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Kativik Ilisarniliriniq

# HANDBOOK FOR UNIONIZED EMPLOYEES

## Information document

The masculine gender is used throughout this document for the sake of conciseness and is meant to be inclusive of both genders.

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# Handbook for Unionized Employees

## Working Conditions

This document was created primarily for newly hired employees at Kativik Ilisarniliriniq (hereinafter referred to as the Board). This document provides a general sense of the proposed working conditions; it does not replace the texts of the collective agreements.

### **Working conditions**

The working conditions of Board employees are governed by the provisions set out in three (3) collective agreements:

- Collective Agreement for Teaching Personnel (E4)
- Collective Agreement for Professional Personnel (P4)
- Collective Agreement for Support Staff (S9)

If need be, reference to the relevant article of the collective agreement is indicated. In addition, when the topic covered has been the subject of an internal directive, the reference is indicated.

The collective **agreements** are written documents (contracts) resulting from negotiations concluded between the employer **organizations** and the employees' unions.

The collective agreements can be downloaded from the Comité patronal de négociation (CPN) website at: <http://cpn.gouv.qc.ca/cpnck/conventions-collectives/>.

Support staff and teachers are represented by the Association des employés du Nord québécois (AENQ) (<http://aenq.org/>).

Professionals are represented by the Syndicat des professionnelles et professionnels des commissions scolaires de l'ouest de Montréal (SPPOM) (<http://www.fppe.ca/sppom/>).

### **Classification plan**

The classification plan is a document that provides a generic description of the specific activities and duties for various positions and the qualifications and skills required for each.

There is no classification plan for teachers. The characteristic responsibilities for teachers are set out in article 8-2.00 of the E4 collective agreement.

Download the classification plan from the CPN website at: <http://cpn.gouv.qc.ca/en/cpnca/classification-plans/>.

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## **Beneficiaries as defined under the James Bay and Northern Quebec Agreement (JBNQA)**

The same working conditions apply to JBNQA beneficiaries. Salary-related benefits based on qualifications and experience, premiums, insurance, pension, allocation rules, etc. are the same as those of non-beneficiaries. Outings and housing are also provided when the employee is required to work more than 50 km from their locality.

However, JBNQA beneficiaries benefit from rules on hiring priority, job retention if declared surplus despite seniority, maintaining his place of work or in relation to a move following a placement on availability.

Special benefits are also granted only to beneficiaries. Where appropriate, these benefits are indicated in this document.

The Board is allowed to adopt programs, such as for hiring, training, professional improvement, promotion programs and others designed to improve the situation of JBNQA beneficiaries. Any distinction, exclusion or preference established by these programs shall be considered non-discriminatory.

## **Teachers in adult and vocational centres**

Given the nature of their contract (semi-annual), the working conditions of teachers in adult and vocational centres are slightly different. When necessary, these differences are indicated in this document.

# Handbook for Unionized Employees

## Remuneration

The basic salary is the same across all Quebec school boards.

In order to properly determine salary, a number of official documents (diplomas, competency cards, official transcripts or attestations of schooling issued by the *Ministère de l'Éducation et de l'Enseignement supérieur* (MEES), and proof of experience from previous employers) must be submitted to Human Resources.

In general, the salary is definitively established once all relevant documents are received and the candidate is hired. The personnel file held by Human Resources contains all the documents submitted and the communications transmitted.

Warning! The employee is responsible for providing all the supporting documents needed to properly determine his salary. Failure to provide such documents may result in the withdrawal of the offer of employment.

### TEACHING PERSONNEL (E4 / Chapter 6-0.00)

A teacher's salary is based on the number of years of schooling recognized by the MEES and the number of years of experience.

There are 17 steps in the salary scale, the maximum salary being \$82,585 per year.

Schooling	Step	Salary
16 years and under	1	42 431 \$
17 years	3	46 115 \$
18 years	5	50 118 \$
19 years	7	54 468 \$
19 years + Doctorate (Graduate)	9	59 196 \$

For example, a teacher with 17 years of schooling and 2 years of experience is at step 5 (schooling 3 + experience 2 = step 5).

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## **PROFESSIONAL PERSONNEL (P4 / Chapter 6-0.00)**

The pay scale for professionals is determined by taking into account an assessment of the professional's qualifications and experience, in accordance with the collective agreement.

In terms of the recognition of schooling, only the number of years normally required by the university granting the degree to complete the program will be counted.

There are a variety of professional jobs, each with its own particular pay scale. Refer to the collective agreement for complete details.

## **SUPPORT STAFF (S9 / Chapter 6-0.00)**

The pay scale for support staff is determined by the job class assigned, taking into account the employee's schooling and experience.

There are a variety of support staff positions, each with its own particular pay scale. Refer to the collective agreement for complete details.

# Handbook for Unionized Employees

## Premiums

### ISOLATION AND REMOTENESS PREMIUM (E4, 12-2.00 / P4, 10-2.00 / S9, 12-2.00)

Employees working in Nunavik will receive an annual isolation and remoteness premium.

The premium is paid on each pay based on the duration and workload percentage. The number of dependants is not important. The premium is granted according to the table below.

Isolation	With dependants	Without dependants
Sector II (Kuujuuaq, Kuujjuarapik) (Inukjuak, Puvirnitug, Umiujaq)	\$17,652	\$10,015
Sector III (Other communities)	\$20,417	\$11,813

### ATTRACTION AND RETENTION PREMIUM (outside the agreement)

An employee who is hired to teach or perform a professional function whose qualification is recognized by the MEES, an annual retention premium of \$3,500 to \$9,000 is paid based on the number of years of service in Nunavik. This premium is paid on each pay based on the duration and workload percentage. The premium is granted according to the table below. The sectors are the same as the isolation premium.

Sectors	Year 1 and year 2	Year 3 and beyond
Sector 2	\$5,500	\$7,000
Sector 3	\$7,000	\$9,000

### Premium for psychologists (outside the agreement)

On average, a premium of 6.9% on salary is paid to a professional employed as a psychologist. However, the Board offers a premium of 20% on salary.

### Premium for specialized workers (S9, Appendix 27)

A 10% premium on salary is paid to employees classified as specialised workers (electrician, machinist, millwright specialist, carpenter, painter, plumber, etc.).

The employee must hold a certificate of qualification or the qualifications required to carry out the characteristic duties of the position.

# Handbook for Unionized Employees

## Teachers recruited from outside Québec

A person recruited from outside Québec who has a teaching permit in his province must obtain a teaching licence from the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) du Québec.

Once the person has been hired, Human Resources sends the relevant documentation to the MEES for evaluation. The latter will send the person a *notice of conditional eligibility subject to the successful completion of a written (mandatory) and oral language examination, either in French or English, recognized by the MEES.*

These teachers are considered **nonlegally qualified (NLQ)** to teach in Quebec until they have successfully completed the examination and an authorization has been issued.

As long as Québec has not issued a teaching authorization, **the contract of engagement is terminated automatically on June 30 of the current school year.** The Board must therefore offer a new contract for the engagement to continue the following school year.

This *notice of conditional eligibility* is valid for a period of two years during which the language examination must be successfully completed. The contact information for the person in charge of the examination is included in the notice. The teacher is responsible for taking the necessary steps to complete the exam.

Note that there is no leave provided for in the collective agreement to complete this exam.

### **Attraction and retention premium**

The Board grants the attraction and retention premiums as soon as the *notice of conditional eligibility* mentioned above is received. The employee must ensure that the document is transmitted and received by Human Resources.



# Handbook for Unionized Employees

## Total Salary for Teaching

### The total salary

The total salary of teachers is made up of salary, isolation premium and if applicable retention premium.

The teacher's salary is based on 200 working days per school year. However, it is paid over 260 days per year (26 equal installments of 10 days).

The table 1 below provides an example of the salary of a newly hired qualified teacher in Kuujjuaq, with 17 years of schooling, no dependents and with a full-time contract.

**Table 1**

Remuneration	Isolation premium	Retention premium	Total gross salary
\$46,115	\$10,015	\$5,500	\$61,630

The table 2 below shows how the salary of table 1 is paid.

**Table 2**

Per Pay	Total for 23 pays	10-month adjustment	
		3 pays for the regular teachers during the summer of:	Or lump sum for the contract that ends on June 30 of
\$2,370.38	\$54,518.83	\$2,370.38	\$7,111.15

In the table 2, a teacher with a recurring contract will receive the "10 months adjustment" in 3 pays and a teacher with an end of contract will receive the lump sum.

### Absences

When a teacher is absent, 1/200 per day is deducted from the teacher's applicable annual salary. In June, Payroll makes a wage adjustment to regularize all the amounts owing.

# Handbook for Unionized Employees

## Payment of Salary

Salary is paid by direct deposit every second Thursday, covering a period of 10 days. Wages are normally calculated in advance, one week prior to the scheduled pay day. Once all the information is received, the pay is issued on the first Thursday following the employee's start date. If not, the pay is issued on the following Thursday.

A regular teacher with a full-time contract is paid for a full 10-day period from the first pay, even if fewer days are worked. A teacher with a part-time or replacement contract is paid for the period corresponding to the number of days actually worked. The provisions on status make this distinction. At the end of the year, the situation is regularized and all the amounts due are remitted in accordance with the provisions of the collective agreement. Only teaching personnel are subject to such a particularity.

### **Pay stub**

With each pay, the employer must issue a statement of earnings and deductions (pay stub) so that the employee can verify the calculation of his earnings and deductions.

This statement is sent by e-mail. To register, certain information is required. To obtain your employee number, contact your immediate superior. Once you have your employee number, you can register at:

<https://kps.kativik.qc.ca/ServicePaie/Pages/Front/Inscription.aspx>.

The pay stub is made up of relevant information, including:

### **Identification**

- ✓ The employee's first and last name;
- ✓ Address;
- ✓ Name and number of the financial institution;
- ✓ The name of the school board;
- ✓ The date and pay period;
- ✓ The balance of sick days;
- ✓ The balance of vacation days, if applicable.

### **Earnings**

An employee should receive from his employer, at the same time as his salary, a pay stub containing the information necessary to understand and verify the calculations made, including:

- ✓ Salary for regular working hours;
- ✓ Additional working hours (overtime);
- ✓ Gross pay;
- ✓ Net pay;
- ✓ Cumulative total.

# Handbook for Unionized Employees

## Payment of salary (continued)

### Deductions

Source deductions that the employer is entitled to make are those required by law, regulation, decree, court order, collective agreement or compulsory membership in a supplementary pension plan, for example:

- ✓ Union dues;
- ✓ Deductions for federal and provincial tax purposes;
- ✓ Pension plan contributions;
- ✓ Contributions to the Québec Pension Plan;
- ✓ Employment insurance premiums;
- ✓ Québec parental insurance plan;
- ✓ Group insurance plan;
- ✓ Rent, if applicable;
- ✓ Deductions for a credit union, if applicable.

# Handbook for Unionized Employees

## Vacation

### **Professional personnel (P4, 7-7.00)**

Subject to the other provisions of the collective agreement, a professional is entitled, for the 12 months following June 30 of each year, to annual vacation the duration of which is determined by Table 1, pictured below.

**Table 1**

Continuous service on June 30	Vacation from July 1 to June 30 (working days)
Less than one year	1.66 days per month of continuous service
1 year and less than 17 years	20 days
17 to 18 years	21 days
19 to 20 years	22 days
21 to 22 years	23 days
23 to 24 years	24 days
25 years and more	25 days

### **Support staff (S9, 5-6.00)**

Subject to the provisions of the collective agreement, support staff are entitled to annual vacation the duration of which is determined by Table 2, pictured below. For an employee with less than one year of active service, the number of vacation days will be determined based on the number of days of active service during the year of acquisition (S9 5-6.11).

**Table 2**

Seniority on June 30	Vacation on June 30 (working days)
Less than 17 years	20 days
17 to 18 years	21 days
19 to 20 years	22 days
21 to 22 years	23 days
23 to 24 years	24 days
25 years or more	25 days

### **Teaching personnel**

Teaching personnel do not accumulate vacation credits.

In the youth sector, teaching personnel receive an annual salary for 200 working days. This salary includes paid legal holidays and vacation days. However, the Board, in establishing its school calendars, guarantees eight (8) consecutive weeks for the purpose of annual vacation during the months of May, June, July, August or September.

In the vocational and adult general education sector, teaching personnel are remunerated by contract for no less than 240 hours on a semestrial basis. This salary includes paid legal holidays and vacation days.

Directive: [HR 04 D – Directive on Annual Vacations](#)

# Handbook for Unionized Employees

## General Education Contracts of Engagement for Teachers in the Youth Sector

There are 4 types of contracts in the youth sector (E4, 5-1.00).

### **Full-time teacher contract**

- Annual contract of engagement, being tacitly renewable unless a resignation is submitted.
- This contract leads to the acquisition of tenure by those who have completed at least two (2) full years of continuous service with the Board as a full-time teacher and whose contract as a full-time teacher has been renewed for a 3rd year.
- A teacher who is not legally qualified cannot acquire tenure even if he is awarded a contract as a full-time teacher.
- A teacher who is on leave without salary from another school board cannot acquire tenure (where appropriate, submit a copy of the acceptance of leave without salary to Human Resources).

### **Replacement contract**

- Contract of engagement for the replacement of a teacher on leave, for the entire school year.
- The contract is terminated automatically and without notice on June 30 of the current year.
- The person is offered a full-time contract for the following year, if possible.

### **Part-time contract**

- Contract of engagement for the replacement of a teacher who may return before June 30 of the current year.
- Contract of engagement for a partial task or for an incomplete school year.
- Contract is terminated automatically and without notice on June 30 of the current year.

### **Contract by-the-lesson**

- Contract granted to a person who agrees to carry out teaching duties corresponding to one third or less of the annual maximum workload of a full-time teacher.
- The contract is terminated automatically and without notice on June 30 of the current school year or at an earlier date, if specified.

### **Probation period (E4, Appendix 30)**

Newly engaged teachers are subject to a probation period of 200 working days.

# Handbook for Unionized Employees

## Contract of Engagement of Adult Education and Vocational Training Teachers

There are two types of contracts in Adult Education and Vocational Training.

### **Contract of 240 hours or more on a semestrial basis (E4, 11-3.00)**

A person is offered a contract when the teaching time is predetermined at 240 hours or more on a semestrial basis (fall and winter semester, summer on occasion).

Normally, this contract does not exceed 400 hours on a semestrial basis or 800 hours on an annual basis. Failing that, the teacher is entitled to compensation equal to 1/1000 of the annual salary which is paid with the last payment of salary of the school year concerned.

The payment of salary for teaching personnel who work in the summer is unique. Detailed information is provided as needed.

### **Recall list (E4, 11-13.00)**

The Board draws up a list of teachers who have taught at least 4 terms for 24 consecutive months. Teachers on the recall list are granted two contracts of 400 hours at the beginning of the school year in order to guarantee them a job for the entire school year.

### **Regular teaching contract (E4, 11-14.00 and Appendix 1)**

The Board maintains a number of regular teaching contracts in adult education only. These contracts offer the same benefits as those offered in the youth sector, with some adjustments. The contract is offered based on the number of years of service.

# Handbook for Unionized Employees

## Contract of engagement of Professional Personnel

### **Provision on status upon engagement (P4, 5-1.00)**

The engagement of a **regular** professional normally has a defined term ending at the end of the school year.

Once the engagement of the regular professional terminates, it is renewed for the following school year, subject to the other provisions of the collective agreement.

The engagement of a **supernumerary or temporary** professional is normally concluded for a period starting on July 1 and is terminated without notice on June 30 of the school year in progress.

The engagement of professional personnel for a residence animator position is of a seasonal nature that varies based on the school year of the school or centre. The person who holds this position is entitled to a priority of engagement, in the case of renewal.

The contract of engagement of the professional who, at the time of his engagement, is on a leave of absence without salary from another school board, begins on July 1 and terminates without notice on June 30 of the school year in progress. However, the Board will recognize for the professional who is no longer on a leave of absence without salary and who remains in its employ all his complete years of continuous service as a professional for the purposes of acquiring tenure as well as the periods of employment as an employee of the Board for the purposes of computing seniority.

### **Probation period (P4, 5-3.02)**

The regular professional undergoes a probation period of up to 12 months, or 6 months in the case of a professional who has a supernumerary position with the Board for a minimum of one year.

### **Tenure (P4, 5-6.02)**

A full-time regular professional who has completed at least 2 full years of continuous service with the Board as a full-time regular professional or as a full-time regular employee in another position at the Board acquires tenure.

# Handbook for Unionized Employees

## Engagement of Support Staff

### **Status on engagement (S9, 6-1.04)**

There is no contract to sign for support staff. The engagement of regular support staff is normally concluded for an undetermined or determined period when it concerns the replacement of a person or resulting from work overload, over a relatively long period of time.

At the time of hiring, the employee is informed in writing of his status (on probation, regular or temporary), class of employment, salary, step, date of advancement in step under article 6-2.00 and job description.

### **Probation period (S9, 1-2.21)**

Employees undergo a probation period of 60 days or 90 days for technical support employees. And agreement with the union extended these periods to 90 days and 120 days, respectively. This ensures better integration at the Board.

### **Tenure (S9, 1-2.24)**

A regular employee who has completed two (2) full years of active service with the Board in a full-time position acquires tenure.



# Handbook for Unionized Employees

## Group Insurance Plan

**The health insurance plan (compulsory – waiver privilege if the employee is covered under another plan, including JBNQA beneficiaries)**

Employees may choose from three health insurance plans. It is mainly a drug and health plan (conventional and non-conventional medicine, orthotics and devices). Insurance application forms are provided upon hiring.

Dependents can be added to the plan.

These plans are chosen in accordance with the provision of the collective agreements. The insurer is Groupe financier SSQ.

There is no dental and vision care coverage.

**Supplementary long-term disability insurance** (compulsory – waiver privilege for those at least 53 years of age or those who have 33 years of service under the RREGOP)

The provisions of the collective agreement cover the first 2 years:

- ✓ Teaching personnel: 75% of salary the 1st year and 66.33 the 2nd year.
- ✓ Support staff and professional personnel: 85% of salary the 1st year and 66.33% the 2nd year.

Long-term employment insurance covers the subsequent years.

**Supplementary life insurance** (optional)

All employees are automatically included in a life insurance plan for themselves in the amount of \$10,000. It is possible to waive this insurance.

It is possible to take out additional life insurance. For an amount of \$50,000 or less, no proof of insurability is required if the form is received within 180 days of the employee's eligibility.

Dependents can be added to this plan.

Beneficiaries are revocable or irrevocable, depending on the choice indicated.

### **Frequently asked question:**

**What do I do if I am covered under another health plan?**

Complete the form and attach any supporting documents proving you are covered by another group insurance plan with similar benefits.

Register on the SSQ website at <https://ssq.ca/en/group-insurance/online-services>

# Handbook for Unionized Employees

## Pension Plan

Employees benefit from a pension plan administered by Retraite Québec. This is a financial protection for the payment of pension you may receive once you are eligible.

In general, unionized employees participate in the Government and Public Employees Retirement Plan (RREGOP).

Participation in the pension plan is mandatory for all employees between the ages of 18 and 69, with the exception of those who are already retired from the RREGOP or who have accrued more than 40 years of service.

### Contributions

Contributions to the pension plan are deducted from your pay from the first work day. Each year, the contribution rates and the annual exemption are indexed by the government. In 2019, the RREGOP contribution rate is 10.88%.

Under certain conditions, an exemption from the contribution to the pension plan is possible (absences for maternity leave, illness, CNESST, IVAQ or SAAQ). In these cases, contributions are not collected, but the salary is paid and the years of service are recognized as if the employee was working.

### Eligibility

An employee is eligible for a pension plan according to the following:

- ✓ Pension without actuarial reduction: age 61 or more or less 35 years of service;
- ✓ Pension with actuarial reduction: over 55 and less than 35 years of service;
- ✓ At least 60 years of age and the 90 Factor (age + years of service).

### Pension calculation

In general, the annual basic pension is calculated using the following formula: 2% x [number of years of service] x [average pensionable salary of your 5 best-paid years].

### Buy back service

In certain cases, you can buy back periods of service or absence without pay that was not credited to your pension plan. As a result, the amount of your pension could increase.

# Handbook for Unionized Employees

The most common types of buy-backs are:

- ✓ Absences without pay, specifically in the case of parental leaves, adoption leaves, leaves without salary, etc.;
- ✓ Periods of service as a casual employee (between 1973 and 1987).

At any time, you may request a copy of your *statement of participation* to check if it is possible for you to buy back absences or to check your years of services. For more information, go to:

[https://www.carra.gouv.qc.ca/ang/e-vie/evenement\\_6/retraite\\_623.htm](https://www.carra.gouv.qc.ca/ang/e-vie/evenement_6/retraite_623.htm)

## Preparing for retirement

An employee who intends to retire in the next 2 years can request an estimate of his pension benefits from Retraite Québec by submitting an *Application for a pension estimate*.

When you decide to retire, you must complete the *Application for a Retirement Pension* at least 3 months before the date on which you would like to receive his first payment.

You can also prepare gradually for your retirement by making a *phased departure agreement*, subject to approval by the Board.

For more information, go to:

[https://www.carra.gouv.qc.ca/ang/formulaire/formulaires\\_par\\_sujet.htm](https://www.carra.gouv.qc.ca/ang/formulaire/formulaires_par_sujet.htm)

## Frequently asked questions:

### I am leaving my job, what will happen to my pension plan?

In the case of an employee who leaves his job for another employer in the public or para public sector, participation in the plan will continue.

The employee may also obtain the reimbursement of his contributions only under the following three conditions:

- ✓ He has not participated in the pension plan for more than 210 days;
- ✓ He is under the age of 55;
- ✓ He has accrued at least 2 years of service.

It may also be possible to transfer his years of service to the new employer's pension plan if he has an agreement with Retraite Québec.

### If I die, what happens to my pension plan?

Upon death, the estate must contact Human Resources to verify whether a survivor pension (widows or orphan's pension) can be paid.

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Visit the Retraite Québec website:

<https://www.retraitequebec.gouv.qc.ca/en/Pages/accueil.aspx>,

or call the customer service department at 1-800-463-5533

# Handbook for Unionized Employees

## Dependents

### **Spouse means persons:**

- ✓ Who are related by marriage or civil union and cohabiting;
- ✓ Who are of the opposite sex or the same sex, are living in a conjugal relationship and are the father and mother of the same child;
- ✓ Who are of the opposite or the same sex and who have been living in a conjugal relationship for a period of not less than one (1) year.

### **Dependent means:**

- ✓ The employee's spouse;
- ✓ A child of the employee;
- ✓ A child of his spouse;
- ✓ A child living with the employee for whom adoption procedures have been undertaken, who depends on the employee for financial support and is under 18 years of age;
- ✓ A child under 25 years of age who is a duly registered student attending, on a full-time basis, a recognized institution of learning (important to benefit from the advantages for regional disparities);
- ✓ A child of any age who became totally disabled before reaching his 18th birthday or before reaching his 25th birthday if he was attending a recognized learning institution on a full-time basis and has remained continuously disabled ever since.

### **Outing and isolation premium for dependents:**

A child who attends preschool, elementary or secondary school or who is a full-time student attending a post-secondary school situated elsewhere than in the place of residence of the employee working in a Nunavik locality, is recognized under the chapter on regional disparities in the collective agreement. The spouse who lives with the minor child who is studying may also be recognized under this chapter.

This recognition allows the employee to maintain his level of premiums with dependants and to benefit from outings for his dependants. **ATTENTION!** Outings used in this context are not tax deductible.

Human Resources must receive all relevant supporting documentation. A letter from the school principal or the director of the learning institution, proof of registration at the start of the session and proof of attendance at the end of the session.

### **Important**

If your spouse is employed by another employer in the public or para public sector in Nunavik, you must declare to the Board the benefits he receives.

Notify Human Resources of any changes regarding your dependants **as soon as possible**.

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### References:

(E4 1-1.11; 5-10.02; 12-1.01) / (P4 1-1.12; 5-10.02; 10-1.01) / (S9 1-2.10; 5-3.02; 12-1.01)

# Handbook for Unionized Employees

## Point of Departure

**Domicile** in the legal sense of the word at the time of engagement, insofar as the domicile is situated in one of the localities of Québec.

### **Usefulness of the point of departure**

It is the starting point for granting outings and assuming the cost of transporting his belongings and those of his dependants, and reimbursing transportation expenses if there are more than 50km between his domicile and the locality of assignment.

The point of departure can only be modified by agreement with Human Resources provided that this point of departure is located in one of the localities of Québec. Certain rules apply.

### **Outings for employees recruited from outside of Québec**

An employee recruited from outside Québec would normally be relocated to Montreal. A directive (paragraph 11.1.1/HR-01) provides for the reimbursement of transportation and transit expenses incurred by the employee recruited from outside Québec, to reach his domicile, to a maximum of **two (2) trips** per school year.

For example, for a person whose point of departure is Toronto:

- 1) Two trips are paid for travel to Toronto;
- 2) One trip to Montreal only.

### **Adult Education and Vocational Training outings**

No outings are allotted. Employees have outings at the beginning and at the end of the semestrial contract. Normally, from August to December and mid-January to May.

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#### References:

E4 12-1.01 / P4 10-1.01 / S9 12-1.01

# Handbook for Unionized Employees

## Outings

Based on the duration of the employee's assignment, the Board assumes for **the teacher recruited from more than 50 kilometres** from the locality where he performs his duties for the expenses inherent to up to 3 outings per year, for the employee and his dependants to the **point of departure**. The expenses incurred cover the return trip from the locality of assignment to the point of departure.

For employees recruited **from outside Québec, two outings are allowed to the point of departure and a third outing to Montreal** (see *Point of departure*).

For employees recruited for **adult education and vocational training**, there are no outings. The employee is transported at the beginning and at the end of his semestrial contract (see *Point of departure*). However, an employee who was granted a contract under article 11-14.00 and Appendix 1 is entitled to the same number of outings as teaching personnel in the youth sector.

Normally, for an employee hired for a full year, these outings occur:

- ✓ At the beginning and at the end of the school year;
- ✓ During the holiday season;
- ✓ During spring break or at Easter.

It is possible to take these outings on other occasions or during special leaves.

### Outing transfers

One (1) of the three outings can be used by the non-resident spouse or child or by the father or mother or by the brother or sister, or by a friend to visit the employee.

For an employee recruited from outside Québec, the outing used for this purpose only applies to travel between Montreal and the locality of assignment.

**ATTENTION!** Outings used in this context are not tax deductible.

### Medical outings

There are no medical outings. However, it is possible to use one of your three outings for this reason. Please schedule your medical appointments accordingly.

A medical outing is tax deductible and the appropriate form must be completed by a physician. This form is available at your school or at the Transport department. The medical outing will be entered in the appropriate box on the tax slips.

# Handbook for Unionized Employees

## Outings (continued)

Should you require urgent care and the clinic or hospital in your locality cannot provide the necessary care, the Nunavik Regional Board of Health and Social Services will transport you to the nearest location to obtain the necessary care.

Note that if your stay extends beyond your locality, hotel accommodations and meals are not typically covered by the Régie. The Board does not assume these expenses either.

### **Excess baggage on outings** (see *Belongings, additional 90 kg*)

The Board reimburses up to 90 kg per year, per person for excess baggage, upon presentation of supporting vouchers. It is possible to drop your belongings at the air carrier's terminal. However, only the reimbursement of transportation from the airport to your point of assignment is allowed.

## **Animals**

The transportation of pets is at the employee's expense. Contact the carriers for more information.

The beginning and the end of the school year as well as the holiday season are very busy periods. Carriers have significant restrictions and give priority to passengers. If you are travelling with pets, please plan your trips accordingly. No leave is available for this purpose.

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References: (E4, 12-4.00 / P4, 10-4.00 / S9 12-4.00)

Directive: [HR 01 D – Directive on Social Travel](#)

# Handbook for Unionized Employees

## Certain Provisions regarding Outings

### Declaration of dependents

Upon hiring, the Board asks you to complete the Declaration of Dependents form. It is important to complete and maintain this form throughout your employment. Any changes must be flagged to ensure the Board is giving you the right level of premiums and outings. If an outing was granted in excess to a dependant, or if you receive the premium with dependents and you are not entitled to such, the Board will be forced to recover the amounts owing.

### Allocation of outings

The allocation of outings is based on the duration of the assignment. The table below shows the allocation rule.

Personnel	1 outing	2 outings	3 outings
Teachers	80 days or less	81 to 120 days	More than 120 days
All other personnel	100 days or less	101 to 150 days	More than 150 days

### Dependents and trips

*Dependents are entitled to the same number of trips as the employee.* However, to benefit from these outings, the dependent **must reside with you** throughout the entire year.

If a dependent does not reside with you for a total of 45 calendar days during the same year, the outings will be prorated *based on the number of days of actual residency with the employee.*

You must submit a new declaration as soon as there is a change for you or your dependents. The employee will have his isolation premium adjusted if his dependents leave the locality of assignment.

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Directive: HR01 Directive on Social Travel

[http://www.kativik.qc.ca/wp-content/uploads/2018/05/hr-01-d-soctr-december\\_2014-e.pdf](http://www.kativik.qc.ca/wp-content/uploads/2018/05/hr-01-d-soctr-december_2014-e.pdf)



# Handbook for Unionized Employees

## Travel by Plane

Travel to the northernmost communities can be long and may include multiple stopover. Use the following links to see flight schedules.

Air Inuit: <https://www.airinuit.com/en/flight-schedule>

First Air: <https://firstair.ca/plan-your-trip/flight-schedule/>

The Board's Transport department always does its best to make the best arrangements for you. It may happen that a flight is chartered.

Here are some practical travel tips:

- ✓ Pack smart and put your medicines in your carry-on luggage;
- ✓ Take a small toiletry bag with you on the plane to freshen up during your flight as needed. Don't forget to pack wet wipes, a toothbrush, eye drops, etc. if you have young children, pack diapers, bottles, change of clothes, etc.;
- ✓ Wear comfortable clothes and bring a warm sweater; it is cooler at higher altitudes;
- ✓ Pack some healthy snacks and water for the plane;
- ✓ Bring entertainment for you and the kids: movies, stuffed animals, MP3 player (don't forget to charge your electronics before leaving), books, magazines, newspapers, crosswords, etc.

For more information:

[https://travel.gc.ca/air?\\_ga=2.134325618.204329743.1563384538-1674215669.1563384538](https://travel.gc.ca/air?_ga=2.134325618.204329743.1563384538-1674215669.1563384538)

**Have a good trip!**

# Handbook for Unionized Employees

## **Belongings**

### **Mobility**

The Board assumes the following costs for any employee recruited **at a distance or more than 50 kilometres** from the locality in Nunavik where he is required to perform his duties:

- a) The transportation expenses of the employee and his dependents;
- b) The cost of transporting his belongings and those of his dependents up to a maximum of:
  - 1) 228 kilograms for each adult or each child 12 years old and over;
  - 2) 137 kilograms for each child under 12 years old.
- c) The cost of transporting his furniture other than that provided by the Board, if applicable;
- d) The cost of transporting his utensils up to 45 kilograms;
- e) The cost of storing his furniture, if need be;
- f) The cost of transporting an all-terrain vehicle, snowmobile or motorcycle.

The employee is eligible for the provisions of paragraphs b), c), d) and e) during the year following the date on which his assignment began, and f) for a period of 15 months.

**ATTENTION!** Adult education and vocational training teachers, with the exception of regular teachers under article 11-14.00 or Appendix 1, do not benefit from paragraphs c), d) and f) before being registered on the recall list (after 4 semester). Once on the recall list, these personnel can benefit thereof.

**These costs are assumed once, during the first assignment and upon the employee's definitive departure.**

See the *Packing Checklist* further in the document.

**Attention!** the return is not covered by the Board if the departure occurs within the first 30 days of the assignment.

### **Furnishings other than those provided by the Board**

Upon hiring, please complete the form of the list of furnishings you intend to bring. The Board's housing units are furnished (see *Housing*). For specific furniture, contact the Transport department.

# Handbook for Unionized Employees

## Belongings (continued)

### Vehicle (ATV, motorcycle or snowmobile)

If you are shipping a vehicle, make sure packing meets the standards of the maritime carrier. Ensure that your dealership carried out the work in accordance with sealift packing and shipping standards. It is costly to repack a vehicle and all related costs will not be assumed by the Board.

### Purchasing a vehicle in Nunavik

If you purchase a vehicle in Nunavik, the Board will reimburse the equivalent of the cost of sea transportation (submit your vouchers to the Transport department - maximum reimbursement of \$750).

### Storing your furniture

Upon hiring if you leave your home to join the Board and you need to store your furniture, the cost of storing furniture will be reimbursed.

You must submit three (3) written estimates to the Transport department. **The cost of insurance is at the employee's expense.**

### Transporting your personal effects

You may contact the carrier of your choice to bring your belongings from your home to the airport resulting from the mobility described above. You can also bring them yourself. If need be, keep the supporting vouchers for reimbursement. Check with the Transport department before proceeding. The Board does business with experienced carriers who understand our situation.

### Practical tips:

- ✓ Pack boxes or reasonable weight and size, to facilitate handling;
- ✓ Keep a list of the contents of each of your boxes;
- ✓ Number your boxes;
- ✓ Carefully wrap your items to avoid any damage;
- ✓ Seal your boxes using strong quality adhesive tape;
- ✓ Indicate clearly your address: name, Kativik Ilisarniliriniq, community and postal code. Do not pack food among your personal belongings. You have a separate allowance for food transportation (see Food transportation). Carriers will not make the distinction for you.

# Handbook for Unionized Employees

## Belongings (continued)

### Additional 90 kilograms

You are entitled to an additional 90 kg of belongings, per year, for you and your dependents, during outings to the North or to the South, as excess baggage.

You can bring your belongings directly to the airport. Attention! reimbursement does not include the cost of transport between your home and the airport. You must submit your invoices to the Transport department.

It is often easier to do this, given the busy periods at the airport, especially at the beginning and at the end of the school year, as well as the holiday and vacation periods. Carriers have significant restrictions and always give priority to passengers. If you are travelling with excess baggage, it may be transported on a subsequent flight.

**ATTENTION!** Adult Education and Vocational Training teachers, with the exception of regular teachers under article 11-14.00 or Appendix 1, **do not benefit from the additional 90 kg** before being registered on the recall list (after 4 semester). **Once on the recall list, these personnel can benefit thereof.**

**The school board is not liable for damages or losses caused by air or road transportation.** Information is available at the following site.

Air Inuit: <https://www.airinuit.com/en/cargo/conditions-of-contract>

First Air: <https://firstair.ca/cargo/conditions-of-contract/>

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References: E4. 11-12.00; 11-14.00; 12-3.00; Appendix 1 / P4 10-3.00 / S9 12-4.00

Directives:

TRA 01 D - [Directive on storage of employee's furniture](#)

TRA 03 D - [Directive on transportation of food, personal effects and furniture for employees assigned in Nunavik](#)

# Handbook for Unionized Employees

## Packing Checklist

Non-exhaustive list of items that you should bring (belongings, furnishing, utensils), according to the maximums indicated.

Small appliances			
Microwave	Coffee maker	Kettle	Mixer
Toaster	Food processor	Slow cooker	

Kitchen		
Dishes	Cutlery	Pots
Pans	Frying pan	Containers
Kitchen towels	Dish drainer	

Audiovisual		
Television	Radio	DVD, CD player

Other		
Bedding, pillows	Shower curtain and hooks	Medicine
Insect-repellant	Sunscreen, lip balm	Hygiene products
Covers	First aid kit	Flashlight
Matches or lighter	Batteries	Sunglasses

# Handbook for Unionized Employees

## Food Transportation

Employees are entitled to an allowance in kilograms for the transportation of food in the following amounts:

1. 727 kilograms **per year**, per adult and per dependent 12 years of age and older;
2. 364 kilograms **per year**, per dependent under 12 years of age.

This is an annual allowance. Thus, for a half-year contract, the amount is adjusted according to the number of working days. The following formulas are used to determine the amount to which an employee is entitled.

### 1) For teachers:

(basic allowance) X (% workload) X (days worked/200 days) = Allowance

### 2) For non-teaching employees:

(basic allowance) X (% workload) X (days worked/260 days) = Allowance

Example of a full-time teacher: (727 kg) with a spouse (727 kg) and a child (364 kg) = total of 1,818 kg

An employee **who worked all year**:

1,818 kg X 100% X (260/260) = 1,818 kg

If an employee leaves **after 50 days** of work:

1,818 kg X 100% X (50/260) = 349.62 kg

When an employee exceeds his permitted allowance, he must reimburse the Board for any costs incurred.

### Local purchases

Employees may purchase food at the grocery store (Co-op or Northern) in their locality of assignment and apply for reimbursement for transportation of their purchases.

To do so:

Ask the retailer for a single invoice that indicates your name and the weight in kilograms of the goods purchased. Submit the supporting voucher(s) to the Transport department for reimbursement. We recommend that you submit your invoices each month or when the amount exceeds \$50.

### Purchases from an employee's own source of supply

Employees are free to choose their own source of supply; however, the costs reimbursed may not be greater than the cost of transport between Montreal and the locality of assignment.

# Handbook for Unionized Employees

## **Additional allowance**

Employees are entitled, around March 1 of every year, to an additional allowance equal to 66% of the expenses incurred for food transportation for the preceding calendar year. This amount is paid to employees with their March pay.

This measure was taken to offset the income tax effects on this benefit.

## **Nutrition North Canada**

Nutrition North Canada is a subsidy program to provide Northerners in isolated communities with improved access to perishable nutritious food.

For more information:

<https://www.nutritionnorthcanada.gc.ca/eng/1415385762263/1415385790537>

## **Grocery shopping**

Once in your locality of assignment, your immediate superior will be able to tell you how to order your groceries by internet, telephone or fax.

## **Contact information for some of the main suppliers:**

Marché Daoust  
[daoust.nord@bellnet.ca](mailto:daoust.nord@bellnet.ca)

Marché Turenne  
[marcheturenne@bellnet.ca](mailto:marcheturenne@bellnet.ca)

IGA Kirkland  
[www.iga.net](http://www.iga.net)

Marché Central du Nord  
[www.marchecentralmetro.ca](http://www.marchecentralmetro.ca)

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References: E4. 11-12.02; 11-14.03; 12-8.00 / P4 10-7.00 / S9 12-8.00

Directive: TRA 03 D – Directive on transportation of food, personal effects and furniture for employees assigned in Nunavik

# Handbook for Unionized Employees

## Housing

Housing is provided for any employee who is recruited to work more than 50 km from his home.

### **Rent**

Rent is deducted directly from the payment of salary, for an entire 10-day period. The first payment of rent always coincides with the second payment of salary in August, while the last payment of rent is deducted from the last payment of salary in June. The collection of rent is limited to 24 payments.

For employees who vacate their dwelling during the vacation period, the collection of rent is limited to 22 payments. Employees must notify Material Resources or their immediate superior. However, this implies that their housing units may be used during this time and they must ensure that their belongings have been stored.

For employees whose contract ends on June 30, the collection of rent is limited to 22 payments.

For employees who leave their job during the year, a final payment is deducted from their last normal pay.

Rent varies based on the number of bedrooms, as indicated in the table below.

Bedrooms	\$/pay
1	60
2	77.50
3	96
4	114

### **The Board's housing units**

The housing units are the property of the Board, and include various types of dwellings including individual (bungalow), attached (duplex) or apartments.

All dwellings are furnished, heated and lit. They come equipped with all major appliances, a vacuum cleaner, a humidifier, lamps and window coverings. The bedroom has a double bed and the guest room, if any, a single bed.

Employees are responsible for bringing small appliances (microwave, coffee maker, radio, television, toaster, etc.). A shower curtain with hooks is also recommended.



# Handbook for Unionized Employees

## Housing (continued)

In each house there is a mechanical room, accessible from the outside for the most part. There you will find the oil boiler, water tank and, under the house, the waste water tank. In Kuujjuarapik, there is water supply system. In the other communities, water is delivered by tanker truck.

If repairs are needed or a piece of furniture is missing, submit a request to the school's Coordinator of Community Education Services. We suggest that all requests are made in writing subject to the school's procedures.

We strongly recommend that employees insure their belongings (fire, theft, vandalism) and to secure civil liability insurance.

## Telephone

Bell services Nunavik; to connect your services contact Bell at 1-800-361-1767. You must be sure to know the number of your house. The Bell technician covers many communities; there may be a waiting period of 1 to 3 weeks.

## Television/internet

You can buy and install the equipment offered by Bell Satellite TV or Shaw Direct. In this case, you are responsible for your own purchases and installation. You can also subscribe for local cable (see the Co-op representatives) once you are there.

Tamaani (<http://tamaani.ca/>) is the most popular internet provider and seemingly the most reliable. Service costs between \$60 and \$150.

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References: E4. 11-12.03; 11-14.03; 12-7.00 / P4 10-8.00 / S9 12-7.00

Directives:

EQU 03 D – Directive on Housing for School and Adult Education Centres employees

EQU 07 D – Directive on Housing for Employees of the Board's Administrative Centre in Kuujjuaq

# Handbook for Unionized Employees

## Certain Tax Deductions

### Tax forms and statements

In February of each year, the Board sends your tax slips and a statement concerning your housing, outings and food transportation. This document includes benefits granted by the commission that you must enter when filing your income tax return. Keep a copy of all your documents for your records before filing your taxes.

### Tax deductions

Personal income tax is specific to each individual and the Board does not provide tax advice. However, we believe it is worth mentioning two measures offered by revenue agencies intended to reduce the tax burden.

#### 1. Northern Residents Deductions (Form T2222):

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2222.html>

This form allows you to claim a deduction for two of your three **outings** for you and your dependents.

On the same form, you can also benefit from a tax-deductible monthly amount. To be eligible, it is necessary to have lived in the region for a continuous period of at least six months. The period may overlap two fiscal years.

#### Attestation of residence in Nunavik:

Contact Material Resources if Revenu Québec or the Canada Revenue Agency asks for an attestation of residence in the North.

#### **Important**

Outings for your dependents who do not live with you at the point of assignment are not tax deductible. The same applies for outings that you may have transferred to friends.

#### 2. Tax Credit for Recent Graduates Working in Remote Resource Regions (Form TP-776.1.ND):

<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/tp-776.1.nd-v/>

To be eligible for this credit, you had to have lived and worked in a remote resource region of Québec, as of December 31 of the taxation year.

Revenu Québec will ask for a copy of your contract and, if applicable, the offer of employment and your acceptance of the offer.

# Handbook for Unionized Employees

## Health Centres

### **Hospitals in Nunavik:**

Inuulitsivik Health Centre  
Puvirnituaq 819-988-2957

Ungava Tulattavik Health Centre  
Kuujuuaq 819-964-2905

Nunavik Regional Board of Health and Social Services: <https://nrbhss.ca/en>

### **The Centre local de services communautaires (CLSC)**

There is a CLSC point of service in every community. The CLSC provides health and social services as well as physical rehabilitation services and social reintegration services to the population. For this purpose, the facilities must ensure that the needs of its users are evaluated and that the services required are offered. CLSCs also participate in public health services. Some communities also have a resident physician. To contact the CLSCs: 819 + three first numbers of the community + 9090.

The Act respecting health services and social services recognizes the right of every person to adequate services and appropriate emergency care.

### **Medication**

Be sure to bring any medication or prescription drugs needed for your condition. Contact your local health centre for more information.

### **Incident Report**

In the event of a work accident, be sure to seek proper medical attention at the CLSC. You must ask the physician or the person treating you to complete the CNESST form. Submit the document to your immediate superior who will forward it to Human Resources.

In all cases, complete the Incident Report and submit a copy to Human Resources. Even if it is a minor accident, it is useful to submit it so that the Board can take the necessary measures to reduce any related risks.

### **Incident Report:**

<https://www.kativik.qc.ca/wp-content/uploads/2017/09/accident-report.pdf>

# Handbook for Unionized Employees

## Health centres (continued)

### Medical appointments

Note that you can use sick-leave days for medical appointments. However, there are no outings for sick leave.

Make sure to carefully plan your various periodic or annual **medical appointments** (medical, dental, eye exam, etc.), so they do not conflict with your work schedule or deprive the school population of educational services they have a right to expect. These appointments are predictable and may be scheduled outside of school days.

Complete the [Travel Form for Medical Reasons](#) available on the Board's employee portal.

### Tuberculosis

In recent years, there has been an increase in the number of tuberculosis (TB) cases in Nunavik. The rate of TB among Inuit living in Nunavik is anywhere between 100 and 300 times higher than that in the rest of Québec. Over the last 10 years, nearly all of the 14 Nunavik communities reported cases of TB.

Every effort is being undertaken to prevent the disease from spreading. The CLSCs are being vigilant and are ready to intervene rapidly. The public health department are carrying out tuberculosis surveillance programs across Quebec and in Nunavik.

Reporting of TB is mandatory in Quebec. Any case of TB must be reported to the public health director by any physician or by an officer of a laboratory or biology department. Treatment is mandatory for TB. The public health department must ensure that all the necessary measures are taken to prevent and control the contagion when a case of TB has been reported.

For this reason, the Board asks that you have a medical examination form completed by a physician, which includes a question relating to the presence of active tuberculosis.

**For more information:** <https://nrbhss.ca/en/lets-end-tb-in-nunavik>

# Handbook for Unionized Employees

## Sick-leave Days and Salary Insurance

### Sick leave

The employee has:

- ✓ 7 sick-leave days, renewable each school year (only 6 of these days are redeemable as of June 30 of each year);
- ✓ 6 sick-leave days, non-renewable in the first year of service.

A part-time employee is allotted a number of sick-leave days in proportion to the percentage of his workload and the number of months of service.

These days are also used to pay the 5-day waiting period for a disability, the redeemable days are used first.

### Redeemable days

#### Sample calculation of redeemable days as of June 30

Full-time	Part-time
100%	50%
July 1 = 7 redeemable days	July 1 = 3.5 redeemable days
6 non-redeemable days	3 non-redeemable days
Sample calculation for 2 absences	
$7 - 2 = 5 - (1) = 4$ redeemable	$3,5 - 2 = 1,5 - (1) = 0.5$ redeemable

### Medical certificate

If a disability extends for longer than 5 days, a physician must complete a medical certificate in order for the employee to benefit from employment insurance([https://www.kativik.qc.ca/wp-content/uploads/2017/09/disability\\_medical\\_report\\_0.pdf](https://www.kativik.qc.ca/wp-content/uploads/2017/09/disability_medical_report_0.pdf)).

The certificate must indicate the duration and nature of the disability and the proposed treatment. A doctor's note confirming a visit to a local CLSC is not sufficient.

Following the receipt of the medical certificate, Human Resources will determine whether or not the employee may benefit from salary insurance.

# Handbook for Unionized Employees

## Salary insurance

The provisions of the collective agreement cover the first two years:

- ✓ Teaching personnel: 75% of salary the 1st year and 66.33% the 2nd year;
- ✓ Support staff and professional personnel: 85% of salary the 1st year and 66.33% the 2nd.

Thereafter, long-term employment insurance covers the subsequent years. The file is then managed directly by the insurer. As of 63 years old, employees are no longer entitled to long-term employment insurance.

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### References:

E4 5-10.27; 5-10.36 / P4 5-10.30; 5-10.40 / S9 5-3.32; 5-3.40

# Handbook for Unionized Employees

## Parental Rights

**Leave of absence for parental or family obligations** (E4 5-14.07 / P4 7-4.04 / S9 5-1.08)

This leave allows the employee to be absent from work, without salary, for **10 days per year** in order to perform duties related to the custody, health or education of his child or his spouse's child, or due to the health condition of his spouse, father, mother, brother, sister or one of his grand-parents.

The employee must notify his immediate superior about his absence as soon as possible and take the reasonable means at his disposal to limit the taking and duration of the leave of absence. The days used for these absences are deducted from his annual bank of sick leave days, up to a maximum of 6 days; the other days are without pay.

### **Family responsibility leave**

This leave allows the employee to be absent from work **without salary**, for a **period of no more than 12 weeks** over a 12-month period when his presence is required with his child, his spouse, his father, his mother, the spouse of father or mother, a brother, a sister or one of his grand-parents, **owing to a serious sickness or a serious accident.**

*Illness or serious accident* may be interpreted as a state or condition that poses a short or medium-term threat to the patient's life.

**Paternity or adoption leave with salary for 5 working days** (E4 5-13.00 / P4 5-13.00 / S9 5-4.00)

The father is also entitled to a paid leave for a maximum period of 5 working days for the birth of his child. When both parents are female, the benefits and allowances granted to the father shall be granted to the mother who did not give birth to the child.

The employee is also entitled to a paid leave for a maximum period of 5 working days for the adoption of a child other than the child of his spouse.

These leaves may be discontinuous, but cannot be taken more than 15 days following the child's arrival home. One (1) of these 5 days may be taken for the child's baptism or registration.

# Handbook for Unionized Employees

## Parental Rights (continued)

### **Maternity leave, paternity leave and adoption leave (E4 5-13.00 / P4 5-13.00 / S9 5-4.00)**

Maternity leave (21 weeks or 20 weeks)  
Paternity leave or adoption leave (5 weeks)

The allowances for these leaves are paid only as a supplement to parental insurance benefits or employment insurance benefits, as the case may be, or as payments during a period of absence for which the Québec Parental Insurance Plan (QPIP) does not apply.

When both parents are female, the benefits and allowances granted to the father shall be granted to the mother who did not give birth to the child.

QPIP: <https://www.rqap.gouv.qc.ca/en>

### **Extension of maternity leave, paternity leave and adoption leave (E4 5-13.00 / P4 5-13.00 / S9 5-4.00)**

An employee is entitled to a leave of absence without salary and/or part-time leave of absence without salary to extend a maternity, paternity or adoption leave. Certain special leaves for pregnancy, breastfeeding or other, are also available. Contact Human Resources for more information.

When both parents are female, the benefits and allowances granted to the father shall be granted to the mother who did not give birth to the child.



# Handbook for Unionized Employees

## Other Leaves

### Some special leaves available

For example, special leaves for an employee's marriage or civil union, in the event of death, change of domicile (except at the beginning or end of the contract), fortuitous event, etc. For an exhaustive list, refer to the collective agreements for the articles indicated in the table below.

<b>Agreement</b>	<b>Article</b>
Teaching Personnel	5-14.00
Professional Personnel	7-4.00
Support Staff	5-1.00

### Leave of absence without salary

Tenured employees may benefit from a leave of absence without salary. Certain conditions apply.

<b>Agreement</b>	<b>Article</b>
Teaching Personnel	5-15.00
Professional Personnel	7-3.00
Support Staff	5-9.00

### Leave with deferred salary

This leave allows a tenured employee to have his salary for a given period of work spread out over a longer period which includes the length of the leave.

<b>Convention</b>	<b>Article</b>
Teaching Personnel	5-17.00
Professional Personnel	Appendix D
Support Staff	5-10.00

# Handbook for Unionized Employees

## The Employee & Family Assistance Program

The Employee & Family Assistance Program (EFAP) is a free and confidential support service available to all Board employees and their immediate family. All EFAP client records are not shared with the employer.

The EFAP includes counselling services provided by health and social services professionals and other experts on several aspects of health and wellness, including:

- ✓ family problems, marital difficulties, addiction, stress, depression;
- ✓ nutrition, tobacco, alcohol, separation, divorce, career planning or retirement;
- ✓ financial or legal situation, harassment, difficulties at work...

We invite you to register and consult the documentation at <https://homeweb.ca/?lang=fr>.

For immediate and confidential support, help is available 24/7 at 1-866-398-9505.

EFAP services are not available in Inuktitut. We invite you to contact someone you trust to translate for you during your call.

### **HOPE FOR WELLNESS HELP LINE**

The Hope for Wellness Help Line offers immediate help to all Indigenous peoples across Canada.

It is available 24 hours a day, 7 days a week to offer:

- counselling
- crisis intervention

**These telephone counselling services are also available on request in Inuktitut.**

Call the toll-free Help Line at **1-855-242-3310** or connect to the online chat at the address provided below.

<https://www.canada.ca/en/indigenous-services-canada/services/first-nations-inuit-health/health-promotion/mental-health-wellness/first-nations-inuit-hope-for-wellness-help-line.html>

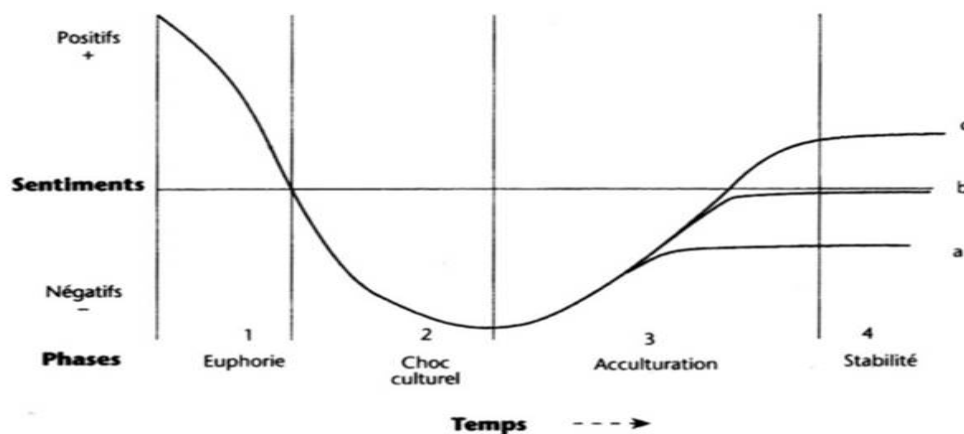
# Handbook for Unionized Employees

## Adaptation

For those who are not familiar with Nunavik, working there is a unique experience. Don't expect Nunavik, its inhabitants or the school population to adapt to you; *you* need to adapt to your new environment.

In spite of one's best efforts to make their stay in Nunavik as pleasant as possible, you can expect some level of culture shock. It is the feeling of disorientation felt when one moves from the familiar to the unknown. It is the stress one experiences when immersed in a different culture; which can probably be expected in your case. It is a feeling that is also felt by immigrants who first arrive in a new country, or by workers and volunteers who work abroad.

Culture shock always follows a predictable pattern, shown below.



1. During the honeymoon stage (initial euphoria), everything seems perfect, fascinating and foreign.
2. This euphoria will wear away quickly as everyday life sets and you quickly notice things are very different from what you know, how you act, how you think, and how different you are from the people in your host community. Everyone reacts differently but will experience to varying degrees' anxiety, doubt or frustration.
3. Eventually, things fall into place. You enter a phase of acculturation and reconciliation and life seems balanced again. You have a better understanding of the culture and of yourself by interacting with this culture.
4. The final stage of culture shock is stability. The outcome may be different one person to another, be it adaptation (curve leading to (c)), apathy (b) or resignation (a).

### Important

- . Do not underestimate the impact of culture shock, it is unavoidable.
- . Do not isolate yourself.
- . Get support from loved ones.
- . Consult the resources available through the Employee Assistance Program.

## Beneficiary Provisions

# Handbook for Unionized Employees

Appendix 3 / Collective Agreement for Support Staff

Appendix G / Collective Agreement for Professional Personnel

This appendix, which forms an integral part of the collective agreement and is intended only for JBNQA beneficiaries, provides for specific benefits. The School Board added to these appendices.

## **Beneficiary-specific plans**

A special benefits plan is granted to beneficiaries assigned to Montreal.

### **1) Annual isolation and remoteness premium**

Beneficiaries receive an annual isolation and remoteness premium according to the rates established for Sector I of the collective agreements.

### **2) Other benefits**

The Board assumes, between the Inuit community in Québec in which the beneficiary was domiciled at the time of employment and Montreal at the time of his first assignment:

- a) The transportation expenses of the beneficiary and his dependants;
- b) The cost of transporting his belongings and those of his dependants up to a maximum of:
  - Two hundred twenty-eight (228) kilograms for each adult or each child 12 years old and over;
  - One hundred and thirty-seven (137) kilograms for each child under 12 years old;
- c) The cost of transporting his furniture, if any.

### **3) Outings and expenditures**

Beneficiaries are entitled to three (3) outings to return to their point of origin.

### **4) Food transportation**

Beneficiaries may be reimbursed, upon presentation of supporting vouchers, for the transportation of food from Nunavik, up to a maximum of 90 kg per year as of July 1.

# Handbook for Unionized Employees

## Beneficiary-specific plans (continued)

### 5) Housing

Any beneficiary assigned to the Administrative Centre in Kuujuaq whose duties extend across the entire Nunavik region is also entitled to a housing allowance.

#### a) Housing allowance

1. Any beneficiary assigned to Montreal may choose to stay in an apartment of his choice, or purchase a residence.
2. The housing allowance is paid on presentation of supporting documentation (lease, proof of payment, mortgage loan, etc.) according to the following conditions:
  - Single or couple without children: \$383.10 per month
  - 1 child and need a second bedroom: \$549.02 per month
  - 2 children or more and need a third bedroom: \$721.85 per month
3. The allowance is paid to the tenant of the dwelling or to the owner of a residence for which he has taken out a mortgage. If there are several tenants or several owners, the indemnity is divided equally, unless there is a different agreement with the School Board. The amount of the allowance cannot exceed the cost of rent.
4. The allowance is indexed on July 1 of each year according to the Régie du logement's rate of change.

#### b) Other benefits

- a. The Board covers the cost of electricity;
- b. The Board assumes responsibility for furnishing apartments under certain conditions.

# Handbook for Unionized Employees

## Policies and Directives

**Administrative policies and directives are available on the website:**

<https://www.kativik.qc.ca/school-board/policies-and-directives/>

It is your responsibility to review and understand the policies and directives of the School Board. Attention is drawn to the following:

KSB\_05 – Code of Ethics and Professional Conduct for Employees of Kativik Iisarniliriniq

ADM\_02\_D – Directive on closing of Schools and Adult and Vocational Education centres

ADM\_08\_D – Directive on Insurance Coverage and Civil liability

ADM\_14 – Preventing and Resolving Psychological or Sexual Harassment in the Workplace Policy

ADM\_15 – Policy on Occupational Health and Safety

ADM\_16\_D – Directive Against Bullying and for the Promotion of Peaceful and Responsive Schools

ADM\_18\_D – Policy on Conflict Prevention and Resolution

HR\_01\_D – Directive on Social Travel

HR\_14\_D – Directive regarding the Professional Improvement Fund for Teachers

HR\_15\_D – Directive on the Professional Improvement Fund for Non-Teaching Professionals

HR\_16\_D – Directive regarding the Professional Improvement Fund for Support Staff

HR\_18\_D – Directive on Leaves of Absence Without pay

HR\_19 – Policy on Alcohol, Drugs and Medications

EQU\_03\_D – Directive on Housing for Schools and Adult Education Centres Employees

EQU\_07\_D – Directive on Housing for Employees of the School Board's Administrative Centre in Kuujjuaq

TRA\_01\_D – Directive on storage of employee's furniture

TRA\_03\_D – Directive on transportation of food, personal effects and furniture or employees assigned in Nunavik

# Handbook for Unionized Employees

## Furnishings provided in Housing Units

SCHOOL BOARD FURNISHINGS - STANDARD LIST			
DESCRIPTION:	1 BEDROOM	2 BEDROOM	3 BEDROOM
	QTY	QTY	QTY
30 inch electric range	1	1	1
7 cu ft. freezer	1		
12 cu ft. freezer, white		1	1
12 cu ft. upright freezer, white			
18 cu ft. fridge, white	1	1	1
Washer, white	1	1	1
Dryer, white	1	1	1
Rectangular table		1	1
40 in round table	1		
Kitchen chairs	4	4	4
Audio/video unit	1	1	1
3-seat sofa	1	1	1
Armchair	1	1	1
Pouf	1	1	1
End table	2	2	2
Coffee table	1	1	1
Nightstand	2	3	4
5-drawer chest with mirror	1	1	1
Double dresser	1	1	1
Single dresser		1	2
Double mattress	1	1	1
Double bed frame	1	1	1
Single mattress		1	2
Single bed frame		1	2
Adjustable bed frame	1	2	3
Crib mattress			
Crib			
High chair			
Floor lamp	1	1	1
Living-room lamp		1	1
Table lamp	1	3	4
Vacuum cleaner	1	1	1
42 in bookcase	1		
72 in bookcase	1	1	1
Computer desk	1		
Desk		1	1
Desk chair		1	1
Cool mist humidifier	1	1	1