

REGULATIONS TO AMEND THE *EMPLOYEES DIVISION REGULATIONS (2017), 2020*

The Treasurer of Nunatsiavut, acting under section 37 of the *Civil Service Act* and in accordance with decisions of the Executive Council made on the 12th day of February 2020, is pleased to enact the following regulations:

Short Title

1. These regulations may be cited as the *Employees Division (Amendment) Regulations, 2020*.

Definitions

2. In these regulations:

"Employees Policy Manual" means Annex 1 to the *Employee Division Regulations (2017)*;
and

"Temporary and Casual Employees Policy Manual" means Annex 2 to the *Employee Division Regulations (2017)*;

Amendment to enacting words

3. The enacting words of the *Employees Davison Regulations (2017)* are amended by deleting the phrase "Nunatsiavut Civil Service Act" and replacing it with the phrase "Civil Service Act"

PART A - Employee Policy Manual Amendments

4. (1) Section 1(B) of the Employees Policy Manual is amended by inserting the following text immediately after the definition of the term "LIA":

"Management Division" means the positions set out in Section 10(1) of the *Civil Service Act* and for ease of reference means the positions of Secretary to the Executive Council, Deputy Ministers, the Clerk of the Assembly, Directors and other such similar positions as the Executive Council may designate.

(2) The definitions that appear subsequent to the text outlined subsection 1 above are amended to be renumbered sequentially.

5. Section 4(A) of the Employees Policy Manual is wholly deleted and replaced with the following:

A. Standard Hours of Work

1. The standard hours of work are seven (7) hours a day, thirty-five (35) hours a week, Monday to Friday, and a one (1) hour unpaid lunch period. As operational requirements permit, there is a fifteen (15) minute paid break in the morning and afternoon.

2. The standard office hours for NG are 8:30 a.m. to 12:00 Noon and 1:00 p.m. to 4:30 p.m. Atlantic time. An employee with longer commuting times to and from work may be permitted by NG, to take a thirty (30) minute lunch period and finish at 4:00 p.m.

6. Section 4(B) of the Employees Policy Manual is wholly deleted and replaced with the following:

B. Scheduled Hours of Work

1. It is recognized that certain positions within the NG are required to work outside of the standard hours of work due to the delivery of programs and services in the evenings and on weekends. The Supervisor will set the schedules to ensure that the employee is scheduled for a maximum of seventy (70) hours bi-weekly for permanent full-time employees and/or to the maximum hours as per the employee's contract. The days of rest may be other than Saturday and Sunday.
2. The scheduled hours of work must be recorded on the timesheets by the employee to reflect when the hours were actually worked.

7. Section 4(C) of the Employees Policy Manual is wholly deleted and replaced with the following:

C. Additional Hours

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of additional hours.
2. For the purposes of calculating additional hours a "week" is the period from Sunday to Saturday.
3. Time worked in excess of thirty-five (35) hours weekly to a maximum of forty (40) hours weekly ("additional hours") must be approved in advance by the employee's immediate Supervisor or designate.
4. Time off in lieu of additional hours or any other paid or unpaid leave does not count as time worked in a week for the purpose of determining entitlement to additional hours.
5. Additional hours shall be compensated as time off at the rate of straight time for each approved additional hour worked. The paid time off work is to be taken within that fiscal year in which the additional hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
6. An employee can have a maximum of thirty-five (35) hours total of additional hours banked in a fiscal year at any given time.
7. Any balance of additional hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of straight time based on the employee's regular wage rate.
8. When the total amount of additional hours earned by an employee in any given year reaches 455 hours, Payroll shall immediately inform both the Deputy Minister of the employee's department and the Controller.

8. Section 4(D) of the Employees Policy Manual is wholly deleted and replaced with the following:

D. Overtime

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of overtime hours.
2. For the purposes of calculating overtime a "week" is the period of Sunday to Saturday.
3. Time worked in excess of forty (40) hours weekly ("overtime") must be approved in advance by the employee's immediate Supervisor, Director or Deputy Minister of the department.
4. Overtime shall be compensated as time off at the rate of one and one-half hours for each approved overtime hour worked. The paid time off work is to be taken within the fiscal year in which the overtime hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
5. An employee can have a maximum of thirty-five (35) hours total of overtime hours banked in a fiscal year at any given time.
6. Any balance of overtime hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of one and one-half times based on the employee's regular wage rate.
7. When the total amount of overtime hours earned by an employee in any given year reaches 150 hours, Payroll shall immediately inform the Deputy Minister of the employee's department and the Controller.

9. (1) Section 4 of the Employees Policy Manual is amended by inserting the following text immediately after Section 4(D):

E. Business-Related Travel

1. In this section, "business-related travel" means travel for purposes of meetings, service/program delivery and other such travel for business.
2. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
3. 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) and will reflect this as hours worked on their timesheet.
4. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
5. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport as per airline requirements, they can account for the time they are required to be at the airport as hours worked. If the flight is re-scheduled to a later time on the same day, the employee can only account for the time that they are at the airport as hours worked.

6. If an employee, while away from their home community, has their flight cancelled before the employee goes to the airport on their day(s) of rest, the employee is eligible to account for time up to their daily hours of work.

F. Training, Workshops and Conferences

1. An employee who attends approved training, workshops and conferences shall not have a gain or loss of their normal daily hours of work.
2. There is no compensation for time worked in excess of the employee's normal daily hours of work for attendance at or traveling to training, workshops or conferences. (I.e. A permanent full-time employee will be compensated for seven (7) hours regardless if the training is six (6) hours or nine (9) hours).
3. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
4. An employee will be compensated up to their normal daily hours of work if attending, or traveling to, training, workshops or conferences on their scheduled day(s) of rest. (I.e. If a permanent full-time employee is attending a conference on Saturday, they will be compensated for seven (7) hours.)
5. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
6. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport as per airline requirements, they can account for such time as time worked up to their normal daily hours of work.
7. If an employee, while away from their home community, has their flight cancelled on their day(s) of rest, the employee can account up to their normal hours of work.

(2) The subsections of Section 4 of the Employees Policy Manual that follow subsequent to the text outlined subsection 1 above are amended to be renumbered sequentially.

10. Subsection 6(A)(1) of the Employees Policy Manual is amended to read as follows:
 - (a) The NG is an equal opportunity employer.
11. Subparagraph 6(F)(2)(a) of the Employees Policy Manual is amended to read as follows:
 - (a) The new employee may not eligible for a transfer;
12. Section 6(G) of the Employees Policy Manual is wholly deleted and replaced with the following:

G. Trial Period

1. If a current employee is a successful applicant for a vacant or a new position, the employee should be subject to a six week trial period. During this trial period, the employee shall be granted leave of an equal amount of time from their former position.
2. During the trial period, the employee cannot apply on any other position. NG retains the right to deny a promotion or transfer to any employee who is in a trial period.
3. The employee will not be permitted to avail of annual leave or Hunting, Fishing, Trapping or Gathering leave entitlements during this period. The trial period may be extended for any other type of leave taken by the employee during the trial period.
4. The employee must confirm in writing at the end of the six-week trial period of their decision to remain or decline their new position.
5. If the employee's former position, no longer exists, the employee will be terminated with the appropriate notice period as per the Canada Labour Code.
6. The employee will be placed in the salary level of their new position at their current salary and will be entitled to step progressions on their regular anniversary date.

13. Section 6(H)(1) of the Employees Policy Manual is wholly deleted and replaced with the following:

1. Performance evaluations must be completed by the employee's immediate Supervisor and any associated professional staff for the probationary period and at least annually in each fiscal year, preferably at the employee's anniversary date of hire.

14. Section 8(5) of the Employees Policy Manual is wholly deleted and replaced with the following:

5. An employee who is reprimanded, suspended, demoted or dismissed shall be notified in writing of the reason for the action and a copy of the letter shall be placed on the employee's personnel file.

15. Section 12 of the Employees Policy Manual is wholly deleted and replaced with the following:

12. PAYROLL & EXPENSES

1. Employees will be paid in accordance with the normal payroll periods established by NG from time to time.
2. All employees shall complete and sign a bi-weekly timesheet that the Supervisor must approve in writing, which is then submitted to Finance for processing.
3. Failure to submit timesheet by the deadline set by Finance will result in a delay in payment.

4. Any reconciliation in hours worked, leave entitlements and rate of pay will be processed in the next pay period.
5. All employees will be paid through direct deposit into bank accounts from information provided to the employer from their respective financial institutions.
6. If the day on which a payday falls is a holiday, the payday will be the immediately preceding workday.
7. An electronic statement of all deductions from gross salary will be provided to each employee.
8. Salary advances or monetary loans shall not be made to employees.
9. Any monies owing by an employee to the NG will be deducted from the current pay period, or in installments so not to cause undue hardship.
10. Employees are responsible for the payment of their own professional and/or association fees, licenses and expenses, unless it is a term of their employment with the NG.

16. Subsection 19(A)(3) of the Employees Policy Manual is amended to read as follows:

3. An employee who is still in their probationary period is eligible to avail of accrued leave after 455-hours of actual work.

17. Subsection 19(D)(3) of the Employees Policy Manual is amended to read as follows:

3. For the purpose of attending a funeral of a relative other than a relative referred to in (1) or (2) above, an employee will be entitled to 3.5 hours; and

18. Section 25 of the Employees Policy Manual is wholly deleted and replaced with the following:

25. Use of Information Technologies

1. All Employees are required to comply fully with the NG Usage of Information Technologies Policy, a copy of which is appended to this manual as Appendix 7.

19. Section 26(D) of the Employees Policy Manual is deleted and the subsection that follows is amended to be relabelled as 26(D).

20. The Employees Policy Manual is amended by adding Appendix 1 of these regulations to that manual as 'Appendix 7'.

Part B - Temporary and Casual Employees Policy Manual Amendments

21. (1) Section 1(B) of the Temporary and Casual Employees Policy Manual is amended by inserting the following text immediately after the definition of the term "LIA":

"Management Division" means the positions set out in Section 10(1) of the *Civil Service Act* and for ease of reference means the positions of Secretary to the Executive Council, Deputy Ministers, the Clerk of the Assembly, Directors and other such similar positions as the Executive Council may designate.

- (2) The definitions that appear subsequent to the text outlined subsection 1 above are amended to renumbered sequentially.

22. Subsections 4(A)(1) and 4(A)(2) of the Temporary and Casual Employees Policy Manual are deleted and replaced with the following:

A. Standard Hours of Work

1. The standard hours of work are seven (7) hours a day, thirty-five (35) hours a week, Monday to Friday, and a one (1) hour unpaid lunch period. As operational requirements permit, there is a fifteen (15) minute paid break in the morning and afternoon.
2. The standard office hours for NG are 8:30 a.m. to 12:00 Noon and 1:00 p.m. to 4:30 p.m. Atlantic time. An employee with longer commuting times to and from work may be permitted by NG, to take a thirty (30) minute lunch period and finish at 4:00 p.m.

23. Section 4(B) of the Temporary and Casual Employees Policy Manual is deleted and replaced with the following:

B. Scheduled Hours of Work

1. It is recognized that certain positions within the NG are required to work outside of the standard hours of work due to the delivery of programs and services in the evenings and on weekends. The Supervisor will set the schedules to ensure that the employee is scheduled for a maximum of seventy (70) hours bi-weekly for permanent full-time employees and/or to the maximum hours as per the employee's contract. The days of rest may be other than Saturday and Sunday.
2. The scheduled hours of work must be recorded on the timesheets by the employee to reflect when the hours were actually worked.

24. Section 4(C) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

C. Additional Hours

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of additional hours.
2. For the purposes of calculating additional hours a "week" is the period from Sunday to Saturday.

3. Time worked in excess of thirty-five (35) hours weekly to a maximum of forty (40) hours weekly (“additional hours”) must be approved in advance by the employee’s immediate Supervisor or designate.
4. Time off in lieu of additional hours or any other paid or unpaid leave does not count as time worked in a week for the purpose of determining entitlement to additional hours.
5. Additional hours shall be compensated as time off at the rate of straight time for each approved additional hour worked. The paid time off work is to be taken within that fiscal year in which the additional hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
6. An employee can have a maximum of thirty-five (35) hours total of additional hours banked in a fiscal year at any given time.
7. Any balance of additional hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of straight time based on the employee’s regular wage rate.
8. When the total amount of additional hours earned by an employee in any given year reaches 455 hours, Payroll shall immediately inform both the Deputy Minister of the employee's department and the Controller.

25. Section 4(D) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

D. Overtime

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of overtime hours.
2. For the purposes of calculating overtime a "week" is the period of Sunday to Saturday.
3. Time worked in excess of forty (40) hours weekly (“overtime”) must be approved in advance by the employee’s immediate Supervisor, Director or Deputy Minister of the department.
4. Overtime shall be compensated as time off at the rate of one and one-half hours for each approved overtime hour worked. The paid time off work is to be taken within the fiscal year in which the overtime hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
5. An employee can have a maximum of thirty-five (35) hours total of overtime hours banked in a fiscal year at any given time.
6. Any balance of overtime hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of one and one-half times based on the employee’s regular wage rate.
7. When the total amount of overtime hours earned by an employee in any given year reaches 150 hours, Payroll shall immediately inform the Deputy Minister of the employee's department and the Controller.

26. (1) The following text is inserted immediately after Section 4(D) of the Temporary and Casual Employees Policy Manual:

E. Business-Related Travel

1. In this section, "business-related travel" means travel for purposes of meetings, service/program delivery and other such travel for business.
2. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
3. 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) and will reflect this as hours worked on their timesheet.
4. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
5. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport as per airline requirements, they can account for the time they are required to be at the airport as hours worked. If the flight is re-scheduled to a later time on the same day, the employee can only account for the time that they are at the airport as hours worked.
6. If an employee, while away from their home community, has their flight cancelled before the employee goes to the airport on their day(s) of rest, the employee is eligible to account for time up to their daily hours of work.

F. Training, Workshops and Conferences

1. An employee who attends approved training, workshops and conferences shall not have a gain or loss of their normal daily hours of work.
2. There is no compensation for time worked in excess of the employee's normal daily hours of work for attendance at or traveling to training, workshops or conferences. (I.e. A permanent full-time employee will be compensated for seven (7) hours regardless if the training is six (6) hours or nine (9) hours).
3. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
4. An employee will be compensated up to their normal daily hours of work if attending, or traveling to, training, workshops or conferences on their scheduled day(s) of rest. (I.e. If a permanent full-time employee is attending a conference on Saturday, they will be compensated for seven (7) hours.)
5. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
6. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport

- as per airline requirements, they can account for such time as time worked up to their normal daily hours of work.
- 7. If an employee, while away from their home community, has their flight cancelled on their day(s) of rest, the employee can account up to their normal hours of work.

(2) The subsections of Section 4 of the Temporary and Casual Employees Policy Manual that follow subsequent to the text outlined subsection 1 above are amended to be relabelled sequentially.

27. Subsection 6(A)(1) of the Temporary and Casual Employees Policy Manual, is amended to read as follows:

(a) The NG is an equal opportunity employer.

28. Subparagraph 6(F)(2)(a) of the Temporary and Casual Employees Policy Manual, Annex 2 to the *Employee Division Regulations (2017)*, is amended to read as follows:

(a) The new employee may not eligible for a transfer;

29. Section 6(G) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

G. Trial Period

1. If a current employee is a successful applicant for a vacant or a new position, the employee should be subject to a six week trial period. During this trial period, the employee shall be granted leave of an equal amount of time from their former position.
2. During the trial period, the employee cannot apply on any other position. NG retains the right to deny a promotion or transfer to any employee who is in a trial period.
3. The employee will not be permitted to avail of annual leave or Hunting, Fishing, Trapping or Gathering leave entitlements during this period. The trial period may be extended for any other type of leave taken by the employee during the trial period.
4. The employee must confirm in writing at the end of the six-week trial period of their decision to remain or decline their new position.
5. If the employee's former position, no longer exists, the employee will be terminated with the appropriate notice period as per the Canada Labour Code.
6. The employee will be placed in the salary level of their new position at their current salary and will be entitled to step progressions on their regular anniversary date.

30. Section 6(H)(1) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

1. Performance evaluations must be completed by the employee's immediate Supervisor and any associated professional staff for the probationary period and at least annually in each fiscal year, preferably at the employee's anniversary date of hire.

31. Section 8(5) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

5. An employee who is reprimanded, suspended, demoted or dismissed shall be notified in writing of the reason for the action and a copy of the letter shall be placed on the employee's personnel file.

32. Section 12 of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

12. PAYROLL & EXPENSES

1. Employees will be paid in accordance with the normal payroll periods established by NG from time to time.
2. All employees shall complete and sign a bi-weekly timesheet that the Supervisor must approve in writing, which is then submitted to Finance for processing.
3. Failure to submit timesheet by the deadline set by Finance will result in a delay in payment.
4. Any reconciliation in hours worked, leave entitlements and rate of pay will be processed in the next pay period.
5. All employees will be paid through direct deposit into bank accounts from information provided to the employer from their respective financial institutions.
6. If the day on which a payday falls is a holiday, the payday will be the immediately preceding workday.
7. An electronic statement of all deductions from gross salary will be provided to each employee.
8. Salary advances or monetary loans shall not be made to employees.
9. Any monies owing by an employee to the NG will be deducted from the current pay period, or in installments so not to cause undue hardship.
10. Employees are responsible for the payment of their own professional and/or association fees, licenses and expenses, unless it is a term of their employment with the NG.

33. Subsection 18(A) of the Temporary and Casual Employees Policy Manual is amended by inserting the following text immediately after subsection (3):

4. An employee who is still in their probationary period is eligible to avail of accrued leave after 455-hours of actual work.

34. Subsection 18(B)(3) of the Temporary and Casual Employees Policy Manual is amended to read as follows:

3. For the purpose of attending a funeral of a relative other than a relative referred to in (1) or (2) above, an employee will be entitled to 3.5 hours; and

35. Section 24 of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

24. Use of Information Technologies

1. All Employees are required to comply fully with the NG Usage of Information Technologies policy, a copy of which is included in this manual as Appendix 7.

36. Section 25(D) of the Temporary and Casual Employees Policy Manual is deleted and the subsection that follows is amended to be renumbered as 25(D).

37. The Temporary and Casual Employees Policy Manual is amended by adding the text in Appendix 1 of these regulations to that manual as 'Appendix 7'.

Effective Date

38. These regulations are deemed for all purposes to have come into effect on April 1, 2020.

Appendix

Policy: Usage of Information Technologies

**Number: IT-02
Date: 2020-02-05**

Objective: To outline the policies for the protection of the Nunatsiavut Government (“NG”), Beneficiaries, and other partners from illegal or damaging actions arising from the usage of information technologies, as well as to maintain the security and integrity of all NG’s information and communication systems.

Application: This policy applies to all members of the Nunatsiavut Civil Service and elected officials of the Nunatsiavut Assembly, as well as any contractor using NG-provided equipment.

Definitions:

IT Equipment includes (but not limited to) computers, cellular devices and portable devices that are owned by the NG and provided by NG to an employee, elected official or contractor for employment-related purposes.

User a person who possesses or has access to IT Equipment or a NG network or service.

Policy:

General Use & Ownership

- .01 Any and all data created on IT Equipment is, and will remain, the property of NG.
- .02 Equipment and email service shall not be used in violation of any applicable laws.
- .03 Users in possession of any IT Equipment are expected to protect the equipment from loss, damage or theft.
- .04 IT Equipment must never be left unattended in a public location.
- .05 A User must report immediately the loss of any IT Equipment to the IT Division.
- .06 When IT Equipment is upgraded and/or replaced, the old IT Equipment shall be returned to the IT Division. Users cannot retain ownership of such equipment without approval from the Director of Information Technology.
- .07 A User in possession of IT Equipment must return all such equipment immediately upon resignation or termination of employment.
- .08 Users shall not use a cellular device while driving a motorized vehicle without use of a Bluetooth connected earpiece or vehicle equipped system. If a User is convicted of an offence under any law resulting from the use of a cellular device while driving any resulting fine that is imposed shall be the responsibility of the User, not the NG.
- .09 NG-owned cellular devices have a data limit/texting limit and/or a limit on number of calls. It is the User's responsibility to be aware of the cellular plan and to be cognizant of not exceeding any such limits. If NG incurs additional cellular charges due to the User's personal use of a cellular device, NG will recover such additional amount from the User.
- .10 Backups of IT Equipment are the responsibility of the IT Division. Users are prohibited from backing-up any IT Equipment to an external device unless it is completed in consultation with the IT Division.

Security

- .11 Under no circumstances shall a User shall share a password to access IT Equipment or a NG network or information system.
- .12 Users are strongly encouraged to both manually lock their screen and log-off all information systems in any event IT Equipment is left unattended.
- .13 Users are prohibited to access (or attempt to access) any NG account or data without authorization to do so.

- .14 Users shall not break (or attempt to break) the security of any NG computer, system, software, or network.
- .15 Information contained on portable devices, such as USB devices, is especially vulnerable; therefore, utmost diligence must be exercised in the use and storage of portable devices. All portable devices must be encrypted.
- .16 Unless authorized by the IT Division, Users should not:
 - (a) connect any non-NG equipment to a NG network; or
 - (b) download from the Internet, or upload from any other medium, any software program, batch file, or other executable code.
- .17 Users must use extreme caution when opening email attachments. Users should not open email attachments from unknown sources as they may contain malicious codes or viruses.
- .18 Users shall not knowingly use IT Equipment or an NG information system or network to post, transmit or otherwise distribute harmful or disruptive data including viruses, bugs, malicious codes, 'Trojan horses' or 'worms'.
- .19 Users shall not engage in an activity which does or may serve to violate generally accepted standards of Internet conduct and usage, including (but not limited to) use of insulting language ('flaming'), denial of service attacks, web page defacement, port and network scanning or any unauthorized system penetration.
- .20 Users shall not engage in any activity that intentionally restricts, disrupts or degrades NG's ability to deliver a service, including (but not limited to) the transfer of such large amounts of data as to deliberately inhibit the performance of a network service.
- .21 Users with the need to print sensitive material are responsible to ensure that printing will take place in a secured manner. Such users should request and confirm with IT Division that appropriate security measures are in place to ensure secure printing (which may include the use of password protected printing or printing in designated secured areas).
- .22 NG has installed a variety of firewalls, Internet activity screening programs and other security systems to assure the safety and security of NG's networks. Users must not attempt to disable, defeat or circumvent any NG security system.

Internet Use

- .23 Users should limit Internet usage to official business only. However, if users are authorized to access the Internet for personal use; this should not interfere with work duties.
- .24 The access or display of any kind of pornographic, sexually explicit or offensive image or document on any IT Equipment is prohibited. If a User connects unintentionally to a website containing such material the User is required to disconnect from that website immediately and notify the IT Division.
- .25 The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Users must exercise caution and care when transferring sensitive material in any form.

Content

- .26 Users shall not:
- (a) post, transmit or otherwise distribute material which is unlawful, harassing, defamatory, profane, abusive, threatening, harmful, vulgar, obscene, sexually suggestive, pornographic, hateful, invasive of another's privacy, or otherwise objectionable;
 - (b) distribute or provide access to data or information which is protected by copyright or other intellectual property right, without proper permission;
 - (c) post, transmit or otherwise distribute messages constituting 'spam' including unsolicited non-work related email messages, inappropriate postings to news groups, false commercial messages, junk mail and chain mail;
 - (d) provide access to confidential information belonging to the NG or clients of the NG without appropriate authorization; or
 - (e) distribute or provide access to personal information about:
 - i. members of the Nunatsiavut Civil Service;
 - ii. elected officials;
 - iii. Beneficiaries of the Labrador Inuit Land Claims Agreement including clients of NG-provided services or programming.

Email Service

- .27 All messages sent or received using the NG email service are property of the NG.
- .28 All messages shall be archived as per current standards identified by the IT Division.
- .29 Upon resignation or termination, a User of the NG email service shall not delete, or otherwise deny access to NG electronic records stored on IT equipment, including email messages.

REGULATIONS TO AMEND THE *EMPLOYEES DIVISION REGULATIONS (2017), 2020*

The Treasurer of Nunatsiavut, acting under section 37 of the *Civil Service Act* and in accordance with decisions of the Executive Council made on the 12th day of February 2020, is pleased to enact the following regulations:

Short Title

1. These regulations may be cited as the *Employees Division (Amendment) Regulations, 2020*.

Definitions

2. In these regulations:

"Employees Policy Manual" means Annex 1 to the *Employee Division Regulations (2017)*; and

"Temporary and Casual Employees Policy Manual" means Annex 2 to the *Employee Division Regulations (2017)*;

Amendment to enacting words

3. The enacting words of the *Employees Division Regulations (2017)* are amended by deleting the phrase "Nunatsiavut Civil Service Act" and replacing it with the phrase "Civil Service Act"

PART A - Employee Policy Manual Amendments

4. (1) Section 1(B) of the Employees Policy Manual is amended by inserting the following text immediately after the definition of the term "LIA":

"Management Division" means the positions set out in Section 10(1) of the *Civil Service Act* and for ease of reference means the positions of Secretary to the Executive Council, Deputy Ministers, the Clerk of the Assembly, Directors and other such similar positions as the Executive Council may designate.

- (2) The definitions that appear subsequent to the text outlined subsection 1 above are amended to be renumbered sequentially.

5. Section 4(A) of the Employees Policy Manual is wholly deleted and replaced with the following:

A. Standard Hours of Work

1. The standard hours of work are seven (7) hours a day, thirty-five (35) hours a week, Monday to Friday, and a one (1) hour unpaid lunch period. As operational requirements permit, there is a fifteen (15) minute paid break in the morning and afternoon.

2. The standard office hours for NG are 8:30 a.m. to 12:00 Noon and 1:00 p.m. to 4:30 p.m. Atlantic time. An employee with longer commuting times to and from work may be permitted by NG, to take a thirty (30) minute lunch period and finish at 4:00 p.m.
6. Section 4(B) of the Employees Policy Manual is wholly deleted and replaced with the following:

B. Scheduled Hours of Work

1. It is recognized that certain positions within the NG are required to work outside of the standard hours of work due to the delivery of programs and services in the evenings and on weekends. The Supervisor will set the schedules to ensure that the employee is scheduled for a maximum of seventy (70) hours bi-weekly for permanent full-time employees and/or to the maximum hours as per the employee's contract. The days of rest may be other than Saturday and Sunday.
 2. The scheduled hours of work must be recorded on the timesheets by the employee to reflect when the hours were actually worked.
7. Section 4(C) of the Employees Policy Manual is wholly deleted and replaced with the following:

C. Additional Hours

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of additional hours.
 2. For the purposes of calculating additional hours a "week" is the period from Sunday to Saturday.
 3. Time worked in excess of thirty-five (35) hours weekly to a maximum of forty (40) hours weekly ("additional hours") must be approved in advance by the employee's immediate Supervisor or designate.
 4. Time off in lieu of additional hours or any other paid or unpaid leave does not count as time worked in a week for the purpose of determining entitlement to additional hours.
 5. Additional hours shall be compensated as time off at the rate of straight time for each approved additional hour worked. The paid time off work is to be taken within that fiscal year in which the additional hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
 6. An employee can have a maximum of thirty-five (35) hours total of additional hours banked in a fiscal year at any given time.
 7. Any balance of additional hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of straight time based on the employee's regular wage rate.
 8. When the total amount of additional hours earned by an employee in any given year reaches 455 hours, Payroll shall immediately inform both the Deputy Minister of the employee's department and the Controller.
8. Section 4(D) of the Employees Policy Manual is wholly deleted and replaced with the following:

D. Overtime

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of overtime hours.
2. For the purposes of calculating overtime a "week" is the period of Sunday to Saturday.
3. Time worked in excess of forty (40) hours weekly ("overtime") must be approved in advance by the employee's immediate Supervisor, Director or Deputy Minister of the department.
4. Overtime shall be compensated as time off at the rate of one and one-half hours for each approved overtime hour worked. The paid time off work is to be taken within the fiscal year in which the overtime hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
5. An employee can have a maximum of thirty-five (35) hours total of overtime hours banked in a fiscal year at any given time.
6. Any balance of overtime hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of one and one-half times based on the employee's regular wage rate.
7. When the total amount of overtime hours earned by an employee in any given year reaches 150 hours, Payroll shall immediately inform the Deputy Minister of the employee's department and the Controller.

9. (1) Section 4 of the Employees Policy Manual is amended by inserting the following text immediately after Section 4(D):

E. Business-Related Travel

1. In this section, "business-related travel" means travel for purposes of meetings, service/program delivery and other such travel for business.
2. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
3. 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) and will reflect this as hours worked on their timesheet.
4. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
5. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport as per airline requirements, they can account for the time they are required to be at the airport as hours worked. If the flight is re-scheduled to a later time on the same day, the employee can only account for the time that they are at the airport as hours worked.

6. If an employee, while away from their home community, has their flight cancelled before the employee goes to the airport on their day(s) of rest, the employee is eligible to account for time up to their daily hours of work.

F. Training, Workshops and Conferences

1. An employee who attends approved training, workshops and conferences shall not have a gain or loss of their normal daily hours of work.
2. There is no compensation for time worked in excess of the employee's normal daily hours of work for attendance at or traveling to training, workshops or conferences. (I.e. A permanent full-time employee will be compensated for seven (7) hours regardless if the training is six (6) hours or nine (9) hours).
3. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
4. An employee will be compensated up to their normal daily hours of work if attending, or traveling to, training, workshops or conferences on their scheduled day(s) of rest. (I.e. If a permanent full-time employee is attending a conference on Saturday, they will be compensated for seven (7) hours.)
5. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
6. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport as per airline requirements, they can account for such time as time worked up to their normal daily hours of work.
7. If an employee, while away from their home community, has their flight cancelled on their day(s) of rest, the employee can account up to their normal hours of work.

(2) The subsections of Section 4 of the Employees Policy Manual that follow subsequent to the text outlined subsection 1 above are amended to be renumbered sequentially.

10. Subsection 6(A)(1) of the Employees Policy Manual is amended to read as follows:
 - (a) The NG is an equal opportunity employer.
11. Subparagraph 6(F)(2)(a) of the Employees Policy Manual is amended to read as follows:
 - (a) The new employee may not eligible for a transfer;
12. Section 6(G) of the Employees Policy Manual is wholly deleted and replaced with the following:

G. Trial Period

1. If a current employee is a successful applicant for a vacant or a new position, the employee should be subject to a six week trial period. During this trial period, the employee shall be granted leave of an equal amount of time from their former position.
2. During the trial period, the employee cannot apply on any other position. NG retains the right to deny a promotion or transfer to any employee who is in a trial period.
3. The employee will not be permitted to avail of annual leave or Hunting, Fishing, Trapping or Gathering leave entitlements during this period. The trial period may be extended for any other type of leave taken by the employee during the trial period.
4. The employee must confirm in writing at the end of the six-week trial period of their decision to remain or decline their new position.
5. If the employee's former position, no longer exists, the employee will be terminated with the appropriate notice period as per the Canada Labour Code.
6. The employee will be placed in the salary level of their new position at their current salary and will be entitled to step progressions on their regular anniversary date.

13. Section 6(H)(1) of the Employees Policy Manual is wholly deleted and replaced with the following:

1. Performance evaluations must be completed by the employee's immediate Supervisor and any associated professional staff for the probationary period and at least annually in each fiscal year, preferably at the employee's anniversary date of hire.

14. Section 8(5) of the Employees Policy Manual is wholly deleted and replaced with the following:

5. An employee who is reprimanded, suspended, demoted or dismissed shall be notified in writing of the reason for the action and a copy of the letter shall be placed on the employee's personnel file.

15. Section 12 of the Employees Policy Manual is wholly deleted and replaced with the following:

12. PAYROLL & EXPENSES

1. Employees will be paid in accordance with the normal payroll periods established by NG from time to time.
2. All employees shall complete and sign a bi-weekly timesheet that the Supervisor must approve in writing, which is then submitted to Finance for processing.
3. Failure to submit timesheet by the deadline set by Finance will result in a delay in payment.

4. Any reconciliation in hours worked, leave entitlements and rate of pay will be processed in the next pay period.
5. All employees will be paid through direct deposit into bank accounts from information provided to the employer from their respective financial institutions.
6. If the day on which a payday falls is a holiday, the payday will be the immediately preceding workday.
7. An electronic statement of all deductions from gross salary will be provided to each employee.
8. Salary advances or monetary loans shall not be made to employees.
9. Any monies owing by an employee to the NG will be deducted from the current pay period, or in installments so not to cause undue hardship.
10. Employees are responsible for the payment of their own professional and/or association fees, licenses and expenses, unless it is a term of their employment with the NG.

16. Subsection 19(A)(3) of the Employees Policy Manual is amended to read as follows:

3. An employee who is still in their probationary period is eligible to avail of accrued leave after 455-hours of actual work.

17. Subsection 19(D)(3) of the Employees Policy Manual is amended to read as follows:

3. For the purpose of attending a funeral of a relative other than a relative referred to in (1) or (2) above, an employee will be entitled to 3.5 hours; and

18. Section 25 of the Employees Policy Manual is wholly deleted and replaced with the following:

25. Use of Information Technologies

1. All Employees are required to comply fully with the NG Usage of Information Technologies Policy, a copy of which is appended to this manual as Appendix 7.

19. Section 26(D) of the Employees Policy Manual is deleted and the subsection that follows is amended to be relabelled as 26(D).

20. The Employees Policy Manual is amended by adding Appendix 1 of these regulations to that manual as 'Appendix 7'.

Part B - Temporary and Casual Employees Policy Manual Amendments

21. (1) Section 1(B) of the Temporary and Casual Employees Policy Manual is amended by inserting the following text immediately after the definition of the term "LIA":

"Management Division" means the positions set out in Section 10(1) of the *Civil Service Act* and for ease of reference means the positions of Secretary to the Executive Council, Deputy Ministers, the Clerk of the Assembly, Directors and other such similar positions as the Executive Council may designate.

- (2) The definitions that appear subsequent to the text outlined subsection 1 above are amended to renumbered sequentially.

22. Subsections 4(A)(1) and 4(A)(2) of the Temporary and Casual Employees Policy Manual are deleted and replaced with the following:

A. Standard Hours of Work

1. The standard hours of work are seven (7) hours a day, thirty-five (35) hours a week, Monday to Friday, and a one (1) hour unpaid lunch period. As operational requirements permit, there is a fifteen (15) minute paid break in the morning and afternoon.
2. The standard office hours for NG are 8:30 a.m. to 12:00 Noon and 1:00 p.m. to 4:30 p.m. Atlantic time. An employee with longer commuting times to and from work may be permitted by NG, to take a thirty (30) minute lunch period and finish at 4:00 p.m.

23. Section 4(B) of the Temporary and Casual Employees Policy Manual is deleted and replaced with the following:

B. Scheduled Hours of Work

1. It is recognized that certain positions within the NG are required to work outside of the standard hours of work due to the delivery of programs and services in the evenings and on weekends. The Supervisor will set the schedules to ensure that the employee is scheduled for a maximum of seventy (70) hours bi-weekly for permanent full-time employees and/or to the maximum hours as per the employee's contract. The days of rest may be other than Saturday and Sunday.
2. The scheduled hours of work must be recorded on the timesheets by the employee to reflect when the hours were actually worked.

24. Section 4(C) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

C. Additional Hours

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of additional hours.
2. For the purposes of calculating additional hours a "week" is the period from Sunday to Saturday.

3. Time worked in excess of thirty-five (35) hours weekly to a maximum of forty (40) hours weekly (“additional hours”) must be approved in advance by the employee’s immediate Supervisor or designate.
4. Time off in lieu of additional hours or any other paid or unpaid leave does not count as time worked in a week for the purpose of determining entitlement to additional hours.
5. Additional hours shall be compensated as time off at the rate of straight time for each approved additional hour worked. The paid time off work is to be taken within that fiscal year in which the additional hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
6. An employee can have a maximum of thirty-five (35) hours total of additional hours banked in a fiscal year at any given time.
7. Any balance of additional hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of straight time based on the employee’s regular wage rate.
8. When the total amount of additional hours earned by an employee in any given year reaches 455 hours, Payroll shall immediately inform both the Deputy Minister of the employee's department and the Controller.

25. Section 4(D) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

D. Overtime

1. As a general rule, NG shall endeavor to avoid, or minimize, the accumulation of overtime hours.
2. For the purposes of calculating overtime a "week" is the period of Sunday to Saturday.
3. Time worked in excess of forty (40) hours weekly (“overtime”) must be approved in advance by the employee’s immediate Supervisor, Director or Deputy Minister of the department.
4. Overtime shall be compensated as time off at the rate of one and one-half hours for each approved overtime hour worked. The paid time off work is to be taken within the fiscal year in which the overtime hours were earned, prior to the utilization of annual leave, hunting, fishing, trapping and gathering leave and optional religious holiday.
5. An employee can have a maximum of thirty-five (35) hours total of overtime hours banked in a fiscal year at any given time.
6. Any balance of overtime hours not taken at the end of the fiscal year, shall be paid to the employee at a rate of one and one-half times based on the employee’s regular wage rate.
7. When the total amount of overtime hours earned by an employee in any given year reaches 150 hours, Payroll shall immediately inform the Deputy Minister of the employee's department and the Controller.

26. (1) The following text is inserted immediately after Section 4(D) of the Temporary and Casual Employees Policy Manual:

E. Business-Related Travel

1. In this section, "business-related travel" means travel for purposes of meetings, service/program delivery and other such travel for business.
2. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
3. 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) and will reflect this as hours worked on their timesheet.
4. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
5. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport as per airline requirements, they can account for the time they are required to be at the airport as hours worked. If the flight is re-scheduled to a later time on the same day, the employee can only account for the time that they are at the airport as hours worked.
6. If an employee, while away from their home community, has their flight cancelled before the employee goes to the airport on their day(s) of rest, the employee is eligible to account for time up to their daily hours of work.

F. Training, Workshops and Conferences

1. An employee who attends approved training, workshops and conferences shall not have a gain or loss of their normal daily hours of work.
2. There is no compensation for time worked in excess of the employee's normal daily hours of work for attendance at or traveling to training, workshops or conferences. (I.e. A permanent full-time employee will be compensated for seven (7) hours regardless if the training is six (6) hours or nine (9) hours).
3. Depending on departure and arrival times, employees are required to report to work on travel days. (I.e. Flight departure at 2:30 pm – staff are required to report to work in the morning and up to the time they are required at the airport.)
4. An employee will be compensated up to their normal daily hours of work if attending, or traveling to, training, workshops or conferences on their scheduled day(s) of rest. (I.e. If a permanent full-time employee is attending a conference on Saturday, they will be compensated for seven (7) hours.)
5. If an employee, while away from their home community, is placed on a weather delay during a weekday, the employee is expected to remain at the airport as per airline requirements. If the flight is re-scheduled for later that day or cancelled, the employee is expected to report to the office during Standard Hours of Work. If an employee does not report to the office, and did not take paid leave, the time will be accounted as unpaid leave.
6. If an employee, while away from their home community, is placed on a weather delay on their day(s) of rest, and is expected to remain at the airport

as per airline requirements, they can account for such time as time worked up to their normal daily hours of work.

7. If an employee, while away from their home community, has their flight cancelled on their day(s) of rest, the employee can account up to their normal hours of work.

(2) The subsections of Section 4 of the Temporary and Casual Employees Policy Manual that follow subsequent to the text outlined subsection 1 above are amended to be relabelled sequentially.

27. Subsection 6(A)(1) of the Temporary and Casual Employees Policy Manual, is amended to read as follows:

- (a) The NG is an equal opportunity employer.

28. Subparagraph 6(F)(2)(a) of the Temporary and Casual Employees Policy Manual, Annex 2 to the *Employee Division Regulations (2017)*, is amended to read as follows:

- (a) The new employee may not eligible for a transfer;

29. Section 6(G) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

G. Trial Period

1. If a current employee is a successful applicant for a vacant or a new position, the employee should be subject to a six week trial period. During this trial period, the employee shall be granted leave of an equal amount of time from their former position.
2. During the trial period, the employee cannot apply on any other position. NG retains the right to deny a promotion or transfer to any employee who is in a trial period.
3. The employee will not be permitted to avail of annual leave or Hunting, Fishing, Trapping or Gathering leave entitlements during this period. The trial period may be extended for any other type of leave taken by the employee during the trial period.
4. The employee must confirm in writing at the end of the six-week trial period of their decision to remain or decline their new position.
5. If the employee's former position, no longer exists, the employee will be terminated with the appropriate notice period as per the Canada Labour Code.
6. The employee will be placed in the salary level of their new position at their current salary and will be entitled to step progressions on their regular anniversary date.

30. Section 6(H)(1) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

1. Performance evaluations must be completed by the employee's immediate Supervisor and any associated professional staff for the probationary period and at least annually in each fiscal year, preferably at the employee's anniversary date of hire.

31. Section 8(5) of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

5. An employee who is reprimanded, suspended, demoted or dismissed shall be notified in writing of the reason for the action and a copy of the letter shall be placed on the employee's personnel file.

32. Section 12 of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

12. PAYROLL & EXPENSES

1. Employees will be paid in accordance with the normal payroll periods established by NG from time to time.
2. All employees shall complete and sign a bi-weekly timesheet that the Supervisor must approve in writing, which is then submitted to Finance for processing.
3. Failure to submit timesheet by the deadline set by Finance will result in a delay in payment.
4. Any reconciliation in hours worked, leave entitlements and rate of pay will be processed in the next pay period.
5. All employees will be paid through direct deposit into bank accounts from information provided to the employer from their respective financial institutions.
6. If the day on which a payday falls is a holiday, the payday will be the immediately preceding workday.
7. An electronic statement of all deductions from gross salary will be provided to each employee.
8. Salary advances or monetary loans shall not be made to employees.
9. Any monies owing by an employee to the NG will be deducted from the current pay period, or in installments so not to cause undue hardship.
10. Employees are responsible for the payment of their own professional and/or association fees, licenses and expenses, unless it is a term of their employment with the NG.

33. Subsection 18(A) of the Temporary and Casual Employees Policy Manual is amended by inserting the following text immediately after subsection (3):

4. An employee who is still in their probationary period is eligible to avail of accrued leave after 455-hours of actual work.

34. Subsection 18(B)(3) of the Temporary and Casual Employees Policy Manual is amended to read as follows:

3. For the purpose of attending a funeral of a relative other than a relative referred to in (1) or (2) above, an employee will be entitled to 3.5 hours; and

35. Section 24 of the Temporary and Casual Employees Policy Manual is wholly deleted and replaced with the following:

24. Use of Information Technologies

1. All Employees are required to comply fully with the NG Usage of Information Technologies policy, a copy of which is included in this manual as Appendix 7.
36. Section 25(D) of the Temporary and Casual Employees Policy Manual is deleted and the subsection that follows is amended to be renumbered as 25(D).
 37. The Temporary and Casual Employees Policy Manual is amended by adding the text in Appendix 1 of these regulations to that manual as 'Appendix 7'.

Effective Date

38. These regulations are deemed for all purposes to have come into effect on April 1, 2020.

Appendix

Policy: Usage of Information Technologies

**Number: IT-02
Date: 2020-02-05**

Objective: To outline the policies for the protection of the Nunatsiavut Government (“NG”), Beneficiaries, and other partners from illegal or damaging actions arising from the usage of information technologies, as well as to maintain the security and integrity of all NG’s information and communication systems.

Application: This policy applies to all members of the Nunatsiavut Civil Service and elected officials of the Nunatsiavut Assembly, as well as any contractor using NG-provided equipment.

Definitions:

IT Equipment includes (but not limited to) computers, cellular devices and portable devices that are owned by the NG and provided by NG to an employee, elected official or contractor for employment-related purposes.

User a person who possesses or has access to IT Equipment or a NG network or service.

Policy:

General Use & Ownership

- .01 Any and all data created on IT Equipment is, and will remain, the property of NG.
- .02 Equipment and email service shall not be used in violation of any applicable laws.
- .03 Users in possession of any IT Equipment are expected to protect the equipment from loss, damage or theft.
- .04 IT Equipment must never be left unattended in a public location.
- .05 A User must report immediately the loss of any IT Equipment to the IT Division.
- .06 When IT Equipment is upgraded and/or replaced, the old IT Equipment shall be returned to the IT Division. Users cannot retain ownership of such equipment without approval from the Director of Information Technology.
- .07 A User in possession of IT Equipment must return all such equipment immediately upon resignation or termination of employment.
- .08 Users shall not use a cellular device while driving a motorized vehicle without use of a Bluetooth connected earpiece or vehicle equipped system. If a User is convicted of an offence under any law resulting from the use of a cellular device while driving any resulting fine that is imposed shall be the responsibility of the User, not the NG.
- .09 NG-owned cellular devices have a data limit/texting limit and/or a limit on number of calls. It is the User's responsibility to be aware of the cellular plan and to be cognizant of not exceeding any such limits. If NG incurs additional cellular charges due to the User's personal use of a cellular device, NG will recover such additional amount from the User.
- .10 Backups of IT Equipment are the responsibility of the IT Division. Users are prohibited from backing-up any IT Equipment to an external device unless it is completed in consultation with the IT Division.

Security

- .11 Under no circumstances shall a User share a password to access IT Equipment or a NG network or information system.
- .12 Users are strongly encouraged to both manually lock their screen and log-off all information systems in any event IT Equipment is left unattended.
- .13 Users are prohibited to access (or attempt to access) any NG account or data without authorization to do so.

- .14 Users shall not break (or attempt to break) the security of any NG computer, system, software, or network.
- .15 Information contained on portable devices, such as USB devices, is especially vulnerable; therefore, utmost diligence must be exercised in the use and storage of portable devices. All portable devices must be encrypted.
- .16 Unless authorized by the IT Division, Users should not:
 - (a) connect any non-NG equipment to a NG network; or
 - (b) download from the Internet, or upload from any other medium, any software program, batch file, or other executable code.
- .17 Users must use extreme caution when opening email attachments. Users should not open email attachments from unknown sources as they may contain malicious codes or viruses.
- .18 Users shall not knowingly use IT Equipment or an NG information system or network to post, transmit or otherwise distribute harmful or disruptive data including viruses, bugs, malicious codes, 'Trojan horses' or 'worms'.
- .19 Users shall not engage in an activity which does or may serve to violate generally accepted standards of Internet conduct and usage, including (but not limited to) use of insulting language ('flaming'), denial of service attacks, web page defacement, port and network scanning or any unauthorized system penetration.
- .20 Users shall not engage in any activity that intentionally restricts, disrupts or degrades NG's ability to deliver a service, including (but not limited to) the transfer of such large amounts of data as to deliberately inhibit the performance of a network service.
- .21 Users with the need to print sensitive material are responsible to ensure that printing will take place in a secured manner. Such users should request and confirm with IT Division that appropriate security measures are in place to ensure secure printing (which may include the use of password protected printing or printing in designated secured areas).
- .22 NG has installed a variety of firewalls, Internet activity screening programs and other security systems to assure the safety and security of NG's networks. Users must not attempt to disable, defeat or circumvent any NG security system.

Internet Use

- .23 Users should limit Internet usage to official business only. However, if users are authorized to access the Internet for personal use; this should not interfere with work duties.
- .24 The access or display of any kind of pornographic, sexually explicit or offensive image or document on any IT Equipment is prohibited. If a User connects unintentionally to a website containing such material the User is required to disconnect from that website immediately and notify the IT Division.
- .25 The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Users must exercise caution and care when transferring sensitive material in any form.

Content

- .26 Users shall not:
- (a) post, transmit or otherwise distribute material which is unlawful, harassing, defamatory, profane, abusive, threatening, harmful, vulgar, obscene, sexually suggestive, pornographic, hateful, invasive of another's privacy, or otherwise objectionable;
 - (b) distribute or provide access to data or information which is protected by copyright or other intellectual property right, without proper permission;
 - (c) post, transmit or otherwise distribute messages constituting 'spam' including unsolicited non-work related email messages, inappropriate postings to news groups, false commercial messages, junk mail and chain mail;
 - (d) provide access to confidential information belonging to the NG or clients of the NG without appropriate authorization; or
 - (e) distribute or provide access to personal information about:
 - i. members of the Nunatsiavut Civil Service;
 - ii. elected officials;
 - iii. Beneficiaries of the Labrador Inuit Land Claims Agreement including clients of NG-provided services or programming.

Email Service

- .27 All messages sent or received using the NG email service are property of the NG.
- .28 All messages shall be archived as per current standards identified by the IT Division.
- .29 Upon resignation or termination, a User of the NG email service shall not delete, or otherwise deny access to NG electronic records stored on IT equipment, including email messages.

