



RETRAINING

PURPOSE

1. To assist employees in maintaining employment with the Government of Nunavut.

APPLICATION

2. These guidelines apply to all employees of the Government of Nunavut represented by the Nunavut Employees Union.

PROCEDURES

3. Employees who receive written Notice of Layoff may be eligible for a retraining opportunity during the lay-off notice period if:
 - (1) the employee has three years of continuous employment;
 - (2) no other layoff employee qualifies for the position and the employee may, with retraining, become qualified for the target position; and
 - (3) the employee and the employer agree that the retraining can be completed within 12 consecutive months.
4. Retraining consists primarily of on-the-job training but may include courses at an educational institution or other form of training.
5. If there is more than one affected employee who is interested in and who could qualify for the vacant position with retraining, a competition, limited to these employees, is held in accordance with the Staffing Priority guidelines.
6. If the employing department determines that an employee may, with training, become able to fill a specific position, a retraining opportunity will be offered to that employee.
7. The Employing Department with technical support from the Department of Human Resources develops a retraining plan.

**TERMINATION OF EMPLOYMENT****Human Resource Manual****Retraining****Section 1802 (e)**

8. The Deputy Head approves the retraining which can include on-the-job training, courses taken at the job site and courses taken at an educational institution. The Deputy Head approves the retraining plan before it is implemented.
9. Following approval by the Deputy Head, the employee signs the retraining plan to acknowledge his/her agreement with the provisions.
10. An employee undertaking retraining is paid at the employee's current rate of pay and will receive increments as they become due.
11. The department, board or agency laying off an employee pays all authorized costs for the retraining, including but not limited to, tuition, travel and relocation expenses. These costs must be approved prior to the training period.
12. An employee must have satisfactory performance to continue with the retraining plan.
13. When it is determined during the retraining period that an employee will not successfully complete the training program, the Deputy Head immediately provides a layoff notice to the employee.
14. An employee may participate in only one retraining opportunity per layoff/affected employee notice.
15. Upon successful completion of the retraining program, the employee is appointed to the target position at the salary classified for that position.



TERMINATION OF EMPLOYMENT
Retraining

Human Resource Manual
Section 1802 (e)

AUTHORITIES AND REFERENCES

16. Main Collective Agreement with the NEU
Article 30.03 (c), Retraining

CONTACTS

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