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DOCUMENTATION

PURPOSE


1. Documentation is an information session for new employees about their pay and benefits and terms and conditions of employment.
2. During documentation, a new employee completes the forms for compulsory and optional benefits and is provided with appropriate Government policy.
3. A new employee who is a member of the Nunavut Employees Union (NEU) is given leave with pay to attend a presentation by the NEU for up to one hour. If a teacher orientation is provided, it may include a presentation of up to one hour by a Nunavut Teachers Association' (NTA) representative.

APPLICATION

4. These guidelines and procedures apply to all employees.

PROVISIONS

5. The Employer is responsible for ensuring that new employees are aware of their obligation to contact the Compensation and Benefits division of the Department of Finance, or if in a region, the regional office of the Department of Finance to schedule an appointment for documentation.
6. The Employer is responsible for informing all new employees of their benefits. Some benefits are compulsory and in most cases a deduction is automatically taken from the employee's pay. The employees are advised of the rates, premiums and amounts for the following:
 - Superannuation
 - Supplementary Death Benefits (SDB)
 - Canada Pension Plan (CPP)
 - Unemployment Insurance (UI)
 - Disability Insurance (DI) or Long Term Disability (LTD)
 - Income Taxes
 - Employee Union or Association Dues

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7. Employees are advised of optional benefits and the rates or premiums that apply for the following:
 - Public Service Health Care Plan (PSHCP)
 - Public Service Management Insurance Plan (PSMIP)
- available to non-union employees only
 - Dental Insurance


8. Employees are given an overview of the appropriate Collective Agreement or Handbook, highlighting the sections of common interest, such as:
 - Medical Travel Assistance
 - Leave Entitlements

9. Forms and applications to be completed are as follows:
 - Use of Electronic Mail and the Internet Guidelines for employees of the GN
 - Oath of Office and Secrecy
 - Employee Identification (ID) Information card
 - Tax Deduction Information (TD1)
 - Superannuation Screening Form
 - Designation of Beneficiary (Superannuation)
 - Waiver of Participation (an optional benefit)
 - Public Service Health Care Plan (PSHCP)
 - Public Service Management Insurance Plan (PSMIP)
 - Direct Deposit Application
 - Statutory Declaration (if applicable)
 - Dental Application

10. Employees are briefed on the option of having the Northern Allowance paid in a lump sum. If they wish to do so, an application form is completed

11. Employees are notified about the option of participating in the Optional Leave Policy. This voluntary program allows an employee to accumulate an additional 5 days of paid leave during the fiscal year through a 1.92% payroll deduction. Those employees electing to participate will complete the application form at the time of documentation.

12. The employee is required to bring the following certificates and information to documentation:

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- Certificates of Birth, Adoption, Marriage, Divorce
- Copies of Degrees, Certificates and Diplomas

13. The following information is handed out during documentation:

- Applicable Collective Agreement or Handbook
- Public Service Health Care Plan Booklet
- Public Service Management Insurance Plan Booklet
- Disability Insurance Booklet
- Superannuation Booklet
- Dental Booklet
- Employee Information Sheet
- Use of Electronic Mail and the Internet Guidelines for Employees of the GN

14. Employees who are in the bargaining unit of the NEU are given an application form for union membership at the time of documentation.

AUTHORITIES AND REFERENCES

15. Main Collective Agreement with the NEU
Article 9 – Union Access to Employer Premises, Provision of Bulletin Board Space and Other Facilities
16. Collective Agreement with the Nunavut Teachers Association
Article 7 - Information
17. Optional Leave Policy

CONTACTS

18. For clarification or further information, please contact:

Director, Compensation & Benefits
Department of Finance
Iqaluit, Nunavut
975-5881