

## NORTHERN AND REMOTE LOCATIONS ALLOWANCES

### REFERENCES:

POLICY 401.10      TRAVEL POLICY  
POLICY 9.5         RELOCATION EXPENSES  
POLICY 4.4         SPECIAL LEAVE or ABSENCE

### Preamble

This policy is established to support Corporation objectives to provide broadcast services in northern & remote locations. It will assist the Corporation to:

- \* hire qualified people required to provide service in northern & Remote locations.
- \* ensure equitable treatment for locally hired employees and those hired or transferred from outside the northern & remote location.
- \* maintain an employee/employer relationship in northern & remote locations which distances the Corporation from involvement in the personal lives of the employees and which is consistent with the intent of Human Rights legislation.
- \* support the integration of Corporation employees into the local community.

### POLICY

It is recognized that employees in northern & remote locations will incur additional living expenses. Therefore, the Corporation shall provide the following assistance to employees living in northern & remote locations:

NORTHERN LIVING ALLOWANCE (Short Title N.L.A.)

PRIVATE ACCOMMODATION ALLOWANCE & SPECIAL ACCOMMODATION ALLOWANCE (Short Titles P.A.A. & S.A.A.)

- \* PAID LEAVE TRANSPORTATION ALLOWANCE ( Short Title PLTA)
- \* Refund of certain other expenses defined herein

The amount of assistance shall vary according to the classification of the northern & remote location and the employee's dependant status.

### Definitions

For the purposes of this Policy, a NORTHERN & REMOTE location is any location in Canada at which the Corporation has staff permanently residing to perform their assigned duties and is a community or work site that is defined and, as amended from time to time, by the Canada Customs

& Revenue Agency as either a Prescribed Zone or an Intermediate Prescribed Zone for the purposes of establishing northern residency under the Income Tax Act.

NORTHERN LIVING ALLOWANCE - an allowance, as determined by the Corporation, to defray the incremental costs of living at northern & remote locations, and to compensate for the environmental (climate, geography, access, etc.) factors related to northern & remote locations.

PRIVATE & SPECIAL ACCOMMODATION ALLOWANCE - an allowance, as determined by the Corporation, to defray the incremental costs associated with the employee providing their own accommodation. In some CBC North locations the CBC may designate based on prevailing market conditions that the employees will receive in addition to the basic Private Accommodation Allowance an additional Special Accommodation Allowance.

PAID LEAVE TRAVEL ALLOWANCE an allowance, as determined by the Corporation and provided to the employee once or twice a year, according to the classification of the northern & remote location to help defray the costs associated with travel to and from the northern & remote location.

TRAVEL LEAVE - time granted in addition to regular leave to an employee who is entitled to Paid Leave Travel Allowance and is proceeding on Paid Leave.

AREA HEAD - the senior line manager in the region.

UNACCOMPANIED EMPLOYEE - an employee who has no dependants residing with the employee at the northern and/or remote location.

ACCOMPANIED EMPLOYEE - an employee with dependants residing with the employee at the northern and/or remote location, as identified by the dependant's status declaration.

DEPENDANT - a person who resides at a northern or remote location and is:

- a. The partner, or (partner shall mean a person who is living continuously with the employee and is presented as the employee's partner) This would include same sex relationships.
- b. the child of the employee or the child of his/her partner who is under the age of 18 years, (child shall include an adopted child or legal ward)
- c. the child of the employee or the child of his/her partner who is over the age of 18 years but not yet 21 years who is in full time attendance at school .

A dependant of an employee shall cease to be a dependant upon becoming employed by the Corporation and being in receipt of allowances articulated in this policy as a result of that CBC employment or is claimed as a dependant by another employee by means of a dependant's status declaration.

The employee, identifying in a signed statement those persons whom he/she is claiming as dependants for the purposes of this policy shall establish DEPENDANT STATUS. This declaration shall be signed at the time of hiring or transfer and by April 1 and October 1 each year. The

employee is required to notify the Corporation of any change in the status of his/her dependants that may have occurred between the two mandatory opportunities to revise dependant status.

IMMEDIATE FAMILY shall be the partner, parents, children sister, brother, father in law, mother in law of the employee and/or their partner (See Policy 4.4 Definition of Immediate Family)

ORIGINAL PLACE OF RESIDENCE IMMEDIATELY PRIOR TO APPOINTMENT TO A NORTHERN or REMOTE LOCATION is the place of residence in Canada of the employee, determined after full consideration of personal family circumstances prior to transfer to a northern or remote location. This should be recorded on the employee's Status & Pay file upon initial hire and be the permanent record for determining original place of residence.

DESIGNATED POINTS OF DEPARTURE - the designated point of departure for each northern & remote location shall be made available locally and revised as required. The following CBC production points shall be designated points of departure: Vancouver, Edmonton, Saskatoon, Winnipeg, Ottawa, Montreal, Halifax and St. John's.

NORMAL WORKING HOURS are those set out in the applicable job specification or collective agreement.

## APPLICATION

### 1.0 NORTHERN LIVING ALLOWANCE, PRIVATE & SPECIAL ACCOMMODATION ALLOWANCE.

1.1 Northern Living Allowance shall be paid to all employees permanently assigned to work at a northern or remote location, at the accompanied or unaccompanied rate as appropriate.

1.2 Private & Special Accommodation Allowance shall be paid at the accompanied or unaccompanied rate as appropriate to employees who do not reside in CBC-provided accommodation.

1.3 When Northern Living, Private & Special Accommodation Allowances are paid to an employee who regularly works less than the normal working hours, the allowances shall be paid at the appropriate hourly rate. However, no allowance shall be paid in respect of any hours worked in excess of the "normal working hours".

1.4 Northern Living, Private & Special Accommodation Allowances shall become effective from the day the employee arrives at the northern or remote location or from the day following the last day for which expenses under the policies governing travel or relocation expenses are paid on appointment or transfer to a northern or remote location whichever is the later.

1.5 These allowances shall continue until:

a. the day the employee ceases to receive a salary from the Corporation for employment at northern or remote location, or

b. the first day for which the employee receives per diem allowances in accordance with travel or relocation expense policies that are applicable to his/her transfer from an isolated location, unless the employee must maintain a dwelling at the northern or remote location.

1.6 Subject to the following limitations, payment of Northern Living, Private & Special Accommodation allowances shall not be affected by absences for:

- a. Corporation business, when expenses are paid under the policies covering travel, providing the employee maintains a residence at the northern or remote location;
- b. Paid Leave, when the employee remains at the northern or remote location or returns to it immediately following such leave
- c. Special leave, including bereavement leave
- d. Illness or injury for which the employee is eligible for benefits under the Corporation's disability income protection plans, including Worker's Compensation, except when the employee leaves a northern or remote location during such absence and no dependant or residence is maintained at the northern or remote location
- e. Union activities, when such absence is paid

1.7 No allowances shall be paid in respect of a period during which an employee is absent without pay. Special circumstances may warrant individual consideration, which shall be subject to Area Head approval.

1.8 Allowances shall be included as part of the base salary in the calculation of benefits under the Corporation's Sub-Plan for maternity/paternity leave during which the employee is eligible for such benefits.

- a. no longer resides at a northern or remote location, the allowances shall be reduced from the accompanied to the unaccompanied rate until a dependant returns.
- b. when a dependent establishes temporary residence at a northern or remote location with the employee, allowances shall be increased from the unaccompanied rate, from the date of the arrival to the date of departure of the dependant.
- c. If the dependant does not establish permanent residence with the employee at a northern or remote location, relocation and transportation expenses shall not be provided for the dependant to or from the northern or remote location.

### 3. PAID LEAVE TRAVEL ALLOWANCE (PLTA)

a. In recognition of the additional transportation costs associated with travel in northern & remote regions of the country, the Corporation shall provide assistance to employees through a Paid Leave Transportation Allowance to offset expenses for the employee and eligible dependants. It shall be the employee's responsibility to notify the Corporation of any changes in dependant's status when such changes occur and by the mandatory dates by which eligibility for PLTA payments are determined.

b. For purposes of this allowance, employees residing at the CBC North locations of Inuvik, Cambridge Bay, Iqaluit, Rankin Inlet and Kuujuaq shall be eligible to receive PLTA assistance

twice in the fiscal year. All other eligible northern & remote locations that qualify for this assistance shall receive it once in the fiscal year.

c. The PLTA shall be based on the 7-day advance purchase excursion airfare from the employee's community of employment to the designated point of departure for that location. The PLTA payment will be exclusive of the GST and any airport improvement taxes and/or fees.

d. CPP/QPP and EI premiums shall be deducted from all cash equivalent payments of the PLTA. Income Tax shall be deducted as required.

e. There shall be no hourly pro-ration of the PLTA for casual staff.

f. Temporary employees will be eligible for PLTA following 6 months of continuous service. The PLTA will not be retroactive for the initial six months of service.

g. New employees shall be entitled only to a pro-rated cash equivalent payment of the PLTA (as per clause "b" above) until the next scheduled PLTA payment in that location. For each month of pro-rated PLTA, the employee shall receive:

o 1/12th of a full PLTA for each completed month of employment in locations where only 1 PLTA is payable.

o 2/12ths of a full PLTA for each completed month of employment in locations where 2 PLTA's are payable.

a. If the employee resigns or is dismissed for cause, pro-rated recoveries shall be made if the employee has not taken paid leave for which the PLTA was provided. The amount of the recovery shall be pro-rated based on the month of resignation or dismissal.

E.G. Entitlement on:

	Hiring Date	Hiring Date	Oct. 1	
CBC North:	May 1st	10/12	1.0	
Inuvik, Cambridge Bay	September 1st	2/12	1.0	
Iqaluit, Rankin Inlet		10/12	0	
&	October 31st			
		6/12	0	
Kuujuuaq.	January 31st			

All Other CBC	May 1st	11/12	0
Northern & Remote			
Locations	September 1st\	2/12	0
	October 31st	5/12	0
	January 31st	3/12	0

CBC employees transferred from a non-isolated location to an isolated location shall be entitled to one full PLTA as of the day they arrive in the northern or remote, and subsequently entitled as in a) or b) above.

#### 4.0 TRAVEL LEAVE

4.1 An employee who is entitled to Paid Leave Travel Allowance and is proceeding on paid leave shall also be entitled to Travel Leave in an amount which is the lesser of:

- a. three days, or
- b. the actual time required to travel from a northern or remote location to the designated point of departure and return.
- c. Such travel days must be used in the applicable fiscal year they cannot be carried forward into the next fiscal year

4.2 Travel Leave shall be granted to points other than the designated point of departure, and the entitlement to Travel Leave, provided in 4.1 above, shall apply.

4.3 Where an employee is entitled to PLTA and proceeds on paid leave twice in a year, the amount of travel leave which is granted on each occasion shall be the lesser of three days or the actual travel time. Travel days associated with the applicable 6-month period of the fiscal year must be used in the applicable period. Travel days granted under this section cannot be carried forward into the subsequent 6-month period or fiscal year.

4.4 When an employee is on paid leave and the period of time required for the journey to or from a northern or remote is prolonged by transportation delays beyond the employee's control, travel time not exceeding five days shall be allowed in respect of any one period of absence. Notwithstanding the above, the Area Head may authorize an extension of this period in special circumstances.

In addition to the continuation of salary during these periods, allowances shall be continued.

Travel time as allowed shall not be charged against the employee's leave credits although, for the purpose of payment of salary and allowances, it shall be regarded as leave with pay.

## 5. RELOCATION EXPENSES

1. The Corporation shall negotiate with new and/or transferring employees either hired to work at a northern or remote location and/or transferring at the Corporation's request between northern & remote locations relocation expenses as per Corporate HR Policy 9.5 Relocation Expenses
2. Any dependant who does not make his/her permanent place of residence with the employee at the northern or remote location shall not be entitled to relocation expenses.
3. When an employee has ceased to be employed by reasons of mandatory or early retirement, disability or through staff reduction or lay off the relocation expenses of the employee and dependants shall be negotiated in accordance with HR Policy 9.5 Relocation Expenses to the employees original place of residence. The employee retains the right to exercise this option for a 12-month period following their last official day of work.
4. When an employee ceases to be employed at a northern or remote location by reason of expiration of term employment, resignation, release during probationary period or dismissal the relocation expenses of the employee and dependants will be negotiated subject to HR Policy 9.5 Relocation Expenses and the following conditions:
  1. When the employee has served a continuous term of five or more years at the northern or remote location relocation expenses to the original place of residence immediately prior to hire shall be negotiated
  2. When the employee has served a continuous term of more than two years but less than five years at the northern or remote location relocation expenses to the designated point of departure or the original place of residence whichever is the lesser shall be negotiated
  3. When the employee has worked a continuous period of less than one year at a northern or remote location the Area Head may authorize relocation expenses to the designated point of departure or to the original place of residence which ever is the lesser expense
  4. When an employee is released during the probationary period the Corporation shall provide relocation expenses to the designated point of departure or the original place of residence which ever is the lesser expense
  5. When an employee is dismissed for cause and has worked at a northern or remote location for a continuous period of less than five years the Area Head shall authorize relocation expenses as in 5.1.2 above if the employee has worked for five or more years the Area Head shall authorize relocation expenses as in 5.1.1 above
  6. In all cases of Corporation initiated internal transfers within the CBC

the receiving Region shall be responsible for all associated relocation costs

7. Time shall be of the essence in completing all relocations covered under Section 5.4 and subsequent clauses
5. If a northern or remote location ceases to be such then any employee for whom relocation expenses were provided on original hire or transfer shall retain the right to receive relocation expenses under the appropriate section as outlined above
6. Should an employee die at a northern or remote location the Corporation shall authorize transportation costs associated with the shipment of the deceased and the relocation expenses of dependants up to an amount not exceeding the amount to the original place of residence of the employee

#### 6.0 REIMBURSEMENT OF TRANSPORTATION EXPENSES IN THE CASE OF ILLNESS OF EMPLOYEE OR DEPENDANT

1. When an employee or dependant has to journey from northern or remote location to obtain medical or dental treatment, the transportation expenses incurred shall be reimbursed as follows.

Reimbursement shall not exceed the amount of the transportation expenses to and from the nearest place where adequate treatment can be obtained.

- a. Reimbursement shall not be made unless the claim is supported by a certificate from the appropriate qualified medical or dental authority stating that the treatment was non-elective and could not be provided by services or facilities at the northern or remote location. Their certificate shall designate the closest place where adequate treatment may be obtained.
- b. Where the appropriate medical or dental authority recommends that some other person accompany the employee or dependant, transportation and accommodation expenses for such a person shall be reimbursed.
- c. In addition, travel expenses of an employee or dependant requiring treatment incurred as an out-patient outside a northern or remote location shall be reimbursed in accordance with the Travel Policy - Canada - for the period defined by the appropriate qualified medical or dental authority.
- d. When elective medical or dental treatment is undertaken outside a northern or remote location during an employee's annual leave, up to three days of annual leave shall be reinstated once per fiscal year. Such elective treatment shall require verification by the appropriate qualified medical or dental authority.

#### 6.2 EXPENSES IN THE CASE OF CRITICAL ILLNESS IN EMPLOYEE'S IMMEDIATE FAMILY

Where a critical illness occurs in the immediate family outside the northern or remote location, and special leave has been granted, transportation expenses of the employee and/or dependant shall be reimbursed up to an amount that would have been incurred had the journey been to and from the point of departure. Such critical illness may require verification by a qualified medical authority.

1. The employee is expected to apply for the major airline travel discounts associated with this type of "emergency" travel. If the employee obtains a travel discount, the value of the corporation's reimbursement will be limited to the value of the discounted airfare from the northern & remote location to the normal point of departure. The Corporation will require proof from the employee of acceptance/non acceptance of the claim to the airline for discounted travel a northern or remote

### 6.3 EXPENSES IN CASE OF DEATH OF DEPENDANT

When a dependant dies at northern or remote location, the Corporation shall reimburse:

- a. the expenses for the shipment of the remains, up to an amount not exceeding the expenses to the normal place of residence.
- b. the transportation expenses of the employee and dependants, up to an amount not exceeding the expenses to the normal place of residence and return.

### 6.4 Expenses For Bereavement Travel.

- a. When an employee and/or dependent proceeds on bereavement leave outside the northern & remote location, the transportation expenses of the employee and/or dependent shall be reimbursed to an amount that would have been incurred had the journey been to and from the designated point of departure.
- b. Where an employee and or dependent wishes to travel within the northern & remote Region to attend to a bereavement in the immediate family, transportation expenses reimbursement shall be to the northern community or to the point of departure whichever is the lessor cost.
- c. The employee is expected to apply for the major airline travel discount associated with this type of emergency travel. If the employee obtains a travel discount, the value of the Corporation's reimbursement will be limited to the value of the discounted airfare from the northern & remote location to the normal point of departure. The Corporation will require proof from the employee of acceptance/non acceptance of the claim to the airline for discounted travel.

Note...Under item 6.2 & 6.4 above the Corporation shall only reimburse based on the NET cost after one applies applicable major airline discounts.

Note...Further Administrative Guidelines governing item 6.4 were issued for CBC North

employees as per the joint Radio/TV Administrative Guidelines issued July 2001