

Table of Contents

Staff Relocation On Hire and Transfer	2
Relocation Assistance	2
Relocating Employees' Do's & Don'ts Checklist	2
Relocation In and Transfer – Allowable Moving Expenses	3
Relocation In and Transfer – Procedures	9
Relocation In and Transfer – Frequently Asked Questions	11
Staff Relocation for Education Leave	14
Staff Relocation On Termination	15
Calculation of and Eligibility for Relocation Out Assistance	15
Relocation Out – Frequently Asked Questions	16
Appendix A - Duty Travel Rates	19
Appendix B - Weight Entitlements	20
Appendix C - Long Term Storage	21
Appendix D - Eligible Communities for Food and Transportation Allowance	22
Appendix E - Relocation Checklist for Initial Hire and/or Transfers	23
Appendix E - 1 Food and Transportation Assistance	24
Appendix E - 2 Advances Food and Transportation Assistance	25
Appendix F - Maximum Relocation Allowance Indeterminate Employee	26
Appendix G - Maximum Relocation Allowance Term Employee	27
Appendix H - Relocation Out Allowance Eligibility % Indeterminate and Term Employees	28
Appendix I - Statutory Declaration	29
Relocation Contacts	30

1. **Staff Relocation on Hire and Transfer:**
2. The Government of Nunavut (GN) pays the moving expenses for employees on initial recruitment, transfers and termination. Relocation assistance is provided to indeterminate and term employees.
3. Relocation assistance is not provided to casual employees, local hires with less than 10 years of consecutive GN employment or substitute teachers.
4. Relocation assistance for **teachers** is handled by the Department of Education. The guidelines herein may or may not be similar to those provided to NTA members.
5. Relocation assistance for **nurses and midwives** is handled by the Department of Health Services.
6. Relocation assistance for **eligible employees** of the Qulliq Energy Corporation are handled by Qulliq Energy Corporation.
7. Internal Transfer Assignments may be eligible for relocation assistance. The hosting department or agency covers this cost as opposed to the Department of Finance.
8. The Financial Management Board (FMB) approved that all monetary benefits for relocation purposes that exist under the Nunavut Employees Union (NEU) Collective Agreement, to September 30, 2014 currently applies to the Excluded Employees and Senior Management (Hay Classification) groups.
9. **Relocation Assistance:**
10. Relocation Assistance is an employment benefit, where the Government pays for the reasonable costs associated with the employee's move to another community. The Government will, whenever possible, move the employee in the most smooth, efficient and economical manner.
11. The following information was developed by the Department of Finance to provide employees with a quick reference guide to GN's removal processes. NEU employees or those going to an NEU position are also advised to refer to the Relocation Provisions in section 40 of the NEU Collective Agreement.
12. **Relocating Employees' Do's & Don'ts Checklist:**
 - ✓ **Ensure you visually count and check off each item on your packing list prior to signing off on the effects to be moved on your behalf.**
 - ✓ **If your excess baggage does not arrive with you, contact the airline company.**
 - ✓ **You must contact the moving company when your personal effects have not been delivered in full, and/or if you have damage claims.**
 - ✓ **Ensure you take all important documents, time sensitive items and medicines in your carry on luggage rather than checked baggage or mover packed personal effects.**

- ✓ **Do not initiate movement of personal effects with any moving company or third party cartage company; this will be processed through the relocation coordinator.**
 - ✓ **Ensure neither you nor your movers pack dangerous goods with your personal effects. Alkaline batteries and most liquid cleaning products are dangerous goods. Liquid goods such as cleaning solutions may freeze if transported during the winter. See 2 c. for a list of items that can not be included for transport.**
 - ✓ **Ensure you have additional insurance coverage for your goods. GN only provides insurance up to a set capped limit.**
13. Any exceptions to the relocation provisions must be discussed with the Relocation Coordinator for consideration and approval.
14. **Relocation In and Transfer – Allowable Moving Expenses:**
15. The Government will pay the move expenses in accordance with the NEU Collective Agreement and Excluded Employees and Senior Managers Handbooks as follows:
- 15.1. Travel and Transportation
- 15.1.1. The Government pays for the cost of one-way economy airfares for the employee and employee's dependents. Transportation of the employee and dependants will be by the most economical means from the point of recruitment.
 - 15.1.2. Employees shall be deemed to be on duty travel for time in transit. Employees shall be compensated for travel at regular salary for the time in transit, to a maximum of three (3) days. See Duty Travel Rates at the Department of Finance
<http://www.finance.gov.nu.ca/apps/authoring/dspPage.aspx?page=home> Duty Travel Link.
 - 15.1.3. The use of a privately owned motorized vehicle by employees must be pre-approved and the mileage will be compensated as per Appendix A.
 - 15.1.4. While in transit, commercial accommodation is provided to employees and dependents up to a maximum of 3 days. At destination, reasonable accommodation is provided while waiting for the arrival of personal effects, up to the maximum of 21 days.
 - 15.1.5. While in transit or at destination, in lieu of staying in a hotel, the employee is reimbursed at a private accommodation rate as set out in Appendix A.
 - 15.1.6. Meals and Incidentals:
 - 15.1.6 a. The Government pays full per diem rates for both the employee and spouse and ½ per diem rates for each dependent while:

- 15.1.6 a. i. Traveling in transit to the destination to a maximum of 3 days, and
 - 15.1.6 a. ii. Waiting for the arrival of furniture and/or effects, or the availability of reasonable accommodation for up to 21 days.
 - 15.1.6 b. The prevailing rate for meals and incidentals are provided in the Duty Travel Rates table, see 15.1.2. These rates are subject to change as federal rates change.
 - 15.1.6 c. Accommodation, meals and incidentals are provided at the employment destination at GN's discretion for up to 21 days for employees who have accepted employment without GN subsidized accommodations in order to provide time for them to arrange private accommodations.
 - 15.1.6 d. Travel advances may be awarded, but shall not exceed the estimated amount of the employee's entitlement.
 - 15.1.6 e. Reimbursement for expenses paid in relation to a move shall be limited to those costs that would have been incurred if the move had been carried out in the most practical and economical manner.
- 15.2. Movement of personal effects
- 15.2.1. The Government arranges and pays for the movement of the employees' furniture and /or personal effects from the point of recruitment to the community of employment. The assigned Relocation Coordinator coordinates the movement of personal effects between the moving company and the employee to make sure that the move is carried out in a smooth and economical manner. Given the distance and limited availability of air transportation in and to Nunavut, the movement of effects is normally completed within 3 to 6 weeks. Delays may occur.
 - 15.2.2. The Relocation Coordinator is responsible for the coordination of all relocation arrangements. There will be no reimbursement for any relocation made without the prior approval of the Relocation Coordinator.
 - 15.2.3. Upon initial hire, for all appointments of less than one (1) year in duration, only furnished accommodation will be provided through GN, if available.
 - 15.2.4. Upon initial hire, for all appointments of greater than one (1) year in duration, furnished and unfurnished accommodation will be made available as determined by GN.

- 15.2.5. The weight entitlements for effects are outlined in Appendix B. The entitlements are based on the duration of the job appointment, type of housing and family status:
 - 15.2.5 a. The weight entitlements include the allowance for the weight of materials required to pack, crate and prepare the effects for transportation (e.g. boxes, wraps and wooden crates). This could be 15% to 20% of the total weight.
 - 15.2.5 b. Depending on the moving company the GN contracts for each relocation, the minimum effective weight that the Government of Nunavut pays on behalf of the employee may be 1000 lbs (i.e. 500 lbs. shipped is calculated equivalent to 1000 lbs.). This will affect your full weight allotment (shipped goods weight will be deducted from the allowable weight limit for long term storage).
 - 15.2.5 c. The employee is advised to keep in contact with the mover to ensure that the total weight of effects is within the allowable limit as GN will not cover costs for weight above the allowed limit.

- 15.2.6. The following goods are not covered by the GN for new hires outside of Nunavut:
 - 15.2.6 a. Automobiles
 - 15.2.6 b. Motorcycles
 - 15.2.6 c. Boats
 - 15.2.6 d. Trailers
 - 15.2.6 e. Kayaks
 - 15.2.6 f. Snowmobiles
 - 15.2.6 g. All-terrain vehicles
 - 15.2.6 h. Foodstuffs (perishable & non-perishable goods)
 - 15.2.6 i. Livestock or pets
 - 15.2.6 m. Plants or soil
 - 15.2.6 n. Outdoor barbecues made of bricks
 - 15.2.6 o. Building material (lumber, cement blocks, rocks, etc.)
 - 15.2.6 p. Ammunitions, any goods restricted by law or dangerous goods.

- 15.2.6 q. Satellite communication equipment including satellite dishes.
- 15.2.7. Any GN employee in Nunavut who relocates to another community in Nunavut for reasons of continued employment with GN will, in addition to the standard relocation entitlement for relocation of initial hires, be entitled to relocate all-terrain vehicles, snowmobiles, and foodstuffs to the new community of employment.
- 15.2.8. The following services are not covered by the Government, any costs associated with these are the responsibility of the employee:
 - 15.2.8 a. Extra pick-up or delivery
 - 15.2.8 b. Equipment rental or cleaning
 - 15.2.8 c. Access-to-storage charges
 - 15.2.8 d. Storage in transit
 - 15.2.8 e. Connecting, disconnecting or servicing appliances
 - 15.2.8 f. Connecting, disconnecting cell phones or utilities
 - 15.2.8 e. Dismantling and reassembling waterbeds, swing sets or garden furniture
 - 15.2.8 f. Taking up or putting down wall-to-wall carpets or hall runners
 - 15.2.8 g. Removing or installing valance boxes or curtain rods
 - 15.2.8 h. Wall hooks for pictures or clocks.
- 15.2.9. Insurance in transit – The Government pays basic, limited insurance while the employee's effects are in transit. The insurance rates vary with the air carriers and moving companies. The employee is advised to discuss the adequacy of insurance coverage with the moving companies and is strongly advised to buy additional insurance. You should contact your insurer to obtain additional coverage.
- 15.3.. Excess baggage
 - 15.3.1. The Government will pay for the cost of transporting excess baggage to a maximum of (6) six pieces for the employee and two (2) pieces for each dependent. Each bag should not be more than 32 kgs. or 70 lbs. This is allowed if effects are moved separately by a slower method of transportation or if no other expenses are reimbursed for moving effects. If the carrier will not allow excess baggage or has an excess baggage limit of less than 70 lbs per bag, ensure resulting additional costs for the employee are identified in the receipts for later reimbursement.

- 15.3.2. Excess baggage means baggage that an employee is expected to bring with them in transit when relocating (e.g. linen, towels, pillows, shower, curtains, appropriate clothing and kitchen wares). These are items needed to satisfy the employee living needs while waiting for their shipment of effects.
- 15.3.3. Excess baggage cost is paid for by the employee as an up front cost and is reimbursed by the Government after arrival. (Keep receipts)
- 15.4.. The employee must demonstrate that efforts were made to include necessary effects in their excess baggage in order to qualify for the continuation of meals and incidentals.
- 15.5. Storage:
 - 15.5.1.. An employee who leases furnished accommodations will be provided with long term storage benefits for the length of his/her appointment, or three years, whichever is less.
 - 15.5.2. Combined weight of shipped goods and stored goods must not exceed the total entitlement. Only approved items are eligible, see 2. (5) & (6).
 - 15.5.3. Furniture and effects designated for long-term storage will form part of the employee's total allowable weight allotments. The maximum weight the employee will be entitled to put into storage at GN's cost will be his/her maximum allowable weight entitlement, less any weight shipped to the new work location.
 - 15.5.4. The Relocation Coordinator will maintain a log of all dates and transactions pertinent to storage. The Relocation Coordinator will also keep copies of all correspondence and invoices related to long-term storage in the employee's relocation/storage file.
 - 15.5.5. The employee will be responsible for payment of insurance costs for long-term storage provisions.
 - 15.5.6. Any employee of the GN who relocates to a new community or accepts a change in appointment to indeterminate status with GN, and continues to lease furnished accommodations will be entitled to a renewal of the long-term storage benefit provision, for the length of his/her new appointment or three years, whichever is less. The Relocation Coordinator will authorize the storage company to continue billing GN for this period. The entire storage term can not exceed three years regardless of transfer, subject to 5 (9).
 - 15.5.7. An employee of GN, who moves to unfurnished accommodations in a new community and is presently in receipt of long-term storage benefits, will be entitled to the relocation of his/her effects out of storage and to his/her new accommodation at GN's expense, subject to the maximum amounts set by GN.

- 15.5.8. Early termination of term appointments or resignation will result in the cancellation of long-term storage agreements.
- 15.5.9. Extensions of the maximum, three-year, long-term storage provision will only be considered for exceptional reasons and must be approved by the Deputy Head of the employee's department or agency which would also be responsible for the cost.
- 15.5.10. Any costs associated with the relocation of furniture and effects from long-term storage will be the employee's responsibility.
- 15.5.11. The Relocation Coordinator will provide the storage company and the employee with a written notice, thirty (30) days in advance of the expiry of a long-term storage contract.
- 15.5.12. At the end of the storage contract, the employee will have two options:
 - 15.5.12 a. Remove the goods from the storage company; or
 - 15.5.12 b. Negotiate a new, independent storage contract with the storage company at the employee's cost.
- 15.6. Breaking the Lease:
 - 15.6.1. An indeterminate employee (initial hire or transfer) is reimbursed for the cost of breaking their lease or rental agreement. Maximum payment is for 3 months rent at the former residence.
 - 15.6.2. All claims must be authorized and supported by:
 - 15.6.2 a. receipts showing lease payments and
 - 15.6.2 b. copies of former residence lease agreement.
- 15.7. Duplicate Costs:
 - 15.7.1. An indeterminate employee is reimbursed for duplicate costs up to 3 months from the date of initial hire. Reimbursement is the lesser of the monthly mortgage payment (principal and interest) on the old residence or the monthly rental payment on the new residence. All claims must be authorized and supported by receipts showing payments such as copies of bank statements showing charges for applicable mortgage payments and copies of a mortgage statement or bank letter clarifying mortgaged property, mortgage amount and payment frequency.
- 15.8. Real Estate Costs:
 - 15.8.1. An indeterminate employee who is required to transfer may be reimbursed actual real estate, legal and notarial fees for the sale of their principal residence. The residence must be a single-family dwelling and

must be sold within one year of the date of the authorization to transfer. This does not apply on initial hire and all claims must be authorized and supported by receipts showing payments.

15.9. Food and Transportation Assistance (FTA):

15.9.1. A recoverable food and transportation assistance allowance up to a maximum of \$5,000 will be provided to indeterminate and term employees who are newly appointed or transferred for the first time to any eligible community (see the list in Appendix D).

15.10. Incidental Costs will be reimbursed upon presentation of receipts. These include the following:

15.10.1. Payment for telephone calls and faxes related to the move

15.10.2. An award of \$250.00 if moving to unfurnished accommodation

15.10.3. An award of \$125.00 if moving to furnished accommodation

15.10.4. Taxi fares related to the move

15.10.5. Temporary storage cost when authorized in advance.

15.11. Any exceptions to the relocation provisions must be discussed with the Relocation Coordinator for consideration and approval.

16. Relocation In and Transfer – Procedures:

17. The Staffing Consultant sends the letter of offer to the employee indicating the name and the contact number of the Relocation Coordinator assigned to coordinate the move.

18. Once the job offer is accepted, the Staffing Consultant forwards a copy of the job offer to the Relocation Coordinator. The Relocation Coordinator contacts and informs the employee about GN's relocation assistance program.

19. The Relocation Coordinator sends the relocation guidelines and checklist (Appendix E) requesting the dependents' names, address, contacts, and whether they want a furnished unit (allowing them to be eligible for long term storage (LTS)) or an unfurnished unit (making them ineligible for long term storage).

20. The employee returns the completed checklist and signed acknowledgement page of the relocation guidelines and waits for the Relocation Coordinator to instruct the moving company to prepare the cost estimate for the move.

21. The moving company contacts and requests the employee to show them all the personal effects that need to be moved in order for them to estimate the cost of the move.

22. The Relocation Coordinator reviews the moving quotes to ensure that the most economical cost options are being used. The Relocation Coordinator then sends the authorization to the moving company to proceed.
23. If there is a need for long-term storage, GN will only pay for the storage costs and it is the employee's responsibility to pay the insurance and to move the effects from storage at the end of the contract.
24. The Relocation Coordinator arranges all the travel and accommodation (if required) for the employee and the employee's dependents. The itinerary, accommodation information and electronic tickets are then faxed or sent by electronic mail to the employee.
25. Before the travel, the Relocation Coordinator contacts the employee again if there are any changes to the itinerary and/or accommodation.
26. The employee is asked to contact the Relocation Coordinator as soon as possible after arrival at the destination.
27. The employee submits a travel expense claim for the reimbursement of per diem, incidental costs and other costs associated to their personal travel. If eligible, the employee may make a claim for the breaking of a lease or rental agreement, duplicate or real estate costs (See Relocation In and Transfer – Allowable Moving Expenses sections 6, 7 & 8).
28. If the employee moves to one of the eligible communities, food and transportation allowance may be requested. The employee may apply for the Food and Transportation assistance by submitting a request form to their supervisor and forwarding the signed application to the Relocation Coordinator for verification (See Relocation In and Transfer – Allowable Moving Expenses section 9). The Relocation Coordinator forwards the completed request back to the employee's department for final approval (see forms in Appendix E-1 and E-2).
29. When the personal effects arrive at the destination, the moving company contacts the employee and arranges for the delivery of the effects from the airport to the employee's residence.
30. The employee checks and confirms that the effects shipped were all received in good condition. For any damages incurred, the employee files insurance claims with the moving company within 10 days of receipt of the effects.
31. The Relocation Coordinator reviews all invoices for travel, moving, storage and other costs related to the employee's moves.

32. **Relocation In and Transfer – Frequently Asked Questions**

1. **Who is considered my dependant?**

“Dependant” means:

- (1). Spouse or common-law spouse.

- (2). Child, stepchild, adopted child, foster child who is under twenty-one years of age.
- (3). Any child of yours who is under twenty-one (21) years and dependent upon you for support.
- (4). Any child of yours who is twenty-one (21) years or older dependent upon you by reason of mental or physical infirmity.
- (5). Any other relative who is a member of your household and is totally dependent upon your support by reason of mental or physical infirmity.

2. Who arranges the move?

GN does. We will advise you of the mover selected to handle your move. We will arrange and prepay travel and accommodation for you and your eligible dependants.

3. Is a time limit applied to Relocation In processes?

Unless otherwise noted, Relocation In benefits are only available within 1 year from initial hire.

4. Am I eligible for Long-Term Storage?

You are eligible for long-term storage if you are moving into a furnished accommodation. GN will pay up to three (3) years of your storage fee or during the term of your employment, whichever is shorter. After the three (3) years term or term of employment – you will begin to pay the storage fees. Items listed as “goods not covered by GN Relocation Assistance” will not be eligible for storage.

5. Who pays for the insurance costs of storing my effects?

You do. You are obliged to pay the insurance premium for your effects while in storage.

6. What relocation expenses can I claim?

- (1). Allowable private accommodation costs.
- (2). Cost of meals and incidental expenses for you and your spouse plus a ½ rate for each of your dependants See Duty Travel Rates at the Department of Finance
<http://www.finance.gov.nu.ca/apps/authoring/dspPage.aspx?page=home>
Duty Travel Link.
- (3). Cost of excess baggage – Excess baggage to a maximum of six (6) pieces not more than 32kg (70 lbs.) each for the employee and two (2) pieces not more than 32kg (70 lbs.) each for each dependent, subject to airline guidelines and restrictions where:

- a. effects are moved separately by a slower method of transportation; and
 - b. no other expenses are paid for the movement of these effects.
- (4). Relocation Incidentals of \$125.00 when moving into a furnished unit and \$250.00 when moving to an unfurnished unit.
- (5). Duplicate costs for any indeterminate employee who has accepted employment with GN, and who has been paying for both his/her old and new places of residence, duplicate costs will be reimbursed up to a maximum of three (3) months, for the lesser amount of:
- a. the monthly mortgage payment on the old residence; or
 - b. the monthly rental/mortgage payment on the new residence.
- (6). Both on initial and subsequent moves, for the cost of breaking rental agreements or leases for residential accommodation up to a maximum amount equal to three months' rent.

7. Is there insurance coverage for my effects that are being transported?

The Moving Company may or may not provide basic in-transit insurance up to a maximum value of \$5.00 per pound. You must check with the assigned moving company for the coverage provided. You are strongly advised to purchase additional insurance from the moving company.

8. I sold my house. Can I be reimbursed for legal fees, mortgage penalty, and real estate fees?

Only if you are a GN indeterminate employee who owns and occupies a single family dwelling as a principal residence and are required to transfer from one place of duty to another in the service of and as an employee of GN can you be reimbursed actual real estate, legal, and notarial fees incurred in the sale of the residence, provided that the residence is sold and/or purchased within one year of the date you were authorized to transfer.

9. I prefer to pack or unpack myself. What do I do?

Please advise your Relocation Coordinator accordingly if moving between locations in Nunavut. You should note, however, that most movers would not accept responsibility for damage to “owner-packed” goods. GN does not cover unpacking of effects at the destination; it’s the employee’s responsibility. You can advise the movers to unpack at your own cost.

If you are being relocated from a location outside of Nunavut you are not permitted to pack yourself.

10. What are my responsibilities when the mover comes to my residence?

- (1). You must show the mover all items you want to ship.
- (2). You should be present when the mover is packing and loading.
- (3). You should check the inventory list for an accurate description of your effects.
- (4). Sign the inventory and Bill of Lading. You should receive and retain a copy of each.
- (5). You must provide the Relocation Coordinator with a copy of the inventory of effects placed into long-term storage if such storage is approved for you.

11. What are my responsibilities upon my arrival at my destination?

- (1). Advise the Relocation Coordinator of your arrival.
- (2). Advise the Relocation Coordinator of the arrival of your personal effects.
- (3). Advise the Relocation Coordinator of the date of your move into your unit.

- (4). Upon delivery of your effects, inspect and check them against the inventory list before signing it and the Bill of Landing. If you are not at your eligible destination to accept delivery of your effects, you must arrange for someone else to do so. If there is any loss or damage, note this on the inventory sheet before signing it and make your claim to the mover within 10 days of delivery of your effects.
- (5). File your travel expense claims with the help of the Relocation Coordinator. Submit the completed claim with the original receipts and ticket stubs to the Relocation Coordinator.

12. Who can I contact to file a claim for losses or damages?

The contact person from the moving company will assist you and provide you the claim forms. The list of contacts is in the last section of this package.

13. Who do I call to follow-up the status of transporting my personal effects or furniture?

The moving company will be able to provide the status of your personal effects. You can refer to the movers in the list of contacts.

14. Who do I contact about my housing application?

The Nunavut Housing Corporation administers the housing allocation. Their list of contacts is provided in this package.

33. Staff Relocation for Education Leave:

34. An employee is eligible for travel costs for the employee when he or she is granted education leave in order to obtain qualifications that are generally relevant to the present or future requirements of employment in the Public Service. Candidates for long-term education leave including their dependents will also be entitled to one full relocation out and in of the community of employment. See section 309 of the Human Resources Manual, located at the web URL address:
http://www.finance.gov.nu.ca/apps/UPLOADS/fck/file/HRM/309_Education_Leave_10_March_2008%5B1%5D.pdf sub-sections 38 and 39. NEU employees also see sub-section 43.04 of the NEU Collective Agreement.
35. The employee's department or agency is responsible for paying for relocation costs related to education leave. The lump sum payment option is not available to employees on education leave.
36. The employer is not responsible for duplicate household expenses, real estate costs and storage costs incurred by the employee while on Education Leave. See section 309 of the Human Resources Manual, sub-section 40.

37. **Staff Relocation On Termination:**
38. The Government of Nunavut (GN) provides financial assistance to an employee who terminates employment and certifies his or her intention to leave the community of employment. The relocation assistance applies to all Government employees except to casual employees and local hires.
39. All monetary benefits for relocation purposes that exist under the Nunavut Employees Union (NEU) Collective Agreement expiring September 30, 2014 located at the web URL address:
<http://www.finance.gov.nu.ca/apps/authoring/dspPage.aspx?page=index-ca>
currently apply to the Excluded Employees and Senior Managers (HAY) groups.
40. **Calculation of and Eligibility for Relocation Out Assistance:**
- 40.1. GN's financial assistance on termination is a lump sum payment based on the length of service, community of employment, current family status and the current type of accommodation. The calculation is based on the date employment ends.
- 40.1.1. Indeterminate employees – will be provided financial assistance on a percentage basis for years of completed service (see Appendix F & H)
- 40.1.2. Term employees – will be provided financial assistance on a percentage basis for years of completed services (see Appendix G & H).
- 40.1.3. Members of NEU who terminate employment and who were continuously employed in the GN workforce on June 1, 2001 or employees under the Excluded & Managers Groups who were hired before April 1, 2000 are eligible for the option - to choose the reimbursement payments outlined in Article 42 of 1998-2000 collective agreement between the Government of Northwest Territories and the Union of Northern Workers (copies of the agreement are available from the Department of Finance).
- 40.2. Employees who are dismissed, rejected on probation or declared to have abandoned their position are not eligible for removal assistance.
- 40.3. The estate of a deceased employee is eligible for 100% relocation allowance.
- 40.4. An employee who does not provide required notice of the termination of their employment will not be entitled to any relocation allowance.
- 40.5. An employee who receives relocation assistance from any other source (directly or indirectly) will not be eligible for relocation assistance.
- 40.6. Long term storage will be terminated after 30 days from the date of resignation.
- 40.7. The employee is responsible for making all the moving and travel arrangements and paying for their move.

- 40.8. Claims or lump sum payments are to be reduced by any monies owed to the GN. The Relocation Coordinator will fill out a Relocation Form in accordance to the GN Department of Finance “Procedure 740 Relocation Expenses Paid to Employees”. The payment is made on the employees final pay cheque. Appropriate deductions are made and remitted by GN Compensation and Benefits and are reported on the employee’s T4 Tax Slip. Non accountable moving expenses received over \$650.00 are considered taxable income by the Canada Revenue Agency
- 40.9. The employee will provide required documentation to their Relocation Coordinator. See procedure 740 of the Financial Procedures Manual, sub-section 4.2. This includes copies of:
- 40.9.1. Their letter of resignation.
 - 40.9.2. The government’s acceptance letter.
 - 40.9.3. A statutory declaration stating their intention to leave the community.
 - 40.9.4. Copies of contracts or receipts from bona fide movers or transportation agents.
 - 40.9.5. Copies of airline tickets.
 - 40.9.6. The employee’s clearance certificate.

41. **Relocation Out – Frequently Asked Questions**

1. **Who arranges the move?**

You will be responsible for making all moving and travel arrangements and paying for your move.

2. **What are the documents needed to qualify for that assistance?**

- (1). Copy of resignation letter from the employee.
- (2). Copy of the acceptance letter from the employee’s supervisor.
- (3). Employee’s clearance certificate.
- (4). Copies of contracts or receipts from bonafide movers or transportation agents
- (5). Copies of airline tickets for the employee and dependants
- (6). Confirmation of employee’s intention to leave the community of employment. See Appendix I – Statutory Declaration.

3. Where should I get the relocation assistance?

Once approved, a cheque will be issued to you by the Department of Finance. This should be available to you as soon as the department receives your resignation letter, letter of acceptance from your supervisor, employee's clearance certificate and notification from the Payroll Division that there is no amount owing to the GN.

4. How does GN pay the relocation assistance?

In the form of a lump-sum payment, that will be based on your employment status, community of employment, dependant status and term of service.

Tables for indeterminate employees – Appendix F and term employees – Appendix G - list the maximum relocation out allowance amount per community provided. To calculate your entitlement – you multiply percentage basis for years of services in Appendix H by the maximum relocation allowance that is listed in the table.

For example an employee decides to move from Rankin Inlet. He and his 2 dependants have been living in an unfurnished unit for 3 years. Under this scenario, the employee will receive a lump sum of \$4,317.00. To, calculate his entitlement multiply 50% (percentage entitlement of 3 years) by \$8,634.00 (maximum relocation allowance for Rankin Inlet).

5. Is the relocation assistance taxable for income tax purposes?

Yes, this is taxable. This benefit will be reported on your T4 as your taxable income. Keep all your receipts related to your move so you can deduct or claim them when you file your tax returns if you are leaving the employment of GN.

6. What about if the employee does not finish his/her term employment?

An employee, who does not intend to finish his/her current term of employment, is not eligible for relocation allowance.

7. Is there a time limit for my relocation out?

The relocation out must take place within 30 days of your termination date. An extension up to a maximum of one year from the date of termination may be approved by submitting a formal request to the Relocation Coordinator. The Relocation Coordinator will forward the request for management approval and advise you of the decision.

Disclaimer

This information package does not contain all the details of the Relocation entitlements or procedures on hire, transfer or termination, which guide employee relocation. Further information is available from the Relocation Coordinator who will provide additional details upon request. Authorities and references include the Collective Agreement with NEU, Senior Managers and Excluded Employees Handbooks, and Human Resources Manual.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE RELOCATION GUIDELINES.

Signature: _____ **Date:** _____

Print Name: _____

APPENDIX A

DUTY TRAVEL RATES

GN will reimburse employees and others for expenses incurred while on approved duty travel. The rates are set by the Government of Canada Treasury Board See Duty Travel Rates at the Department of Finance

<http://www.finance.gov.nu.ca/apps/authoring/dspPage.aspx?page=home> Duty Travel Link.

Private Accommodation

Receipts are not required for private accommodation inside or outside of Nunavut, see the above Department of Finance link for rates.

Mileage

For Mileage rates for motor vehicles and off-road vehicles, see the above Department of Finance link.

APPENDIX B

WEIGHT ENTITLEMENTS**Indeterminate And Term Employees Appointed for Periods of Less Than One Year With Furnished Accommodation**

Family Status	Accommodation Status	Eligible Weight
Without Dependents	Furnished only	56.7 kgs (125 lbs.) per month of service contracted, to maximum of 680.4 kgs (1,500 lbs.) 151.5 kgs (334 lbs.) per month of service contracted, to maximum of 1,814 kgs (4,000 lbs.)
With Dependents	Furnished only	

Indeterminate And Term Employees Appointed for Periods of One Year or More With Furnished Accommodation

Family Status	Accommodation Status	Eligible Weight
Without Dependents	Furnished only	680.4 kgs. (1,500 lbs.)
With Dependents	Furnished only	1,814.4 kgs. (4,000 lbs.)

Indeterminate And Term Employees Appointed for Periods of One Year or More With Unfurnished Accommodation

Family Status	Accommodation Status	Eligible Weight
Without Dependents	Unfurnished	1,814.4 kgs. (4,000 lbs.)
With one Dependent	Unfurnished	2,721.6 kgs. (6,000 lbs.)
With two Dependents	Unfurnished	3,175.2 kgs. (7,000 lbs.)
With three Dependents	Unfurnished	3,628.8 kgs. (8,000 lbs.)
With four Dependents	Unfurnished	4,082.4 kgs. (9,000 lbs.)

APPENDIX C**LONG TERM STORAGE**

An employee who leases furnished accommodations will be provided with long-term storage benefits for the length of his/her appointment, or three years.

Weight for long term storage is part of the total weight entitlement as shown as follows:

Moving With:	To Furnished Accommodation (To be shipped)	To Storage up to 3 years	Total Weight Entitlement
No Dependants	680 kgs. (1,500 lbs.)	1,134 kgs. (2,500 lbs.)	1,814 kgs. (4,000 lbs.)
One Dependants	1,814 kgs. (4,000 lbs.)	907 kgs. (2,000 lbs.)	2,721 kgs. (6,000 lbs.)
Two Dependants	1,814 kgs. (4,000 lbs.)	1,361 kgs. (3,000 lbs.)	3,175 kgs. (7,000 lbs.)
Three Dependants	1,814 kgs. (4,000 lbs.)	1,814 kgs. (4,000 lbs.)	3,628 kgs. (8,000 lbs.)
Four or more Dependants	1,814 kgs. (4,000 lbs.)	2,268 kgs. (5,000 lbs.)	4,082 kgs. (9,000 lbs.)

APPENDIX D

ELIGIBLE COMMUNITIES FOR FOOD AND TRANSPORTATION ALLOWANCE

Arctic Bay	Arviat	Gjoa Haven
Cape Dorset	Baker Lake	Kugaaruk
Clyde River	Chesterfield Inlet	Taloyoak
Grise Fiord	Coral Harbour	Kugluktuk
Hall Beach	Whale Cove	
Igloolik	Repulse Bay	
Kimmirut		
Nanisivik		
Pangnirtung		
Pond Inlet		
Qikiqtarjuaq		
Resolute Bay		
Sanikiluaq		

APPENDIX E

RELOCATION CHECKLIST FOR INITIAL HIRE AND/OR TRANSFERS						
First Name					Date Hired	
Last Name					S.I.N.	
Tel. (H) No.				Position No.		
Tel. (W) No.				Position Title		
Cell No.				Department		
Fax No.				Email.		
Moving Fr.				Moving To		
Dependents					Gender	Age
Spouse						
Child 1						
Child 2						
Child 3						
Weight Entitlement				Date for Estimate		
	Lbs.					
Furnished Unit (*LTS)				Unfurnished Unit (No LTS)		
* Long term storage						
Old Home Address						
House No.		P.O. Box		Postal Code		
Comments						

APPENDIX E - 1

**Department of Finance
Government of Nunavut**

FOOD AND TRANSPORTATION ASSISTANCE

I _____ of (Department) (Place) _____ is interested to receive an interest free loan of to a maximum \$ 5,000.00. I agree for recovery of the allowance be made through bi-weekly payroll deduction.

Name of Employee

Start Date of Employment

Employee Number

Department

Verification by Relocation Coordinator

Date

APPENDIX E - 2

ADVANCES - FOOD & TRANSPORTATION ASSISTANCE

Promissory Note

I, _____ of _____ promise to repay the

Government of Nunavut the bi-weekly of \$_____ (amount in words) by way of deduction from my pay. The term of the deductions to repay the advance will not exceed twelve months, or lesser if my term of employment is less than twelve months.

Advance received \$_____ Date: _____

Bi-weekly deductions over (10) months: \$_____

Employee's Name (PRINT)

Department/Community

Employee's Signature

Authorized Signature from Hiring Department
(PRINT & Sign)

APPENDIX F

Maximum Relocation Allowance Indeterminate Employee

Community	Unfurnished Without Dependants	Unfurnished With Dependants	Furnished Without Dependants	Furnished With Dependants
Arctic Bay	8,287.00	13,812.00	6,215.00	10,359.00
Qikiqtarjuaq	8,042.00	13,404.00	6,032.00	10,053.00
Cape Dorset	7,729.00	12,882.00	5,797.00	9,662.00
Clyde River	9,058.00	15,096.00	6,793.00	11,322.00
Grise Fiord	10,638.00	17,730.00	7,979.00	13,298.00
Hall Beach	8,233.00	13,722.00	6,175.00	10,292.00
Igloolik	8,233.00	13,722.00	6,175.00	10,292.00
Iqaluit	6,170.00	10,284.00	4,628.00	7,713.00
Kimmirut	6,732.00	11,220.00	5,049.00	8,415.00
Nanisivik	8,078.00	13,464.00	6,059.00	10,098.00
Pangnirtung	7,376.00	12,294.00	5,532.00	9,221.00
Pond Inlet	10,066.00	16,776.00	7,549.00	12,582.00
Resolute Bay	8,338.00	13,896.00	6,253.00	10,422.00
Sanikiluaq	4,979.00	8,298.00	3,734.00	6,224.00
Arviat	5,152.00	8,586.00	3,864.00	6,440.00
Baker Lake	7,085.00	11,808.00	5,314.00	8,856.00
Chesterfield Inlet	5,994.00	9,990.00	4,496.00	7,493.00
Coral Harbour	7,988.00	13,314.00	5,991.00	9,986.00
Rankin Inlet	5,180.00	8,634.00	3,885.00	6,476.00
Repulse Bay	7,988.00	13,314.00	5,991.00	9,986.00
Whale Cove	5,944.00	9,906.00	4,458.00	7,430.00
Cambridge Bay	5,022.00	8,370.00	3,767.00	6,278.00
Gjoa Haven	8,021.00	13,368.00	6,016.00	10,026.00
Kugluktuk	4,964.00	8,274.00	3,723.00	6,206.00
Kugaaruk	8,935.00	14,892.00	6,701.00	11,169.00
Taloyoak	8,554.00	14,256.00	6,415.00	10,692.00

APPENDIX G**Maximum Relocation Allowance Term Employee**

Community	Unfurnished Without Dependants	Unfurnished With Dependants	Furnished Without Dependants	Furnished With Dependants
Arctic Bay	6,215.00	10,359.00	4,662.00	7,769.00
Qikiqtarjuaq	6,032.00	10,053.00	4,524.00	7,540.00
Cape Dorset	5,797.00	9,662.00	4,348.00	7,247.00
Clyde River	6,793.00	11,322.00	5,095.00	8,492.00
Grise Fiord	7,979.00	13,298.00	5,984.00	9,974.00
Hall Beach	6,175.00	10,292.00	4,631.00	7,719.00
Igloolik	6,175.00	10,292.00	4,631.00	7,719.00
Iqaluit	4,628.00	7,713.00	3,471.00	5,785.00
Kimmirut	5,049.00	8,415.00	3,787.00	6,311.00
Nanisivik	6,059.00	10,098.00	4,544.00	7,574.00
Pangnirtung	5,533.00	9,221.00	4,149.00	6,916.00
Pond Inlet	7,549.00	12,582.00	5,662.00	9,437.00
Resolute Bay	6,253.00	10,422.00	4,690.00	7,817.00
Sanikiluaq	3,734.00	6,224.00	2,801.00	4,668.00
Arviat	3,864.00	6,440.00	2,898.00	4,830.00
Baker Lake	5,314.00	8,856.00	3,985.00	6,642.00
Chesterfield Inlet	4,496.00	7,493.00	3,373.00	5,620.00
Coral Harbour	5,992.00	9,986.00	4,494.00	7,490.00
Rankin Inlet	3,886.00	6,476.00	2,914.00	4,857.00
Repulse Bay	5,992.00	9,986.00	4,494.00	7,490.00
Whale Cove	4,458.00	7,430.00	3,344.00	5,573.00
Cambridge Bay	3,767.00	6,278.00	2,825.00	4,709.00
Gjoa Haven	6,016.00	10,026.00	4,512.00	7,520.00
Kugluktuk	3,724.00	6,206.00	2,793.00	4,655.00
Kugaaruk	6,701.00	11,169.00	5,026.00	8,377.00
Taloyoak	6,415.00	10,692.00	4,811.00	8,019.00

APPENDIX H

**Relocation Out Allowance Eligibility %
Indeterminate and Term Employees**

Length of Service	Entitlement
1 year or less	0%
2 years and less than 3 years	0%
3 years and less than 4 years	50%
4 years and less than 5 years	60%
5 years and less than 6 years	70%
6 years or greater	100%

APPENDIX I

STATUTORY DECLARATION

IN THE MATTER OF INTENT TO LEAVE NUNAVUT TERRITORY CANADA

I, _____ of the _____ in the Territory of Nunavut, DO SOLEMNLY DECLARE that I am moving myself, my dependants, and my effects from my community of employment within 30 days of my termination date of _____ (please specify date).

I also, DO SOLEMNLY DECLARE that, I or my dependants will not be receiving any relocation out assistance from any other source.

And, I make solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the CANADA EVIDENCE ACT.

DECLARED BEFORE ME AT

IN NUNAVUT TERRITORY

DECLARANT

THIS _____ DAY OF _____, A. D. _____

A COMMISSIONER FOR OATHS, FOR THE NUNAVUT TERRITORY

MY COMMISSION EXPIRES: _____

RELOCATION CONTACTS

Coordinators

Finance - Human Resources Relocation Coordinators	
Headquarters and Iqaluit – Fin. HR Tel: 1-867-975-6856 Front Desk: 1-867-975-5800 Fax: 1-867-975-6814	Qikiqtaaluk Region – Fin. HR Tel: 1-867-934-2030 Toll Free: 1-800-682-9033 Fax: 1-867-934-2027
Kivalliq Region – Fin. HR Toll Free: 1-800-933-3072 Fax: 1-867-645-8097	Kitikmeot Region – Fin. HR Toll Free: 1-866-667-6624 Fax: 1-867-983-4061
Department of Health Services Relocation Coordinators	
HQ – Nurses HS HR Tel: 1-867-975-5730 and 1-867-975-5716 Fax: 1-867-975-5744	Iqaluit – Qikiqtani General Hospital and HS HR Tel: 1-867-979-7385 Fax: 1-867-975-5744
Qikiqtaaluk Region – Nurses HS HR Tel: 1-867-473-2628 Fax: 1-867-473-2657	Kivalliq Region – Nurses HS HR Tel: 1-867-645-2171 Fax: 1-867-645-2409
Kitikmeot Region – Nurses HS HR Tel: 1-867-983-4083 Fax: 1-867-983-4115	
Nunavut Arctic College Relocation Coordinator	
Iqaluit and All Regions Tel: 1-867-979-7221 Fax: 1-867-979-7102	
Department of Education Relocation Coordinators	
Qikiqtani School Operations Tel: 1-867-899-7333 Fax: 1-867-899-7334	Kivalliq School Operations Tel: 1-867-793-2493 Fax: 1-867-793-2008
Kitikmeot School Operations Tel: 1-867-982-7437 Fax: 1-867-982-3054	

Housing

Nunavut Housing Corporation Housing Representatives	
Accommodations Clerk Headquarters - Iqaluit Tel: 1-867-975-7200 ext. 7726 Fax: 1-867-975-7227	Accommodations Clerk Qikiqtaaluk Region Tel: 1-867-897-3660 Fax: 1-867-897-3669
Accommodations Clerk Kivalliq Region Tel: 1-867-857-4011 Fax: 1-867-857-8724	Accommodations Clerk Kitikmeot Region Tel: 1-867-983-2276 Fax: 1-867-983-2278

Movers

J & N Moving Ltd. Qikiqtaaluk Region JandNMoving@northwestel.net Tel: 1-867-979-8460 Fax: 1-867-979-1182	Atlas Canada Kivalliq Region Kitikmeot Region Joanne Lavictoire, Director PGL Service jlavictoire@atlasvanlines.ca Tel: 1-888-260-5568 Fax: 1-905-844-5448
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