

WELCOME

BENEFITS FOR MANAGERS IN NUNAVIK



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Kativik Ilisarniliriniq



BENEFITS FOR MANAGERS	Temporary Replacement	Full-Time Regular
1. Paid legal holidays	YES	YES
2. Vacation days	NO	YES
3. Sick days	YES	YES
4. Parental responsibility days	YES	YES
5. Northern allowance	YES	YES
6. Retention premium	YES*	YES*
7. Recuperation days	YES	YES
8. Access to Employee Assistance Plan	YES	YES
9. Special leaves of absence	YES	YES
10. Leave of absence without pay	YES	YES
11. Compassionate leave	YES	YES
12. Insurance and pension plan	NO	YES
13. Parental leave	YES	YES
14. Food cargo	YES	YES
15. Improvement Fund	YES	YES
16. Probation	NO	YES

1.

Paid legal holidays

Supplementary & References, section C of Managers by-law

- a.** During each school year, managers are entitled to 15 guaranteed legal holidays without loss of salary or premiums.
 - i.** If a holiday falls on a Saturday or Sunday, the paid legal holiday will be moved to the previous Friday or the following Monday.
 - 1.** New Year's Day
 - 2.** January 2
 - 3.** Good Friday
 - 4.** Easter Monday
 - 5.** Monday preceding May 25
 - 6.** National Indigenous Peoples Day
 - 7.** Saint-Jean-Baptiste Day
 - 8.** Canada Day
 - 9.** Labour Day
 - 10.** Thanksgiving Day
 - 11.** JBNQA Day
 - 12.** Christmas Eve
 - 13.** Christmas Day
 - 14.** Boxing Day
 - 15.** New Year's Eve

2.

Vacation

Chapter 7, division II of Managers by-law

- a.** Vacation days will be determined based on the amount of work completed between July 1 and June 30 of the previous school year.
- b.** A full-time manager who has worked one full school year is entitled to 25 vacation days.
- c.** Managers with five or more years of experience are entitled to 30 vacation days.
- d.** Temporary managers (less than six months), are not entitled to vacation days.



3.

Sick days

Chapter 3, division X of Managers by-law

- a.** During each school year, managers are entitled to seven non-payable sick days, prorated to the work week of the manager.
- b.** Managers hired after the beginning of the school year will be given an amount of sick days prorated to the number of days worked for that year.
- c.** Managers also have an additional bank of 10 days, to be used for medical appointments or medical escort outside of their community.

4.

Parental responsibility days

Supplementary & References, section E (7-4.04) of Managers by-law

- a.** Upon request, the Board can approve a manager's absence from work, with or without salary (depending on what is left in their bank of sick days), for a maximum of 10 days each year for reasons that relate to the care, health, and education of a child, spouse, parent, sibling, or grandparent.
- b.** If the employee has sick days remaining, the first six days used for parental responsibility will come out of the sick-day bank; if they do not have any sick days remaining, their absence will be authorized without pay.



5.

Northern allowance

Supplementary & References, section A (10-2.01) of Managers by-law

- a. Managers working in either of the sectors listed below will receive an annual isolation premium according to the indicated rates:

ISOLATION SECTORS	Without Dependents*	With Dependents*
Sector II: Kuujjuaq, Kujjuaraapik, Inukjuak, Puvirnituaq, Umiujaq	\$10,015	\$17,652
Sector III: All other Nunavik villages	\$11,813	\$20,825

- b. Dependents are defined as follows:
- i. Spouse, child, or another relative that is recognized by law as a dependent (exceptions apply—see **Supplementary & References, section A of Managers by-law**).

6.

*Retention premium

- a. Retention premiums are only given to managers who are qualified according to their specific job requirements.
- b. The premium varies according to the sector and year of contract (see table below):

RETENTION PREMIUM	1st and 2nd Year at KI	3rd+ Year at KI
Sector I: Kuujjuaq, Kujjuaraapik, Inukjuak, Puvirnituaq, Umiujaq	\$5,500	\$7,000
Sector II: All other Nunavik villages	\$7,000	\$9,000

7.

Recuperation days

**HR-02/Directive on recuperation days
for management personnel**

- a. Managers are not entitled to overtime; however, with the approval of their immediate supervisor, they may take up to 10 days off per school year to compensate for overtime.

8.

Access to Employee and Family Assistance Plan

1-800-663-1142

www.homeweb.ca

- a. The Employee and Family Assistance Plan is a service that the Board offers to all employees and their immediate family.
- b. It is a confidential support tool for employees to use at their convenience (available in French and English).
- c. For services in Inuktitut, please call the First Nations and Inuit Hope for Wellness Help Line at **1-855-242-3310**.
- d. The services provided include career planning, financial planning, family/marriage counselling, addiction counselling, depression counselling, and health coaching.



9.

Special leaves of absence

**Supplementary & References, section E (7-4.01)
of Managers by-law**

- a.** The Board will allow managers to take special leaves without loss of salary in the following cases:
 - i.** Marriage – seven consecutive calendar days
 - ii.** Marriage of parent, sibling, or child – the day of the event only
 - iii.** Death of spouse or child – seven consecutive calendar days
 - iv.** Death of parent or sibling – five consecutive calendar days
 - v.** Death of in-law, grandparent, or grandchild – three consecutive calendar days (if, at the time of death, the grandparent was living with the manager, the Board will grant a leave of five consecutive calendar days)
 - vi.** Move – the day of the move only
 - vii.** Flood, fire, disaster, or any similar event – maximum of three working days

10.

Leave of absence without pay

HR-18/Directive on leave of absence

- a.** Upon request, the Board may allow managers to take a leave of absence without salary on a full-time or part-time basis for valid reasons, for a maximum of 12 months.
- b.** Once you have five years of seniority, the Board will approve any request for a leave of absence without pay.
- c.** Examples of valid reasons:
 - i.** To return to school
 - ii.** To join a spouse whose job has been relocated
 - iii.** To try a different position within the Board
 - iv.** To care for an ill family member



11.

Compassionate leave

Chapter 7, division III of the Managers by-law

- a. When possible, submit a request to an HR Counsellor **ahead of time** (make sure to provide all proper documentation) if you are planning to take a leave of absence of up to 12 weeks to care for a seriously ill family member (spouse, child, parent, sibling, or grandparent).
- b. Employees on compassionate leave will not receive any pay from the Board but may apply for employment insurance (EI) from the government.



12.

Insurance and pension plan

Chapter 3, division VII of the Managers by-law

- a. All full-time managers are eligible for life, health, and disability insurance plans.
- b. Health insurance is mandatory for all employees, except Inuit beneficiaries who are able to opt-out if they wish.
- c. Life insurance is mandatory for all employees, except Inuit beneficiaries who are able to opt-out if they wish.
 - i. Life insurance is given to all new employees, but it can be waived upon completion of a form to be submitted to the Payroll department (PaieKSB@kativik.qc.ca).
 - ii. Managers also have the option of increasing their life insurance premiums, but another form must be filled out.
- d. Disability insurance is mandatory for all managers and paid by KI.
- e. All managers are obligated to pay into a government pension plan that cannot be touched until retirement (these are not RRSPs).

13.

Parental leave

Schedule 5/Parental Rights of the Managers by-law

- a. Types of leave: maternity, paternity, and adoption.
- b. Forms must be filled out and sent to the HR technician as soon as the due date/adoption date is known.
- c. Allowances for maternity, paternity, and adoption leave shall be paid only as supplements to the Quebec Parental Insurance Plan (QPIP).
- d. Before the end of your leave, you may request an extension (unpaid). Please contact the Human Resources department for more information.

14.

Food cargo

Directive TRA-03

- a. Managers are entitled to the following taxable benefits in the form of an annual allowance. The amounts are adjusted according to the number of working days in a year.
 - i. 727 kilograms per year/adult;
 - ii. 727 kilograms per year/child (12 years and older);
 - iii. 364 kilograms per year/child (under 12 years old).

- b. On March 1 of every year, managers will be given back 66% of what they have used, to help offset the costs at tax time.

15.

Improvement Fund

HR-17/Directive on Professional Improvement Fund/Management Personnel

- a. The Improvement Fund is used to support managers through professional improvement activities that increase knowledge, skills, and schooling in order to help them gain access to more specialized positions.
- b. Managers must apply to the Improvement Committee (with the approval of their immediate supervisor).

16.

Probation

Chapter 7, division I of the Managers by-law

- a. All new managers are subject to a probationary period of two years, and current managers will have a one-year probation when moving to another management position.

Important information for employees

- If you reside in a different community than the one you were hired in, please inform HR and provide proof of residency in your home community.
- You must provide HR with your criminal background check when you are hired and any subsequent updates if you have been re-charged.
- Employee pay stubs are mailed to the address given to HR at the time of hiring; however, employees can opt to receive them online instead via the link below:
kps.kativik.qc.ca/ServicePaie

- Your declaration of dependents must be updated every school year OR as soon as there is a change in your family situation. Please send this form to an HR technician:
www.kativik.qc.ca
 - To access the document, go to the Kativik website and click *Employees > Documents > Human Resources and Payroll > Hiring > Declaration of dependents & annexes > Declaration of dependents.*
- Contact your human resources manager to obtain a copy of this document.
- Salary scales
 - Schedule 3/Salary Scale of the Managers by-law handbook



- If hired 50 km outside of your community, you are entitled to the following:
 - Lodging (Chapter A, Regional Disparities, 10-8.00 of the Managers by-law)
 - Rent deducted from each payment of salary:
 - One bedroom: \$60.00
 - Two bedrooms: \$77.50
 - Three bedrooms: \$96.00
 - Four bedrooms: \$114.00
 - Outings (Chapter A, Regional Disparities, 10-4.02 of the Managers by-law)
 - Based on the duration of employment, the employee will have up to 3 outings per year.
- Transportation of personal belongings (Chapter A, Regional Disparities, 10-3.01 of the Managers by-law)
 - Maximum 228 kilograms for each adult/child 12 years old and over, for the first contract.
 - Maximum 137 kilograms for each child under 12 years old, for the first contract.
 - After the first contract, managers are entitled to 90 kilograms per year for themselves, and to 90 kilograms per year for each of their dependents, during outings to destinations within or outside Nunavik, as excess baggage.



A photograph of a snowy mountain landscape. In the foreground, a small village with several buildings is visible. The middle ground shows a steep, snow-covered slope. The background features a large, snow-capped mountain peak under a cloudy sky. The text is centered in the middle of the image.

Please send any questions or comments to HRagent@kativik.qc.ca
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