

 ALLOWANCES AND BENEFITS	Human Resource Manual
Introduction	Section 1501

DEPENDANTS OF EMPLOYEES

PURPOSE

1. The Government provides various benefits to dependants of employees.

APPLICATION

2. These guidelines and procedures apply to all employees.

DEFINITIONS

3. **Dependant** for employees in the Nunavut Employees Union (NEU), the excluded employees group and senior managers group includes the following:
 - the spouse of an employee;
 - a child, step child or adopted child who is:
 - (i) attending school or is a student at some other institution, and is under twenty-one (21) years; or
 - (ii) under 21 and is dependent on the employee for support;
 - (iii) over 21 and is dependent because of a physical or mental illness.
 - a relative of the employee who is a member of the employee's household and who is totally dependent because of a physical or mental illness.

For employees in the Nunavut Teachers Association (NTA) bargaining unit, dependant includes the following:

- an employee's spouse;
- any child of the employee who:
 - (i) is attending school or is a student at some other institution, and is under 21 years, or
 - (ii) is under 21 years and dependent upon the employee for support, or
 - (iii) is 21 years or older and dependent upon the employee because of a mental or physical illness.



- any relative of the employee who is a member of the employee's household and is totally dependent upon the employee for support because of mental or physical illness.

PROVISIONS

4. Proof must be supplied as follows in these cases:

- a physical or mental illness requires a medical statement;
- joint custody of a child requires proof of custody; and
- a spouse's or child's attendance at a post-secondary institution requires a statement from the school's registrar.

The proof must be renewed at the start of every fiscal year. For teachers, the renewal must be at the start of every school year. If this renewal is not provided, benefits for the dependant will cease.

Employees in the NEU Bargaining Unit, Excluded Group and Senior Managers

5. A person is considered to be residing with an employee in the following cases:

- A child under 21 who attends school or university outside the employee's home community, but maintains the employee's home as a permanent residence and returns to the employee's home during school breaks (the child must return and live in the employee's home for at least three months of the year). Proof of departure and return may be required to confirm the student lived in the employee's community for at least three months.
- A child under 21 who attends high school or elementary school outside the employee's home or community and that level of schooling is not available in the home community.
- The employee has joint custody of a child under 21, but the child lives for the majority (50% or more) of the time with the employee. If custody is evenly split, the child can be considered to reside with the employee. If both parents are employees of the Government, only one parent can claim the child.



- A child under 21 or a spouse who is institutionalized for medical reasons but returns to live with the employee during the year and maintains the employee's residence as his or her permanent address.
 - A spouse who attends a post-secondary institution and returns to live with the employee for at least three months of the year.
6. The Department of Finance ensures that all requirements of dependency are met before providing benefits to an employee's dependants.
 7. If an unusual circumstance exists and an interpretation is required, Employee Relations should be consulted.
 8. If a listed dependant does not meet the residency requirements, the person is not considered a dependant and benefits are not provided.

AUTHORITIES AND REFERENCES

9. Main Collective Agreement with the NEU
Article 2, Interpretation and Definitions
10. Collective Agreement with the NTA
Article 2, Interpretation and Definitions
11. Senior Managers' Handbook
Definition, Dependant
12. Excluded Employees' Handbook
Definition, Dependant

**CONTACTS:**

13. For further information or clarification, please contact:

**Director Compensation and Benefits
Department of Finance
Iqaluit, Nunavut
975-5881**

or

**Director Employee Relations
Department of Human Resources
Iqaluit, Nunavut
975-6211**