



## **ALLOWANCES BASED ON OCCUPATION**

### **PURPOSE**

1. The Government provides special allowances for some workers. These help offset job related expenses or compensate for special working conditions.

### **APPLICATION**

2. These guidelines and procedures apply to all employees who are in the NEU bargaining unit.

### **PROVISIONS**

3. **Health Care Workers**

There are three types of allowances available:

- **Responsibility Allowance** - Employees taking on more responsibility than normal but not taking on the full duties of a higher level position on an acting basis are eligible for an allowance; for example being placed in charge of a ward.
- **Special Clinical Preparation** - An indeterminate, term or part-time Registered Nurse with special preparation of not less than six (6) months approved by the Employer and who is employed in the special service for which he/she is qualified, will be paid an additional \$40.00 per month if he/she has utilized the course within four (4) years prior to employment.

An employee may not qualify for more than one payment under the following categories:

**CHA/CNA Courses:** An indeterminate, term or part-time Registered Nurse who has successfully completed the CHA/CNA course Nursing Unit administration and is employed in a capacity utilizing the course(s) will be paid an additional \$25.00 per month

**University Preparation:** An indeterminate, term or part-time employee who has passed an accredited one year university course approved by the Deputy Head or Midwifery course and is

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employed in a capacity utilizing this course will receive an additional \$75.00 per month.

An indeterminate, term or part-time employee who has received a baccalaureate or higher degree approved by the Deputy Head will receive an additional \$125.00 per month.

- **Uniform Allowance** - Special wearing apparel required by the hospital to be worn by employees while on duty will be provided and laundered by the hospital free of charge to the employee. It being understood that such special apparel shall remain the property of the hospital.

Uniforms and clothing purchased by the employee will not be laundered by the hospital. However, each employee who is required to wear a uniform shall be paid an allowance of twenty-five dollars (\$25.00) per month to assist in the purchase and cleaning of the uniforms.

- **Annual Special Allowance** - Nurses working at a health centre get a special allowance. The annual amounts listed below, are paid to each nurse, according to the size of the nursing station.
  - One-nurse health centre: \$10,000.00/annum, effective April 1, 2005 it will be \$10,500
  - Two-nurse health centre: \$7,000.00/annum, (effective April 1, 2005 it will be \$7,350.00)
  - Three-nurse health centre: \$5,000.00/annum, (effective April 1, 2005 it will be \$5,250.00)
  - Four-nurse health centre: \$2,500.00/annum, (effective April 1, 2005 it will be \$2,625.00)
  - Five-nurse or larger health centres shall receive the rates set out above for such temporary periods exceeding seven (7) days as the centres are operating with only one, two, three or four nurses respectively, due to staff shortages.

Authorization is submitted to the appropriate personnel by the employee's supervisor. The Employee's personnel file is updated and the allowance is processed by the appropriate personnel in the Department of Health & Social Services.

**4. Uniform Allowance (Non-Health Care Workers)**

- Employees who are issued uniforms that require dry-cleaning shall be paid an allowance of \$125.00. An employee will receive this allowance on initial appointment and after every twelve (12) months of employment.

The allowance is automatically paid to employees who are given uniforms that require dry cleaning. The employee is paid by cheque requisition.

**5. Senior Instructors**

- Instructors who are required to supervise the work of other instructors, or have been assigned duties to coordinate the work of their instructors, in addition to performing instructional duties in their area of speciality, will be paid a senior instructor's allowance of \$2100.00 per academic year which will end when the instructor ceases to act as a Senior Instructor and will be paid on a prorated basis.

The employee's supervisor submits a request for payment through the payroll system.

**AUTHORITIES AND REFERENCES**

6. Main Collective Agreement with NEU

**CONTACTS**

7. For further information or clarification, please contact:

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

or

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