**
  - If a teacher applied for Leave Without Pay (LWOP) or was Absent Without Leave (AWOL), the host jurisdiction must contact the home jurisdiction.
  - The home jurisdiction will pay the cost of a substitute teacher.
  
- h) Termination or Breakdown of Exchange**
  - If a teacher quits, the host jurisdiction will inform the home jurisdiction.
  - The visiting jurisdiction will charge back the cost of a replacement teacher.
  
- i) Disability**
  - If a teacher became disabled and could not work, the home jurisdiction would cover the benefits and cost of a substitute teacher.
  
- j) Suspension**
  - If a teacher is suspended for cause, the host jurisdiction will pay the substitute costs for the first five (5) days.
  - The host jurisdiction will notify the home jurisdiction.
  - The teacher's home jurisdiction determines if the suspension would be with or without pay.
  
- k) Charge-backs**
  - Attendance registers will be shared quarterly with the home jurisdictions.
  
- l) Special Leave for Incoming Teachers**
  - Incoming teachers earn one-half day of Special Leave credits for each calendar month for which they receive pay. An incoming teacher may have a maximum credit of five (5) special leave days at any one time. An incoming teacher may take a maximum of five (5) special leave days in a school year.
  - Incoming teachers are subject to Section 13.01(3), Section 13.01(4) and Section 13.02 of the Collective Agreement for special leave.

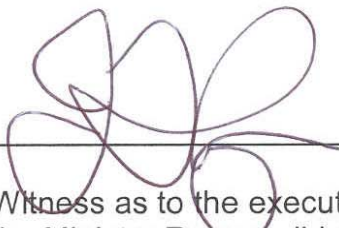
DATED at Iqaluit, Nunavut Territory, this 29<sup>th</sup> day of November, 2005



Witness as to the execution by  
the Federation of Nunavut Teachers



Jimmy Jacquard  
President  
Federation of Nunavut Teachers



Witness as to the execution by  
the Minister Responsible for the  
Public Service Act



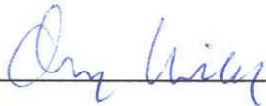
The Honourable Louis Tapardjuk  
Minister Responsible for the  
Public Service Act

**LETTER OF AGREEMENT NUMBER 3**

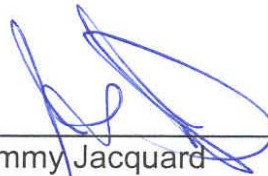
**ALTERNATE WORK ARRANGEMENTS**

The Employer and the Federation of Nunavut Teachers recognize the value of well qualified and experienced Employees, and identify alternate work arrangements as a method that would allow the Employee the opportunity to remain in the field of education while taking time off to attend to other individual needs.

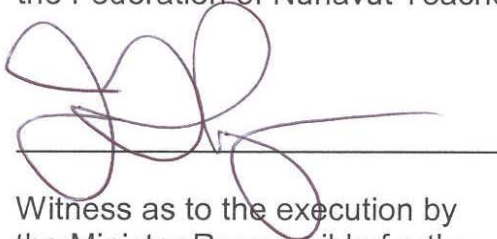
DATED at Iqaluit, Nunavut Territory, this 29<sup>th</sup> day of November, 2005



Witness as to the execution by  
the Federation of Nunavut Teachers



Jimmy Jacquard  
President  
Federation of Nunavut Teachers



Witness as to the execution by  
the Minister Responsible for the  
Public Service Act



The Honourable Louis Tapardjuk  
Minister Responsible for the  
Public Service Act

**LETTER OF AGREEMENT NUMBER 4**


**Educational Leadership Program**

1. Notwithstanding the provisions of Article 2.01(20), Article 15.07 and Article 16, the Parties agree to the following funding provision for the Educational Leadership Program (ELP). The ELP shall be held at a time and place determined by the Employer.
  - I. The costs for each participant in the ELP shall be subsidized by the Professional Improvement Fund (PIF).
  - II. The Employer shall cover the remaining costs associated with the delivery of the ELP including transportation, and will provide accommodations, meals and course materials for ELP participants.
2. **This L.O.A. shall commence at the beginning of the 2005-2006 academic year and shall expire at June 30, 2009.**

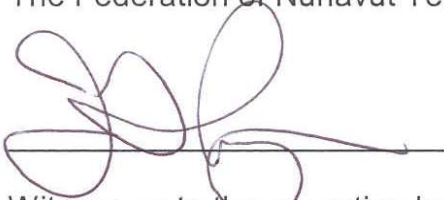
DATED at Iqaluit, Nunavut Territory, this 29<sup>th</sup> day of November, 2005

  
\_\_\_\_\_


Witness as to the execution by  
The Federation of Nunavut Teachers

  
\_\_\_\_\_

Jimmy Jacquard  
President  
Federation of Nunavut Teachers

  
\_\_\_\_\_

Witness as to the execution by  
Minister Responsible for the  
Public Service Act

  
\_\_\_\_\_

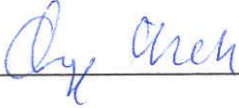
The Honourable Louis Tapardjuk  
Minister Responsible for the  
Public Service Act

## **LETTER OF AGREEMENT NUMBER 5**

### **Inuktitut and Inuinnaqtun Language Proficiency Testing**

- 1. The Employer will implement an Inuktitut and Inuinnaqtun Language Proficiency Test in order to determine the language allowance provided for in appendix A4.04 of the Collective Agreement for interested teachers in Nunavut by January 1<sup>st</sup>, 2007. Prior to the implementation of the test, the methodology to assess the level of language proficiency shall be determined by the employee's immediate supervisor in conjunction with an Inuktitut and/or Inuinnaqtun teacher on staff.**
- 2. Teachers who currently receive a language allowance in accordance with Appendix A4.04, except teachers receiving a language allowance of \$3615 per year as of April 3<sup>rd</sup>, 2000, must successfully complete the test prior to the end of the 2006/2007 academic year in order to continue to receive an allowance. Teachers who have been receiving a language allowance of \$3615 per year prior to April 3<sup>rd</sup>, 2000, have been grandparented and are not required to complete the test in order to continue to be eligible to receive the \$3615 allowance. This is subject to their continued employment as a teacher with the GN.**
- 3. Teachers not currently receiving a language allowance, but wish to apply for one, must successfully complete the test in order to obtain the allowance. Those teachers who successfully complete the test, and are assigned a level of language proficiency as per Appendix A4.04, will receive the allowance effective the date of successful completion of the test.**

Dated at Iqaluit, Nunavut Territory, this 29<sup>th</sup> day of November, 2005



\_\_\_\_\_  
Witness as to the execution by  
The Federation of Nunavut Teachers



\_\_\_\_\_  
Jimmy Jacquard,  
President  
Federation of Nunavut Teachers



\_\_\_\_\_  
Witness as to the execution by  
the Minister Responsible for the  
Public Service Act

\_\_\_\_\_  
The Honourable Louis Tapardjuk  
Minister Responsible for the  
Public Service Act