



LONG TERM STORAGE

PURPOSE

1. The Government provides assistance to employees for the long-term storage of personal effects not moved to the community of employment.
2. Employees only receive assistance when they are living in furnished accommodation provided by the Government.

APPLICATION

3. These guidelines and procedures apply to all employees living in Government furnished housing, except the following:
 - casual employees; and
 - substitute teachers.

DEFINITIONS

4. **Furnished Accommodation** means furnished Government staff accommodation.
5. **Moving Company** means the company contracted to move an employee's personal effects.
6. **Storage Company** means the company contracted to provide long term storage services.
7. **Personal Effects** means furniture, household goods, equipment and personal effects owned by the employee and dependants at the time of their move. Items such as automobiles, boats, snowmobiles, motorcycles, trailers, animals or foodstuffs are excluded.
8. **Relocation Coordinator** means the individuals designated in the Departments of Human Resources, Health and Social Services, Education and Nunavut Arctic College to administer relocation guidelines and long term storage provisions.

PROVISIONS

9. The Government provides eligible employees with long-term storage benefits for the length of his/her appointment or three years, whichever is less. Effects going into storage are part of the employee's total weight

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- entitlement for relocation as outlined in the appropriate collective agreement or the Senior Management and Excluded Employees Handbooks.
10. The Relocation Coordinator discusses the need for storage and the maximum weight entitlements with the employee at the same time arrangements for the employee's move are being made.
 11. The Relocation Coordinator advises the employee of the maximum weight entitlement for storage purposes, the three year time frame for which costs will be paid by Government, and informs the employee that he/she is responsible for paying any costs for insuring the goods in storage.
 12. The Relocation Coordinator advises the moving company of the requirement for storage and the maximum weight allowance by writing the information on the Relocation Estimate and Authorization form when the arrangements are being made to move the employee's personal effects.
 13. The Relocation Coordinator also advises the moving company that the Government will pay the costs for storage of the effects for a maximum of three years, and that the employee is responsible for insuring the goods in storage. This information is also written on the Relocation Estimate and Authorization form when the Relocation Coordinator is requesting the estimate for the employee's move.
 14. Thirty days before a long term storage contract is due to run out, the Relocation Coordinator advises the employee and the storage company, in writing, that the Government's responsibility for paying storage costs is about to end.
 15. Each time an employee receiving long-term storage benefits moves to a new community and lives in accommodation furnished by the Government, the three year maximum starts over and the moving company is notified to that effect.
 16. When an employee receiving Long Term Storage benefits moves to a new community and lives in accommodation not furnished by the Government, the Government moves the employee's effects from storage and into the new community of employment. The moving company is notified through the Relocation Estimate and Authorization form.
 17. In exceptional circumstances employees may receive extensions to the 3 year period of storage payment. Applications for extensions may be approved by the Deputy Minister of Human Resources.

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18. The cost to move effects out of storage at the termination of employment is the responsibility of the employee.
19. The contract between the Government and the storage company becomes null and void at the end of the three year storage period, or at the point when an employee terminates employment prior to the end of the three year storage contract.
20. At that point, the employee has two options:
 - (1) Remove the goods from the storage company; or
 - (2) Negotiate a new independent storage contract with the storage company and leave the goods in storage.
21. The Relocation Coordinator keeps copies of all correspondence and invoices related to long-term storage in the employee's relocation file.
22. The Relocation Coordinator pays all invoices for storage of the employee's personal effects. Each time an invoice is paid, the Relocation Coordinator checks the employee's storage end date to ensure the Government's responsibility has not ended.

AUTHORITIES AND REFERENCES

23. Main Collective Agreement with NEU
Article 40.16 - Long Term Storage
24. Collective Agreement with NTA
Appendix B2 Relocation
25. Senior Management and Excluded Employees Handbooks
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CONTACTS

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