

REGULATIONS TO AMEND THE EMPLOYEES DIVISION REGULATIONS (2018)

The Treasurer of Nunatsiavut, acting under section 37 of the *Nunatsiavut Civil Service Act* and by decisions of the Executive Council issued the 4th day of June 2018, is pleased to enact the following regulations:

Employee Policy Manual Amended

1. The Employees Policy Manual, Annex 1 to the *Employee Division Regulations (2017)*, is amended as follows:

(a) Section 1(A) is amended by inserting the following immediately after subsection (4):

5. Federal labour standards established under Part III of the *Canada Labour Code*, R.S.C. 1985, c L-2, as amended, apply to Nunatsiavut Government in accordance with the *Labrador Inuit Lands Claims Agreement*.

6. If there is an inconsistency or conflict between the *Canada Labour Code* and a provision of this Policy Manual, the *Canada Labour Code* prevails to the extent of the inconsistency or conflict.

(b) Section 2(B)(1) is amended by deleting paragraph 3 and replacing it with the following:

3. Employees may pursue supplementary employment, including self-employment, education or volunteer work outside NG, provided such employment or interest does not:

- a) Place them in a conflict of interest with their duties and obligations to NG,
- b) Interfere with performing regular duties for NG, or
- c) Involves the use of NG's premises, equipment or supplies, unless such use is authorized through written approval from the Deputy Minister as well as from the Human Resources Division.

(c) Section 12 is amended by inserting the following immediately after subsection 12(12):

13. Employees on the first payroll who use all their leave entitlements and request unpaid leave will automatically be moved to the second payroll.

(d) Section 19(F) is deleted and replaced with the following:

F. Family Responsibility Leave

1. On the approval of the immediate Supervisor, paid sick leave may be used for family responsibility purposes as follows:

- (a) Accompany a family member to a medical or dental appointment;

- (b) Attend to needs relating to the birth of the employee's child; or
- (c) Care for a sick family member (i.e. father, mother, child) who may be living inside or outside the household.

2. A permanent full time and permanent part time employee is entitled to utilize up to five (5) days of paid sick leave per fiscal year (35 hours maximum) for the purpose of Family Responsibility leave. This benefit shall be prorated each year for employees working less than full time hours, and based on the employee's anniversary date to the end of the fiscal year.

3. An employee who must travel out of town for the purposes of medical appointments to accompany a family member may exceed the 35 hours maximum by 21 hours (3 days) each fiscal year. Documentation must be provided to the employer with details of the medical trip.

4. This leave must be used within the fiscal year and cannot be carried forward into a new fiscal year and is not payable if not used for any reason, however caused.

(e) Section 20(F)(1) is deleted and replaced with the following:

1. An employee is entitled to take an unpaid leave of absence of up to twenty-eight (28) weeks to care for a family member who is facing death as a result of a serious medical condition.

(f) Section 26(D) is amended by inserting the following immediately after subsection (2):

3. For purposes of accounting for travel time, additional hours, and/or overtime hours, employees can account for the time required by airlines to be at the airport prior to departure (For example, thirty (30) minutes prior to departure in Nunatsiavut and one hour for all other domestic flights).

(g) Appendix 3 is amended by deleting section 3(C)(1) and replacing it with the following:

1. The Housing Benefit is intended to provide accommodations or an allowance to nursing and social worker positions as identified in job postings and by Human Resources, who are recruited into Labrador Inuit Coastal communities, where housing is not generally available or to provide an allowance to offset the high cost of housing.

(h) Appendix 3 is amended by deleting section 3(C)(2) and replacing it with the following

2. NG will provide furnished housing to nursing and social worker positions as identified by Human Resources; utilities will be charged based on the number of bedrooms of the unit occupied and as identified in Table "E". If housing is not available or required by the Employee then an annual housing allowance as indicated in Table "D" will be payable and pro-rated bi-weekly in accordance with his/her hours of work to a maximum of 1820 hours. This housing benefit is taxable at market value.

- (i) **Appendix 3 is amended by deleting section 3(F)(1) and replacing it with the following:**

1. Recruitment/Retention Bonuses are intended to increase the remuneration for nursing and social work positions as identified in job postings and by Human Resources in an effort to improve NG's recruitment and retention strategy.

- (j) **Appendix 3 is amended by deleting section 3(F)(2) and replacing it with the following:**

2. NG will pay a one-time recruitment bonus to nursing and social work positions as identified by job postings and Human Resources, payable in a lump sum on the second payday following his/her start date. The employee has to work for six months following receipt of this bonus.

- (k) **Appendix 3 is amended by deleting section 3(F)(4) and replacing it with the following:**

4. NG will pay a retention bonus to nursing and social work positions as identified by job posting and Human Resources on the second payday following every subsequent six-month completion of employment. The payment will be prorated in accordance with his/her hours of work to a maximum of 1820 hours and paid out biannually within the fiscal year earned.

- (l) **Appendix 3 is amended by deleting section 3(G)(1) and replacing it with the following:**

1. Food Allowance is paid to nursing and social work positions as identified by job postings and Human Resources to assist with the high cost of food in Labrador Inuit communities.

- (m) **Appendix 3 is amended by deleting section 3(G)(2) and replacing it with the following:**

2. NG shall pay the food allowance to nursing and social work positions as identified by job postings and Human Resources, payable bi-weekly and prorated in accordance with his/her hours of work to a maximum of 1820 hours.

- (n) **Appendix 3 is amended by deleting the words "Hard to Recruit" from the heading of Table D and replacing them with the words "Nurses and/or Social Workers."**

2. **The Temporary and Casual Employees Policy Manual, Annex 2 to the *Employee Division Regulations (2017)*, is amended as follows:**

(a) **Section 1(A) is amended by inserting the following immediately after subsection (4):**

5. Federal labour standards established under Part III of the *Canada Labour Code*, R.S.C. 1985, c L-2, as amended, apply to Nunatsiavut Government in accordance with the *Labrador Inuit Lands Claims Agreement*.

6. If there is an inconsistency or conflict between the *Canada Labour Code* and a provision of this Policy Manual, the *Canada Labour Code* prevails to the extent of the inconsistency or conflict.

(b) **Paragraph 3 of Section 2(B)(1) is deleted and replaced with following:**

3. Employees may pursue supplementary employment, including self-employment, education or volunteer work outside NG, provided such employment or interest does not:

- a) Place them in a conflict of interest with their duties and obligations to NG;
- b) Interfere with performing regular duties for NG; or
- c) Involves the use of NG's premises, equipment or supplies, unless such use is authorized through written approval from the Deputy Minister as well as from the Human Resources Division.

(c) **Section 18(D)(3) is deleted and replaced with the following:**

3. An employee who must travel out of town for the purposes of medical appointments to accompany a family member may exceed the 35 hours maximum by 21 hours (3 days) reach fiscal year. Documentation must be provided to the employer with details of the medical trip.

(d) **Section 19(E)(1) is deleted and replaced with the following:**

1. An employee is entitled to take an unpaid leave of absence of up to twenty-eight (28) weeks to care for a family member who is facing death as a result of a serious medical condition.

(d) **Section 25(D) is amended by inserting the following immediately after subsection (2):**

3. For purposes of accounting for travel time, additional hours, and/or overtime hours, employees can account for the time required by airlines to be at the airport prior to departure (For example, thirty (30) minutes prior to departure in Nunatsiavut and one hour for all other domestic flights).

Effective Date

- 3. These regulations are deemed for all purposes to have come into effect on June 4th, 2018.**