

## REGULATIONS TO AMEND THE EMPLOYEES DIVISION REGULATIONS (2007)

The Treasurer of Nunatsiavut, acting under section 37 of the *Nunatsiavut Civil Service Act* and decisions of the Executive Council issued the 13<sup>th</sup> day of August 2013, the 18<sup>th</sup> day of January 2015 and the 21<sup>st</sup> day of January 2015, is pleased to enact the following regulations:

### Employee Policy Manual Amended

1. **The Employees Policy Manual, Annex 1 to the *Employee Division Regulations (2007)*, is amended as follows:**
  - (a) **Section 2(A)(2) is amended by deleting the words “verbally or”.**
  - (b) **Section 2(C)(1) is deleted and replaced with the following:**
    - 1) An employee shall not accept a gift in the course of their employment, other than the normal exchange of hospitality between persons doing business together, tokens exchanged as part of protocol, or the normal presentation of gifts to persons participating in public functions.
  - (c) **A new section is added to 2(C) as follows:**
    - 2) Any gifts that exceed a value of \$250 must be reported to the Nunatsiavut Government even if they are considered a normal exchange of gifts.
  - (d) **Section 4(E) is amended by deleting the semicolon and the words “alternative scheduling or operational requirements shall be arranged” immediately following “4:30 p.m.”**
  - (e) **Section 6(F)(2)(a) is deleted and replaced with the following:**
    - a) The employee is not eligible for a transfer or promotion.
  - (f) **A new section is added to 6(G) as follows:**
    - 7) If the employee’s former position no longer exists and the employee’s performance is either deemed unsatisfactory or the employee decides they would like to decline their new position, the employee will be terminated with the appropriate notice as per the Canada Labour Code.
  - (g) **STEP 3 of section 10(2) and the paragraph that follows it are deleted and replaced with the following:**  
STEP 3 –Failing settlement at Step 2, the employee may submit the complaint in writing to the Director of Human Resources within two (2) working days of the Director or Manager’s written response at Step 2. The Director of Human Resources or a committee appointed by the Treasurer and composed of the



Deputy Minister, and Director and chaired by the Director of Human Resources will make the final decision, which will be binding.

The Director of Human Resources will reply in writing to the employee within five (5) working days.

- (h) Section 12(6) is deleted and replaced with the following:
  - 6) An electronic statement of all deductions from gross salary will be provided to each employee.
- (i) Section 19(D)(2) is amended by adding immediately after "brother-in-law," the words "grandmother-in-law or grandfather-in-law" and a comma.
- (j) Section 27(1) is deleted and section 27(2) is re-numbered as 27(1).
- (k) Section B of Appendix 3 is amended by adding a new subsection as follows:
  - 6) If an Employee is on an unpaid leave of absence, eligible travel allowances will be paid once they return to work.

#### Effective Date of Section 1

- 2. Section 1 of this regulation shall be deemed for all purposes to have come into effect on the 9th day of February 2015.

#### Definition of "Hard to Recruit" added to Section 1(B) of Employees Policy Manual

3.

- (1) Section 1(B) of the Employees Policy Manual, Annex 1 to the *Employee Division Regulations (2007)*, is amended by re-numbering subsections (10) to (15) inclusive as subsection (11) to (16) adding a new subsection (10) as follows:
  - 10) "Hard to Recruit" refers to a position in respect of which:
    - a) repeated recruitment efforts have failed to attract qualified candidates;
    - b) the job competitions have been open to all applicants within the previous 18 months; and
    - c) the majority of the competitions resulted in fewer than five qualified, eligible, and available applicants over the previous 18 months;
- (2) The words and phrases "hard to recruit" and "Hard to recruit" in section 12(8), Appendix A (C)(3) and the third column of Table "D" of the Employees Policy Manual, Annex 1 to the *Employee Division Regulations (2007)*, are deleted and in each instance replaced with "Hard to Recruit".

**Effective Date of Section 3**

4. Section 3 of this regulation comes into effect on the 24th day of March 2015.

**Section 19.D of Employees Policy Manual Amended**

5. Section 19.D of the Employees Policy Manual, Annex 1 to the *Employee Division Regulations (2007)*, is amended by deleting subsections (1) and (2) in their entirety and replacing them with the following:
- 1) An employee may request paid bereavement leave from work in accordance with the following:
    - a) five (5) paid working days in the event of the death of
      - (i) the employee's spouse or common-law partner,
      - (ii) the employee's mother or father,
      - (iii) the spouse or common law partner of the employee's mother or father,
      - (iv) the mother or father of the employee's spouse or common law partner,
      - (v) the spouse or common law partner of the mother or father of the employee's spouse or common law partner, or
      - (vi) the employee's legal guardian, child, step-child, foster child, grandchild, sister, brother, grandfather or grandmother.
    - b) three (3) paid working days in the event of the death of an employee's aunt, uncle, niece, nephew, daughter-in-law, son-in-law, sister-in-law or brother-in-law.
    - c) one-half (1/2) paid working day for the purpose of attending the funeral of a person other than a person referred to in clause a) or b).
  - 2) Staff are excused from work to attend funerals in the community but Nunatsiavut Government offices in the community will remain open unless all staff in the office are attending a funeral.

**Effective Date of Section 5**

6. Section 1 of this Regulation shall be deemed for all purposes to have come into effect on August 13, 2013.

