



Directive on storage of employees' furniture

Department responsible: Material Resources	Approved by: _____ Director General
Effective date: January 1 st 2003	Amended: October 5, 2009
Reference: Collective agreements Teachers: 12-3.04 and 11-12.03 c) (E4) Support 6-6.07 (S9) Professionals: 10-3.04 (P4) By-law respecting the employment conditions of management personnel: 4.11	

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to the storage of furniture by employees who are entitled to benefit for regional disparities as provided in their collective agreements or working conditions.
- 1.2 [definitions](#) In this directive, the following expressions are defined as:
- a) **employee:** teachers, support staff, professionals and management.;
 - b) **furniture:** moveables which are destined to furnish and ornament a residence such as television, microwave oven, computer, electrical appliances, filing cabinet and other objects of similar nature.

2. General principles

- 2.1 [application](#) KSB shall assume the cost of storing and of transportation of the employee's furniture, if need be, provided that the employee was recruited from more than fifty (50) km from the locality where he is required to exercise his duties.
E4: 12-3.01e) / S9: 6-6.07 d) / P4: 10-3.01 d)
- 2.2 [transportation costs](#) KSB will only assume the cost of transportation of the employee's furniture from the point of departure to the storage facilities excluding all packaging costs.

- 2.3 [period covered](#) The cost of storage is covered at the earliest on the date on which the employee begins his assignment until the ending date of the assignment.
- 2.4 If the employee eligible to the storage benefit decides not to avail himself of it immediately at the time of hiring, he remains eligible to this benefit during his first year of assignment.
E4: 12-3.02 / S9: 6-6.08 / P4: 10-3.02

3. Choice of the firm and contract

- 3.1 [responsibility](#) Storage and transportation services must be contracted directly by the employee. The expenses are reimbursed to the employee upon presentation of a claim with relevant receipts, unless there is an agreement to the contrary between the employee and Transport Services.
- 3.2 [three quotations](#) Unless there is an agreement to the contrary between the employee and Transport Services, the employee must submit to the Board at least three written quotations of the costs to be incurred from recognized reputable storage and transportation companies.
E4: 12-3.04 a) / S9: 6-6.10 a) / P4: 10-3.04 a)
- 3.3 [consultation](#) The employee consults with Transport Services on the choice of the storage and transportation firms and services to be rendered as provided in the collective agreement or employment conditions.
E4: 12-3.04 / S9: 6-6.10 / P4: 10-3.04
- 3.4 [lowest bidder](#) The employee must store his furniture with the company which gave the lowest quotation.
E4: 12-3.04 b) / S9: 6-6.10 b) / P4: 10-3.04 b)
- 3.5 [employee should contract insurance](#) The employee has the sole responsibility to contract an insurance in order to cover any loss or damage to his furniture during the storage. Cost of that insurance is not reimbursed by KSB, under any circumstances.
E4: 12-3.04 e) / S9: 6-6.10 e) / P4: 10-3.04 e)

4. During a leave of absence without pay

- 4.1 [cost assumed by KSB](#) The storage expenses are not assumed by the Board during any leave of absence without pay except in certain cases as provided in the collective agreements or in the By-law respecting the employment conditions of management personnel.
E4: 12-3.03 g), 12-7-05, 06 / S9: 6-6.09 A) 7), 6-6.26 / P4: 10-3.03

5. Final provisions

- 5.1 [falsified claims](#) An employee who makes a false declaration or claim for an expense may be subject to the payment of all incurred costs, to disciplinary measures and appropriate sanctions.

6. Application of this directive

- 6.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 6.2 [responsibility](#) The Director of Material Resources is the person responsible for the application of this directive.