

# WELCOME

## BENEFITS FOR PROFESSIONALS IN NUNAVIK

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Kativik Ilisarniliriniq



BENEFITS FOR PROFESSIONALS	Supernumerary (less than six months)	Supernumerary (more than six months)	Part-Time Regular	Full-Time Regular
1. Paid legal holidays	YES	YES	YES	YES
2. Sick days	YES	YES	YES	YES
3. Northern allowance	YES	YES	YES	YES
4. Retention premium	YES*	YES*	YES*	YES*
5. Overtime	YES	YES	YES	YES
6. Access to Employee Assistance Plan	YES	YES	YES	YES
7. Compassionate leave	YES	YES	YES	YES
8. Special leaves of absence	NO	YES	YES	YES
9. Leave of absence without pay	NO	YES	YES	YES
10. Insurance and pension plan	NO	YES	YES	YES
11. Parental leave	NO	YES	YES	YES
12. Vacation days	NO	YES	YES	YES
13. Food cargo	NO	YES	YES	YES
14. Improvement Fund	NO	YES	YES	YES
15. Probation	NO	NO	YES	YES

Please note that if you are absent from your job for more than 10 days without a valid reason, you will lose your job. Please see 5-5.07 (b) of the Collective Agreement for more information.

# 1.

## **Paid legal holidays**

**(7-5.01 of the Collective Agreement)**

**a.** During each school year, professionals 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.

## **Sick days**

**(5-10.40 of the Collective Agreement)**

**a.** During each full school year, professionals are entitled to seven payable sick days.

**i.** Professionals hired after the beginning of the school year will be given an amount of sick days prorated to the number of days worked that year.

**b.** The balance of unused sick days will be paid out on June 30 of that school year.

**c.** A professional who has used all of their sick days shall receive two additional days off, without loss of salary, to be used only for medical appointments outside of Nunavik (clause 5-10.44 of the Collective Agreement).



3.

Northern allowance

(10-2.01 of the Collective Agreement)

- a. Professionals 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 clause **10-1.01 of the Collective Agreement**).

4.

\*Retention premium

- a. Retention premiums are given only to professionals 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

## 5.

### Overtime

(8-3.01 of the Collective Agreement)

- a. Any work requested by the immediate supervisor that requires working beyond regular work hours shall be considered overtime.
- b. For calculation of overtime entitlement, see clause 8-3.05 of the Collective Agreement.



## 6.

### Access to Employee and Family Assistance Plan

**1-800-663-1142**

**[www.homeweb.ca](http://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 English and French.
- 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.

## 7. Compassionate leave

- 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. Professionals on compassionate leave will not receive pay from the Board but may apply for employment insurance (EI) from the government.



## 8. Special leaves of absence (7-4.01 of the Collective Agreement)

- a. The Board will allow professionals 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 employee, the Board will grant a leave of five consecutive calendar days)
  - vi. Move – the day of the move only (maximum once a year)
  - vii. Flood, fire, disaster, or any similar event – maximum of three working days

# 9.

## Leave of absence without pay

(7-3.01 of the Collective Agreement)

- a. Upon request, the Board may allow professionals 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





# 10.

## Insurance and pension plan

(5-10.00 of the Collective Agreement)

- a. All regular professionals 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. However, it can be waived upon completion of a form to be submitted to the Payroll department (PaieKSB@kativik.qc.ca).
  - ii. All employees also have the option of increasing their life insurance premiums, but another form must be filled out.
- d. Disability insurance is mandatory for all professionals.
- e. Professionals are obligated to pay into a government pension plan that cannot be touched until retirement (these are not RRSPs).

# 11.

## Parental rights

(5-13.01 of the Collective Agreement)

- 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.





# 12.

## Vacation

(7-7.01 of the Collective Agreement)

- 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 regular professional who has worked one full school year is entitled to 20 vacation days. Temporary and part-time professionals will be entitled to vacation days proportionate to their work week.

# 13.

## Food cargo

(10-7.01 of the Collective Agreement)

- a. Professionals 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 1st of every year, professionals will be given back 66% of what they have used, to help offset the costs at tax time.

# 14.

## Improvement fund

(7-10.02 of the Collective Agreement)

- a. The improvement fund is used to support professionals through professional improvement activities that increase knowledge, skills and schooling in order to help them gain access to more specialized positions.
- b. Professionals must apply to the Improvement Committee (with the approval of their immediate supervisor; see Directive HR-15).

# 15.

## Probation

(5-3.02 of the Collective Agreement)

- a. Professionals will have a probation period of up to 12 months (some exceptions apply; see Collective Agreement).

# Important employee information

- 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](https://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:  
**[kativik.qc.ca](https://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 > Déclaration des Dépendants*.

- Classification plan  
**[cpn.gouv.qc.ca/en/cpnca/classification-plans/](https://cpn.gouv.qc.ca/en/cpnca/classification-plans/)**
  - To access Classification plans, go to the CPN website (<http://cpn.gouv.qc.ca/en/>) and click on the CPNCA logo > *Classification Plans > download* (for the Professionals file).
- Collective Agreement  
**[cpn.gouv.qc.ca](https://cpn.gouv.qc.ca)**
  - To access this document, follow the link above and click on the KSB logo (CPNCSK) > *Collective Agreement > Professionals 2015–2020 > download*.
- Salary scales
  - See clause 6-1.00 of the Collective Agreement

- If hired 50 km outside of your community, you are entitled to the following:
  - Lodging (10-8.00 of the collective agreement)
    - Rent deducted from each payment of salary:
      - One bedroom: \$60.00
      - Two bedrooms: \$77.50
      - Three bedrooms: \$96.00
      - Four bedrooms: \$114.00
  - Outings (10-4.01 of the collective agreement)
    - Based on the duration of the employment, the employee will have up to 3 outings per year.
- Transportation of personal belongings (10-3.01 of the collective agreement)
  - 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, professionals 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](mailto:HRagent@kativik.qc.ca)**  
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