



Abandonment of Position is termination of an individual's employment where the individual has failed to report for duty for a period of one week and does not intend to return to duty.

Absent Without Approved Leave means an employee's unauthorized absence from the workplace during scheduled hours of work.

Academic Year is equal to two consecutive terms or semesters, usually eight months, but no more than 12 months.

Accidental Death and Dismemberment Insurance is additional insurance that provides benefits for certain injuries and death.

Accommodation Warrant is the official form, which authorizes payment for accommodation.

Attending Practitioner is a practitioner who provides medical treatment at the place of referral.

Annual Salary means annual salary adjusted up to the nearest \$1,000.00 interval.

Appellant is an individual filing an appeal.

Bargaining Agent means an employees' association incorporated by an Act as the bargaining agent for the employees in a bargaining unit.


Bargaining Unit means a unit of employees established by subsection 41(1.4) of the Nunavut Public Service Act for the purpose of collective bargaining.

Basic Life Insurance is equal to one year of annual salary; two years for managers. For the purposes of PSMIP annual salaries are adjusted up to the nearest \$1,000.00 interval.

Basic Salary refers to the employee's current rate of pay and does not include any additional compensation, benefits and allowances.

Beneficiary is the person to whom the benefits will be paid.

Business is a profession, trade, occupation or undertaking of any kind whatsoever and includes an office of employment.

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Business Travel is travel while on assignment by, or at the direction of the employer.

Career Management means a coordinated process of recruitment, selection and placement, promotion and transfer, training and development and other activities influencing individual career plans and development.

Casual is an employee hired for a period of four months or less to do work of a temporary nature.

Collective Agreement means an agreement in writing between the Minister of Human Resources and an employees' association respecting terms and conditions of employment and related matters including any award made by an arbitrator.

Collective Bargaining is the method used to determine wages, hours and other conditions of employment through direct negotiations between the Employees' Association/Union and the employer. The result of collective bargaining is a written agreement, which covers all employees in the bargaining unit.

College Educators means Instructors, Term Instructors, and Community Adult Educators.

College Instructional Year is 200 working days.

Commensurate occupation means, in relation to an employee on layoff, a job that the employee can reasonably qualify for with training, education or experience. The rate of pay must be at least two thirds of the pay for the employee's regular occupation.

Commercial Accommodation means a private business that charges for providing overnight accommodation.

Compa-ratio refers to the ratio of a Manager's salary compared to the maximum salary for the Manager's position, and it is expressed as a percentage.

Compassionate Escort for purposes of medical travel, means an escort recommended for compassionate rather than medical or physical assistance reasons.

Compensable Injury means an injury that qualifies for compensation under the Workers' Compensation Act.



Compensation and Benefits is the Compensation and Benefits Division of the Department of Finance.

Compensatory leave is time off given in recognition of extra days worked by an employee due to the need for flexibility in scheduling work to meet operational requirements.

Compressed Work Week: Employees work longer than 7.5 or 8 hours a day and bank the extra time worked to allow future "time off".

Conflict of Interest is a situation where an employee exercises an official power or performs an official duty or function in the execution of their duties when the performance of the duty or function, or the exercising of the power, might reasonably be expected to further their private interest, or the private interest of their immediate family.

Continuous Service for casual employees is any period of employment with the public service that is not broken by more than twenty consecutive working days. For full-time and indeterminate employees, any period of employment not broken by more than three months is continuous service.

Contracting Out means the tendering and contracting of work required to fulfil a Department's mandate to the private sector. This may include work previously performed by Government employees.

CPP premium is the money an employee must pay into CPP each month.

Demotion is a transfer to a new position with a maximum rate of pay lower than the maximum rate of pay for the position held by the employee immediately prior to the transfer. Disciplinary demotions are not permanent and will only apply for a specific period of time.

Department is any department, board or agency of the Government of Nunavut.

Deputy Head means the Deputy Minister of a department or the chief executive officer of a Government board or agency, or where there is no chief executive officer, such person as the Minister may designate as deputy head for purposes of the Nunavut Public Service Act.

Deputy Minister means the non-elected head of a department and where the position is vacant, the person designated by the Minister to act as the Deputy Minister.



Direct Appointments are appointments without competition to positions in the public service.

Disability under the *Public Service Superannuation Act* means “incapable of pursuing regularly any substantially gainful employment”.

Disciplinary Suspension is the temporary absence without pay of an employee from the place of duty to stress upon the employee the seriousness of the misconduct.

Dismissal is the termination, at the employer’s discretion, of an individual’s employment for cause.

Double time means twice the straight time.

Downgrading occurs when Job Evaluation allocates a lower number of points resulting in a lower pay range than the previous evaluation.

Duty Travel means travelling on authorized Government business.

Duty Travel Rates are defined by the NEU Collective Agreement clause 41.06(a) and the NTA Collective Agreement Appendix B4 or the employee handbooks, whichever applies.

Economic Adjustment refers to adjustments to the salary grid approved by Cabinet.

Education Leave refers to leave granted to an employee to take full-time post-secondary studies for a predetermined period of time (with the possibility of renewal by mutual agreement). The studies must be taken at a recognized Canadian university, college, and vocational or technical institute. The program includes academic upgrading when necessary to qualify employees to enter post-secondary studies.

Effects include furniture, household goods, equipment and personal effects of an employee and dependants at the time of the move. Effects do not include automobiles, boats, motorcycles, snowmobiles, trailers, animals or foodstuffs.

Elective Participant is a person who retains coverage in benefit plans after ceasing to be employed. Employees must have five years of continuous service or five years participation in the plan, to do this.



Emergency Situation means an emergency as reasonably determined by the Minister of Human Resources.

Employee Relations is a Division of the Department of Human Resources.

Employee Scheduled Work means a work schedule determined by the employee, with the approval of the Employer, which is outside of the standard working hours.

Employee, for the purpose of the collective bargaining process, means an employee who is a member of a bargaining unit.

Employees' Association means an association of public service employees incorporated by an Act empowering it to bargain collectively. The two major associations representing Nunavut Government employees are the Nunavut Employees Union and the Nunavut Teachers Association.

Employer is the Government of Nunavut.

Employing Department is the department where the employee is employed.

Escort is someone who accompanies the patient on medical leave.

Essential Services Agreement means an agreement referred to in subsection 41.02(2) of the *Nunavut Public Service Act*.

Essential Services means services that are necessary to ensure a continuation of minimal service.

Excess baggage means baggage an employee is expected to bring on their person at the time of relocation to the community of their employment.

Excluded Employee means an employee who is not represented by the NEU or the Nunavut Federation of Teachers, as per the provisions of Section 41(1.7) of the *Nunavut Public Service Act*.

Expedited Arbitration is a process very similar to grievance arbitration. However, witnesses are not called. Instead, an agreed statement of facts is presented to the arbitrator by Management and the Union or Association. Expedited arbitration is not precedent setting and is used for less complicated cases such as disputes regarding the interpretation of a clause or article in the Collective Agreement.



Experience Increment means a one step increase within a pay level for one year of teaching experience, to the maximum within the pay level.

Fees (Professional) means the annual cost for maintaining membership in an organization that provides services to its members.

Financial Agent means a financial agent as defined in the Nunavut Elections Act.

Financial Assistance refers to money paid to or on behalf of an employee for the purpose of participating in an educational or training program. It may include all or some portion of the employee's salary and/or course related costs.

Financial Management Board (FMB) means the committee of the Executive Council known as the Financial Management Board, established by subsection 3(1) of the *Financial Administration Act*.

First day of rest is the 24-hour period starting at midnight of the calendar day on which the employee's last regular shift was completed.

Flex Time: An employee works the daily 7.5 or 8 hours any time between 07:00 and 18:00. If employees must be at work at certain times or peak periods of the day due to operational requirements, the employer will establish the core hours which must be covered.


Food and Transportation Assistance is financial assistance for indeterminate employees who are newly appointed or transferred to specific communities for the first time. The assistance covers the purchase and transportation of food supplies to cover the needs of the household for the first 12 months in the new community.

Furnished Accommodation means accommodation provided and furnished by the Employer or, furnished accommodation arranged by the employee.

Garnishment is withholding money from salary in compliance with a legal order to pay the employee's debt to a third party.

Government Premises means structures and land, owned, leased or otherwise occupied by the Government.

Grievance Arbitration is the procedure by which a board or single arbitrator, acting under the authority of both parties, hears both sides of the controversy and issues an award, usually in writing, that is binding on the parties.

	
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Grievance is a statement of dissatisfaction, usually by an individual but sometimes by the union, concerning the interpretation or application of a provision of an Act, or regulation, direction or other instrument made or issued by the Employer dealing with the terms or conditions of employment, provisions of the collective agreement or Arbitral Award, disciplinary action, dismissal and letters of discipline.

Hay Guide Charts are the Hay Guide Charts produced by Hay Management Consultants to be used in the rating of positions in the Government of Nunavut.

Health & Safety Committee is a joint worksite committee established under Section 7 of the Safety Act.

Hours traveled is the time spent travelling, including a one-hour check-in period at airports, bus depots or train stations as well as a one-hour check-out period at each overnight stopover and at the final destination. It also includes time spent waiting for connecting flights, trains or busses. It does not include overnight stopovers.

Human Resource Planning means the process of analyzing an organization's human resource needs under changing conditions and developing the activities necessary to satisfy those needs. These activities will facilitate the hiring, development and efficient utilization of the right number of people with the required skills and skill levels.


Human Resource Requirements means the number and types of people the organization will need over the planning period to achieve its objectives.

Immediate family means an employee's father, mother, brother, sister, spouse, common-law spouse, child, father-in-law, mother-in-law, grandmother, grandfather and any other relative permanently residing with the employee.

Impairment is a lessening of a person's abilities to carry out work in a safe and proper manner. Alcohol and drugs can cause, but are not the only cause of, impairment.

Incorporation is the legal recognition of an employees' association as a bargaining agent.

Increment means the difference between adjacent steps in a pay range.

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Indemnification means that the Government will protect its employees from certain liability if legal actions are brought against them in the performance of their duties.

Indeterminate Employment is employment on a continuing basis, unless another period of employment is specified.

Interchange Canada is the name of the formal secondment agreement used by the Government of Canada when seconding employees to and from their organization.

Interdepartmental Transfer is the temporary assignment of an employee from one department to another department in the Government of Nunavut.

Internal Transfer Assignment is the temporary assignment of an employee within the same department.

Internal Workforce means the territorial public service.

Job is either a unique position or a number of positions that are similar and are adequately described by one job description.

Job Description is a written statement of the duties and responsibilities of a position. It also contains a description of the knowledge and skills required of an incumbent in order for the person to satisfactorily do the job. It lists the working conditions that may exist when the duties of each position are performed. Deputy heads are the final authority respecting the assignment of work and job description content within their departments or agencies.

Job Evaluation Appeal Board is a committee consisting of a chairperson or chairpersons chosen by the Employer and the Union. Each chairperson must be knowledgeable of the method of job evaluation and the program within Nunavut. Only one chairperson shall sit on any Appeal.

Job Share Employee Extended is an indeterminate employee who has entered into a voluntary arrangement in which two employees share one full-time indeterminate job in such a manner that each attends in the position for separate extended periods of time of three months or more. Such employees shall be treated for the purpose of receipt of benefits as seasonal employees.



Job Share Employee is an indeterminate Government employee who has entered into a voluntary agreement with the Government. Two employees share one full-time indeterminate job. There are two types of job share employees; job share employee extended and job share employee part-time.

Job Share Employee Part-time is an indeterminate employee who has entered into a voluntary arrangement in which two employees share a full-time indeterminate job in such a manner that each attends in the position in any form of rotation of up to two weeks on and two weeks off; such employees shall be treated for the purpose of receipt of benefits as part-time employees.

Job Analysis is the process of identifying the duties and responsibilities of a position and expressing these in an authorized job description.

Job Evaluation is the analysis and evaluation of the required know-how, problem solving, accountability and working conditions of a position. Job evaluation establishes the relative value of a position within the Government.

Juvenile Escort is a person required to escort a child under the age of 19 travelling to obtain medical treatment.

Lay-off means an employee whose employment has been terminated because of lack of work or because of the discontinuance of a function and who is suitable for continued employment in the Public Service. Lay-off does not mean an employee whose employment has been terminated because of a transfer of the work or function to another employer where the employee is offered employment with the new employer.

Length of Service is the period of uninterrupted employment with the Government. This will include uninterrupted employment with the Government of the Northwest Territories provided that the employee was employed in the Public Service on April 1, 1999.

Lieu time is leave provided as compensation for overtime worked, instead of cash payment.

Locked In means that funds remain in the Superannuation plan until normal retirement age.

Long Term Education Leave refers to leave of up to one academic year in duration (longer than six months), taken for education purposes.



Long-Term Disability Insurance (LTD) means an income supplement program providing income to eligible employees.

Management Employee means an employee defined in the Public Service Regulations as a person responsible for planning, organizing, directing and controlling the use of persons, material and money.

Mediation is a process that allows parties to have the assistance of a third party in trying to reach agreement.

Medical Escort is a health professional required to provide medical care to the patient while in transit.

Medical Practitioner is a licensed medical doctor, dentist or registered nurse.

Medical Prognosis is a physician's statement outlining the long-term expectations regarding an employee's medical condition. The prognosis does not state or describe the employee's medical condition. It indicates if and when the employee may be able to report for duty and what tasks the employee may be able to perform.

Medical Termination is a non-disciplinary termination of employment. A medical termination is considered when an employee is unable to do the job because of illness and it is unlikely that the employee will sufficiently recover to return to duty in the near future.

Medical Treatment is a service that is an insured non-elective benefit under the Nunavut Health Care Plan.

Memorandum of Understanding means an agreement signed by both parties to a collective agreement, intended to clarify the meaning, application or administration of items included in the collective agreement.

Merit Pay refers to an annual increase to a Manager's pay, which recognizes the Manager's job performance during the previous year ending March 31st.

Minister means the member of the Executive Council designated as a Minister under the *Legislative Assembly and Executive Council Act* who is responsible for the *Nunavut Public Service Act*.

Moving Company means the company contracted to move an employee's personal effects.



Needs Forecasting for purposes of Human Resource Planning means forecasting the number of positions and types of skills that will be needed by an organization over a specific planning period.

Non-Elective Treatment is medical treatment that is an insured service under Nunavut Health Care Plan.

Non-Medical Escort is a spouse, parent or person of the age of majority (19 years or older) required to assist the patient while in transit.

Occupational Health and Safety is a means of controlling workplace hazards, by reducing or eliminating occupational injuries or illnesses.

Official Agent is defined in the *Nunavut Elections Act* or the *Canada Elections Act* as applicable.

Official Languages of Nunavut are English, French, Inuktitut and Innuinaqtun.

On-call casuals are employees asked to work on an, as and when required, basis.

Optional Leave means the voluntary program available to managerial and excluded employees who are eligible to accumulate and use an extra five days paid leave in a fiscal year through payroll deductions.

Outside Organization is an organization that is not part of the Public Service of Nunavut. It may be a private sector organization or another level of government such as municipal, provincial or federal.

Outstanding Achievements are achievements that exceed the expected level of achievement of the individual assignments agreed upon by the Manager and the employee at the beginning of and during the performance review period.

Outstanding Contributions are contributions of work that exceed the expected level of contribution towards the achievement of group assignments agreed upon by the Manager and the employee at the beginning of and during the performance review period.

Overtime is work performed by an employee, at the request of the Employer, in excess of, or outside of the employee's regularly scheduled hours of work.

Parties refers to the Employer, a bargaining agent and the employees.



Part-time employee is an employee employed on a continuing basis for less than the standard workday, week or month.

Part-time Employment is employment on a continuing basis for hours less than the standard workday, week or month.

Pensionable Service is the service on which pension benefits are based when employment ends.

Performance Management means planning and implementing programs for improving overall productivity through organization of work activities, performance appraisal and the ongoing development of individual competencies, complemented by performance planning and supportive compensation practices.

Personal Effects means furniture, household goods and equipment and other effects owned by the employee and dependants at the time of their move. Items such as automobiles, boats, snowmobiles, motorcycles, trailers, animals or foodstuffs are excluded.

Personal harassment means any unwarranted behaviour by any person that is directed at and is offensive to an individual or endangers an individual's job, or threatens the economic livelihood of the individual.

Personnel File is the official record containing personal information, on each employee, held by the Department of Human Resources or the Personnel Section of an authorized board or agency. This does not include the pay and benefits files maintained for individual employees by the Department of Finance.

Policy means a government commitment to the public to follow an action or a course of action in pursuit of approved objectives.

Political Party is a registered political party or an unregistered political party functioning in Nunavut to achieve political aims.

Position is one specific job. An employee fills a position and is referred to as an incumbent.

Present Incumbent Only (PIO) means that downgrading of an occupied position has lowered the points and the pay range attached to the position. However, the employee will continue to be paid at the same level as prior to the downgrading with full entitlement to increments and economic increases.



Professional Employee means an employee engaged in work where there is a requirement for a highly developed or specialized body of knowledge acquired through university education.

Promotion means appointment to a new position with a greater maximum pay than the former position.

Proposed Appointee is the individual to whom the job offer has been made.

Protective Clothing are articles of clothing which give greater protection than normal clothing.

Public Service is the Public Service of the Government of Nunavut, as defined in the Nunavut Public Service Act.

Receiving Department is the department where a transferee will be working during the term of the Transfer.

Referring Practitioner is a Nunavut medical practitioner who recommends medical treatment be obtained outside the employee's community of residence.

Rejection on probation is termination, at the employer's direction, of an individual's employment in a public service position during the probationary period in that position.


Relocation assistance on termination provides employees with financial assistance in moving themselves, their dependants and their household effects from the employee's community of residence to the actual new location of residence.

Relocation Coordinator is the Government officer who is designated to administer relocations. The Department of Education has a relocation officer within that organization to coordinate teacher removals.

Reside with is to live in the same dwelling. Normally this will be the place where the person receives mail, keeps personal property, and spends a majority of the time.

Resident means anyone continuously residing in Nunavut for three months or more, intending to stay for at least 12 months.

Resignation is the voluntary termination of employment by the employee.

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Responsibilities are a set of related functions or tasks forming a significant part of a job.

Restricted Employees are:

- (1) Deputy Ministers;
- (2) Heads of Secretariats of the Executive Council;
- (3) Assistant Deputy Ministers;
- (4) Divisional Directors;
- (5) Regional Directors;
- (6) Assistant Directors;
- (7) Assistant Regional Directors;
- (8) Chief Executive Officers of Corporations or Agencies of the Government;
- (9) Regional Superintendents;
- (10) Executive branch staff, except secretarial or clerical staff; or Executive Assistants to Ministers;
- (11) Staff of the Department of Human Resources, other than secretarial or clerical staff;
- (12) Supervisors of Schools;
- (13) A person appointed by a Minister to serve as executive staff and who is paid out of public funds.

Retirement is termination of employment with eligibility to receive an immediate annuity under the *Public Service Superannuation Act*.

Return of Contributions is the return of money paid by an employee to the superannuation plan plus accumulated simple interest.


Safety Equipment are tools or equipment used to identify, monitor, reduce or remove work hazards.

Safety Officer is an individual appointed pursuant to Section 19 of the *Safety Act*.

Salary Increments are one step increases to the annual rates of pay in the salary range.

Salary is the pay received for performing the regular duties of a position.

School year means the work year established by the employer for school year employees. This normally means a work year that starts a week before the first day of the school year and ends a week after the last day of the school year.

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Seasonal Employment is employment of a seasonal nature, which is not continuous throughout the year but recurs in successive years.

Second or subsequent day of rest is the period immediately following expiration of the first day of rest, when the first and second or subsequent days of rest are consecutive. It ends when the employee's next regular shift starts.

Secondee is an employee who is on temporary assignment under the terms and conditions of a formal secondment agreement.

Secondment is the temporary assignment of a GOVERNMENT employee to a position in an outside organization, or an individual with a position in an outside organization to a position with the GOVERNMENT.

Selection Committee is the hiring Committee which consists of at least the position's supervisor (or alternate) and the Department of Human Resources Staffing Consultant. Sometimes this Committee will include community representatives or technical specialists.


Sexual harassment means any unwelcome conduct of a sexual nature that detrimentally affects the work environment or leads to adverse job related consequences for the victim of the harassment.

Short Term Education Leave refers to leave of less than one academic year, but not longer than six months, taken for education purposes.

Staffing Appeal Committee is the Committee formed to hear the appeal and to provide an independent review of the competition. The Committee determines whether procedural fairness occurred in the application of legislation, regulations, policies, directives, and procedural guidelines in the competition process and whether the appeal should be granted or denied.

Standard hours of work are 7.5 hours a day, 37.5 hours a week for the public service generally: eight hours a day, 40 hours a week for trades, labourers and some other employees based on job function. The standard hours of work differ for some positions, based on specific agreements with the Nunavut Employees Union.

Standard Work Schedule includes a 7.5 or 8-hour workday with the work being performed between 08:00 and 17:00, five days a week, Monday to Friday.

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Standards of General Conduct are accepted forms of performance, activity and behaviour that require no set rules to ensure compliance (e.g., coming in to work on time).

Standards of Particular Conduct are established work rules or orders set out by the employer (e.g., taking coffee breaks according to a rotational schedule).

Standby is time outside of the employee's regular working hours. An employee, on instruction from an authorized manager, must be available for recall to work.

Storage Company means the company contracted to provide long-term storage of an employee's personal effects.

Straight time is the hourly rate of remuneration.

Strike means a cessation of work or a refusal to work or to continue to work by employees, in combination, in concert or in accordance with a common understanding.

Substantially Continuous Service means a person becomes a Government employee within three months of leaving the federal public service, the Canadian Armed Forces, or the RCMP.

Suspension Pending Investigation is the temporary absence of an employee at the direction of the employer, from the employee's place of duty to allow an investigation into serious allegations of misconduct or incompetence.

Teacher is an employee who possesses a valid Nunavut Teaching Certificate and includes Classroom Teachers, Aboriginal Language and Cultural Specialists, Part-time Teachers, Grade Coordinators, Subject Coordinators, Teacher Consultants, Curriculum Specialists, Assistant Principals and Principals. (as defined in the *Education Act*).

Term Employment is employment for a fixed period in excess of four months. At the end of the specified period, the term employee ceases to be employed.

Territorial Riding Association is the Nunavut association of a political party.

Therapeutic Institution means hospitals, senior citizens' homes, nursing homes and personal care homes.

Time and one-half is one and one-half times the hourly rate of remuneration.



Transfer Assignment is a legal document for the temporary assignment of an employee. The document outlines the terms of agreement between the Employing Department, the Receiving Department (if applicable) and the Transferee.

Transfer means appointment to a new position that is not a promotion or a demotion.

Transferee is the employee who is on assignment under the terms and conditions of a formal transfer agreement.

Underwriter means National Life Assurance Company of Canada.

Unfurnished accommodation means unfurnished accommodation provided by the Employer or unfurnished accommodation arranged by the employee.

Unrestricted Employees are those employees, including teachers, who do not fit into the definition of restricted employees.

Unscheduled Absence means an employee's absence from the workplace which has not been authorized in advance. An unscheduled absence may or may not be eventually recorded as "absent without leave".

Upgrading occurs when job evaluation allocates a higher number of points resulting in a higher pay range than the previous evaluation.

Violence in the Workplace is the conduct of violence, threats, harassment, intimidation, and other disruptive behaviour in the workplace. Such behaviour can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Voluntary Unpaid Leave means a program that allows an employee to receive an advance of 5 days of leave funded by a 1.92% salary deduction from the bi-weekly pay.

WCB means the Workers' Compensation Board.

Work Stoppage means any cessation of normal business operations resulting from a strike.



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Workplace means those buildings and facilities leased, rented, owned or operated by the Government, its corporations or agencies. Buildings under construction, extension or renovation and the accesses to them are not workplaces.

Written Reprimand is a written warning that performance or conduct is unsatisfactory.

Year of Service is the 12-month period to the anniversary date of initial appointment or a full academic year of employment in the case of a teacher.

Years Maximum Insurable Remuneration (YMIR) is the maximum annual earnings that are covered by the WCB.