

WELCOME

BENEFITS FOR SUPPORT STAFF IN NUNAVIK



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Kativik Ilisarniliriniq



BENEFITS	Time Sheet	Temporary (more than six months)	Part-Time Regular	Full-Time Regular
1. Paid legal holidays	NO	YES	YES	YES
2. Sick days	NO	YES	YES	YES
3. Parental responsibility days	NO	YES	YES	YES
4. Northern allowance	NO	YES	YES	YES
5. Overtime	NO	YES	YES	YES
6. Access to Employee and Family Assistance Plan	YES	YES	YES	YES
7. Compassionate leave	NO	YES	YES	YES
8. Special leaves of absence	NO	YES	YES	YES
9. Leave of absence without pay	NO	YES	YES	YES
10. Insurance plan	NO	YES	YES	YES
11. Pension plan	YES	YES	YES	YES
12. Parental leave	NO	YES	YES	YES
13. Vacation days	NO	YES	YES	YES
14. Food cargo	NO	YES	YES	YES
15. Improvement Fund	NO	YES	YES	YES
16. 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 8-7.03 of the Collective Agreement for more information.

1.

Paid legal holidays

(5-2.01 of the Collective Agreement)

- a.** During each school year, support staff 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

(5-3.40 of the Collective Agreement)

- a.** During each full school year, support staff are entitled to seven payable sick days.
 - i.** Support staff 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.** Support staff who have 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 5-3.49 of the Collective Agreement).



3. Parental responsibility days (5-1.08 of the Collective Agreement)

- a. Upon request, the Board can approve the absence of a support staff member 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 support staff member 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.

4. Northern allowance (12-2.01 of the Collective Agreement)

- a. Support staff working in either of the sectors listed below will receive an annual Northern allowance according to the indicated rates:

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

- b. A dependent is defined as follows:
 - i. Spouse, child, or another relative who is recognized by law as a dependent (exceptions apply—see clause **12-1.01 of the Collective Agreement**).



5. Overtime

(8-3.01 of the Collective Agreement)

- a. Any work requested by the immediate supervisor that requires working beyond regular work hours (35 hours/week) shall be considered overtime.
- b. For calculation of overtime entitlement, see clause 8-3.04 of the Collective Agreement.



6. 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.

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



8. Special leaves of absence (5-1.00 of the Collective Agreement)

- a. The Board will allow employees 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

(5-9.01 of the Collective Agreement)

- a. Upon request, the Board may allow regular support staff 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

(5-3.01 of the Collective Agreement)

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

11.

Parental rights

(5-4.01 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

(5-6.01 of the Collective Agreement)

- a.** Vacation 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 staff member who has worked one full school year is entitled to 20 vacation days. Temporary and part-time staff members will be entitled to vacation days proportionate to their work week.
- c.** Support staff on time sheet do not have any vacation days, but instead will receive a compensation of 4% on every pay.

13.

Food cargo

(12-8.01 of the Collective Agreement)

- a.** Support staff 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, staff members will be given back 66% of what they have used, to help offset the costs at tax time.

14.

Improvement fund

(5-7.00 of the Collective Agreement)

- a.** The improvement fund is used to support staff members through professional improvement activities that increase knowledge, skills, and schooling in order to help them gain access to more specialized positions.
- b.** Support staff must apply to the Improvement Committee (with the approval of their immediate supervisor; see Directive HR-16).

15.

Probation

(1-2.21 of the Collective Agreement)

- a.** Probation applies only to newly hired staff members.
- b.** Support staff who are hired in technical positions are given 90 days of probation actually worked. For all other positions, a probation period of 60 days actually worked applies.

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

- 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 the HR technician:

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/
 - 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 Support Staff file).

- Collective Agreement

cpn.gouv.qc.ca

- To access this document, follow the link above and click on the KI logo (CPNCSK) > *Collective Agreement > Support Staff 2015–2020 > download*.

- Salary scales

- See Annex 1 of the Collective Agreement

- If hired 50 km outside of your community, you are entitled to the following:
 - Lodging (12-7.00 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 (12-4.01 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 (12-3.01 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, support staff 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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