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NEU BARGAINING UNIT

PURPOSE

1. These guidelines and procedures apply to all employees in the Nunavut Employees Union except:
 - part-time employees;
 - wildlife officers engaged in field and patrol operations;
 - health care workers while working a modified work week;
 - college educators; and
 - court reporters.

Specific provisions applying to some groups of employees are provided in the subsections following.


For general overtime provisions see Section 1208 Overtime - General.

DEFINITIONS

2. **Employee** means a member of the Nunavut Employees Union except as outlined above.

PROVISIONS


3. Overtime shall be compensated at time and one half for all hours worked. The following exceptions shall be at double time:
 - all hours worked after the first four consecutive hours of overtime; and
 - all hours worked on the second and subsequent day of rest, provided the days of rest are consecutive.
4. Employees who report to work for their regular shift and there is a change in their shift assignment or there is insufficient work available are entitled to four hours of work. When no work is available, the employee is entitled to reporting pay consisting of four hours pay at the straight time rate.
5. An employee directed to report for work on a day of rest or on a designated paid holiday who finds that there is insufficient work available is entitled to four hours of work at the appropriate overtime rate. When no

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work is available, the employee is entitled to be compensated for four hours pay at the appropriate overtime rate.

6. An employee required to travel for the Employer on a regular work day shall be paid. This includes travel to training that is requested by the Employer.
7. An employee who must travel for the Employer on a day of rest or on a designated paid holiday shall be compensated at the appropriate overtime rate for the hours travelled. This includes travel to training that is requested by the Employer. There is a minimum payment of four hours at the straight time rate and a maximum of eight hours at the applicable overtime rate.
8. An employee, who is absent from home for the Employer on a designated paid holiday or day of rest, is entitled to be compensated at the applicable overtime rate of pay or be granted the equivalent leave with pay whether the employee works or not.
9. An employee, who is on standby and called to report, will be paid at the appropriate overtime rate with a minimum of four hours pay at the straight time rate. Each following call to report during the same eight hour period will be paid at the appropriate overtime rate for the actual hours worked.
10. Employees on standby who are required to report to work are reimbursed transportation costs as follows:
 - actual cost of commercial transportation each way, not to exceed eight dollars without the production of a receipt; or
 - when using a personal vehicle, the Government business mileage rate, according to the Duty Travel Article.
11. Where an employee is required to work three (3) or more hours of overtime immediately following his/her regularly scheduled hours of duty because of the operational requirements of the service, the employee is not permitted to leave his/her place of work, the Employer will either provide the employee with a meal or a meal allowance equal to the amount of the appropriate meal in accordance with the NEU Collective Agreement.

Employees who have earned overtime compensation, shall receive remuneration within four weeks of submitting the overtime form.

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AUTHORITIES AND REFERENCES

12. Public Service Regulations
Section 10, Overtime and Holidays
13. Main Collective Agreement with NEU
Article 23, Overtime
Article 24, Pay
Article 28, Standby
Article 25, Reporting Pay

CONTACTS

14. For further information or clarification, please contact:

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
975-6211**

or

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