



## **FOOD AND TRANSPORTATION ASSISTANCE**

### **PURPOSE**

1. The Government provides a recoverable advance to assist employees with food and transportation costs when employees are appointed or transferred to specific communities.

### **APPLICATION**

2. These guidelines and procedures apply to all indeterminate employees of the Government of Nunavut.

### **DEFINITIONS**

3. **Food and Transportation Assistance** is financial assistance for indeterminate employees who are newly appointed or transferred to specific communities for the first time. The assistance covers the purchase and transportation of food supplies to cover the needs of the household for the first 12 months in the new community.

### **PROVISIONS**

4. Food and transportation assistance is a recoverable advance up to a maximum of \$5,000.00 per household.
5. Employees are eligible for the food and transportation assistance on initial hire or transfer to one of the following communities:

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

6. The food and transportation assistance is recovered through bi-weekly payroll deductions. The number of deductions are not to exceed the term of employment or 12 months, whichever is the shorter period of time.



## ALLOWANCES AND BENEFITS

## Human Resource Manual

### Food and Transportation Assistance

### Section 1513

7. Employees appointed or transferred to one of the communities listed in #5 are to request the food and transportation assistance on acceptance of the offer of employment.
8. The Government issues the recoverable advance and arranges for bi-weekly payroll deductions to commence the month following payment to the employee.
9. The employee purchases and arranges transportation by sea or air of foodstuffs as necessary to provide sufficient supplies until the next available sealift.
10. All shipments are the responsibility of the employee. Loss and damage claims are dealt with by the employee and the shipper or supplier.

### AUTHORITIES AND REFERENCES

11. Main Collective Agreement with NEU  
Article 40.12 - Food and Transportation Assistance
12. Collective Agreement with the NTA  
Appendix B2.24 Food and Transportation Assistance

### 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**