

NWTTA Employee Q&A



Most commonly asked HR questions



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Part A

Introduction

Q&A – Most Commonly Asked Questions by Employees



The information provided in this booklet can be found in the NWTTA Collective Agreement. This Q&A booklet serves only as a quick reference tool for the most commonly asked HR questions.



Maternity Leave

BEFORE APPLYING FOR MATERNITY LEAVE BENEFITS, PLEASE READ THE APPLICABLE ARTICLE ON MATERNITY LEAVE IN YOUR COLLECTIVE – ARTICLE 15.



All employees who are going on maternity leave are eligible to apply for maternity benefits under **Article 15.0 of the NWTTA Collective Agreement**. This maternity allowance will top-up the weekly employment insurance (EI) benefit paid by Human Resource Development Canada (HRDC) to equal the equivalent **of 93% of the employee's gross weekly salary**. The maternity allowance will be paid for a maximum of 17 weeks, while the employee is in receipt of Employment Insurance benefits. This time period includes a two-week waiting period which is unpaid through Service Canada plus a maximum of 15 weeks of top-up to EI benefits. These maternity benefits are subject to federal tax and GNWT payroll tax deductions only.

In order to qualify for the maternity allowance top-up, you must have ten (10) months of continuous service, and be in receipt of EI benefits.

If you wish to apply for maternity leave you must submit the following to the Superintendent:

- Application for Leave Letter to the Superintendent (letter must include requested start and end dates of the leave and be copied to your school principal). This letter must be submitted regardless of whether or not you are applying for the maternity top-up benefits

Once your application has been received and approved by the District Office, you will be send the maternity leave package that includes the following:

- 1) Maternity Leave Agreement
- 2) Employment Insurance Confirmation Form (this form must be taken to Service Canada (Greenstone Building) to complete part B and then returned to YK1 or you can provide proof of the amount of EI benefits you will be receiving via an online pay confirmation or EI Pay Voucher.

To apply for Employment Insurance Benefits, you will require a Record of Employment (ROE) which will be generated by payroll and submitted online to Service Canada. This will take place your last pay has been posted. It should then be available online at Service Canada. Once you receive your first payment from Service Canada, please provide confirmation of the amount to the Payroll Department in order that your top-up allowance can be calculated accordingly. **We will be unable to pay you your maternity top-up allowance until we receive this!**

Upon receipt of confirmation of your EI weekly rate and providing your Application for Leave and Maternity Leave Agreement are approved, the YK#1 Pay and Benefits department will begin paying the maternity top-up allowance.

Benefits

Full benefit coverage (Manulife Group Insurance) will be retained for the entire period of the maternity leave and maternity leave extension (maximum of 52 weeks) You have the option of continuing your pension deductions from your maternity leave allowance, or you can opt to cease the pension deductions until you return to work.



Medical Travel

Article 23.07 of the NWTTA Collective Agreement

The employee and the employee's dependents shall be eligible to receive reasonable and necessary airfare and hotel accommodation for a maximum of seven (7) nights for medical or dental treatment - maximum of one hundred-fifty dollars (\$150.00) per night for accommodation - provided:

- The treatment is not available in Yellowknife.
- The treatment is accessed at the closest available destination.
- Payment is supported by a certificate from a qualified medical or dental practitioner stating
 - (a) that the treatment was **non-elective**,
 - (b) that it was necessary for the health of the employee or employee's dependent, and (c) the required length of stay.
- The leave is pre-approved by the Superintendent.
- District airfare booking codes (*none currently in existence*) are used or **NWTTA booking codes** if less expensive.



District Procedures

1. The attached “**Certification for Medical Travel**” form must be completed and signed by your local referring physician or dentist. Medical treatment must be Non-Elective. If a travel escort is required, the physician/dentist must indicate so on the form or provide a letter to indicate that an escort is required.
2. Once Sections 1 & 2 of the Medical Travel form have been completed by the Employee and the referring Physician/Dentist, the form must be submitted to the District Office to be approved by the Superintendent, Assistant Superintendent or Director of Corporate Services. The form can be sent via internal mail or dropped off at Reception.
3. After the form has been approved by District Office it will be returned to the employee via internal mail. The employee can then book his or her travel arrangements. As per article 23.07 NWTTA booking codes should be used if a less expensive ticket is not available.
4. The employee must then take the medical travel form to the appointment in Edmonton and have it signed off by the attending Physician/Dentist under Section 4.
5. When the employee has returned from his/her travel, he/she is required to complete an expense claim form and attach the completed Certification for Medical Travel form along with airfare receipt(s) and hotel bill if an overnight stay is required. A maximum of \$150 per night will be reimbursed for required hotel nights. **We do not reimburse taxi fares or vehicle rentals, nor do we pay per diems.**
6. The expense claim, with receipts attached, should then be submitted to the District Office to the attention of the Manager of Human Resources for approval. The claim can be sent via internal mail or dropped off to Reception.
7. The approved costs will then be submitted to Accounts Payable for reimbursement via direct deposit.
8. If you are transported out by a medevac, you will be invoiced by Stanton hospital for that service but you can bring the invoice into the District Office and complete a Manulife Claim Form with the invoice attached with a request for Manulife to pay the invoice directly to Stanton. Please contact Stacey Scarf, should this be the case.

If you are unable to pay for the airline ticket(s) in advance and have the Certification for Medical Travel form signed off by your referring physician/dentist and approved by District Office, you can contact Top of the World Travel and they will book your

ticket and invoice YK1 upon approval from our office. The contact details are as follows:

Carey Tremblay
carey@topoftheworldtravel.co
m
T - 867 444 0044

OR

Kyle Tremblay
kyle@topoftheworldtravel.com
T - 780-264-4491



Moving Allowance

Moving Allowance as per Article 23 of the Collective Agreement

23.01 The following transportation assistance/allowances shall be provided for all employees and their dependents, if any, providing there is no duplication of the assistance/allowance from some other source. In the event of duplication, the Board shall only be responsible to top off the transportation assistance/allowance to the limits set out in the following clauses.

23.04 (a) When employment is properly terminated voluntarily (including compliance with Article 10) after five (5) years of continuous employment with the Board, the lowest one-way airfare for the employee and the employee's dependents will be paid upon production of receipts. This removal-out airfare will be paid provided that it has not already been paid via Article 24.08 in the same year.

Upon production of receipts from a moving company selected based upon the lowest of three written quotations, transportation of luggage and household goods by road from **Yellowknife to Edmonton**, or an equivalent road distance to a maximum of the following amounts:

Employee and spouse (lbs.)	7000
Each dependent child	700
Household maximum (lbs.)	10,000

the claim for this benefit must be made by June 30th of the following school year.

(b) When employment is properly terminated voluntarily (including compliance with Article 10):

- after twenty (20) years of continuous employment with the Board, the employee who does not qualify for the allowance in (a) above shall be entitled to a service recognition of \$5000.
- after twenty-five (25) years of continuous employment with the Board, the employee who does not qualify for the allowance in (a) above shall be entitled to a service recognition of \$7500.
- after thirty (30) years of continuous employment with the board, the employee who does not qualify for the allowance in (a) above shall be entitled to a service recognition of \$10,000.

23.06 For employees who qualify for removal out under Article 24.04 and effect their own removal based upon costs of removal of luggage and household goods from the lesser distance of Yellowknife to Edmonton or the distance to the destination, will be reimbursed for a) the lowest of actual costs upon production of receipts or two written quotations for removal to a maximum of 7000 lbs or b) \$2000, with no receipts, upon proof of relocation where the destination is at least as far from Yellowknife as Edmonton.

The claim for this benefit must be made by June 30th of the following school year.

As an alternative, although not offered in the collective agreement, we may be willing to issue a purchase order directly to the vendor (based your agreed to quote as per above) for the YK to Edmonton portion of the move rather than the employee having to pay the entire invoice up front. The employee would be responsible for paying the balance owing directly to the moving company should your relocation take you further than Edmonton, AB.

Long Term Disability



Refer to Article 18 of the NWTTA Collective Agreement

18.01 An employee shall be eligible for sick leave from the onset of illness or disability to:

- (a) the amount of the employee's sick leave credits (including borrowed credits, if any) or
- (b) **the date of the employee's eligibility for benefits under the Long Term Disability Plan.**

In no event will sick leave be paid beyond the date of eligibility for benefits under the Long Term Disability Plan.

18.02 When an employee is eligible for the long term disability benefits, no further sick leave credits shall be earned. However, accumulated sick leave credits shall be retained.

District Recommendations

If an employee is ill and has been off of work for a month or more and feel there is a strong possibility that he/she may not be able to return to work in the near future, I would recommend that he/she applies for long term disability as soon as possible. Contact HR for the required documents which include - The Initial Physician's Statement (to be completed by his/her physician/doctor) and The Member Statement (to be completed by the employee). Once the forms are completed they can be returned to HR at the District office to submit to Manulife with the Employers Statement (completed by HR & Supervisor). You or your physician also have the option of sending the documents directly to Manulife if you prefer.

The LTD plan has a **90 day waiting/qualifying period**, which means employees do not qualify for benefits until you have been away from work for 90 consecutive calendar days in a row due to illness. It is recommended that forms are completed asap as it could take up to 6 weeks or more for Manulife to make a decision. Once an employee reaches 90 calendars of absence, sick leave credits can no longer be used as per Article 18.05 above. This could result in an absence of income for a period of time.

Deferred Salary Leave

Please refer to Article 13 of the NWTTA Collective Agreement



Full details on the Deferred Salary Leave Plan can be found in the Collective Agreement. However, a brief highlight of key information is as follows:

- Available only to indeterminate employees
- A maximum of four employees will be eligible to take a deferred leave in any school year, if more than four applications are received, the Deferred Salary Leave Committee will determine the successful applicants
- Applications must be submitted to the Superintendent of Education on or before January 15th of the school year preceding the school year in which the eligible employee wishes to enter the Plan. (Ex: employee must apply by January 15, 2020 for plan enrollment commencing September 1, Application letter (or email)must include:
 - ✓ The school year the employee wishes to commence enrollment into the plan. This is when pay deductions (deferral) will commence. (ex: 2021/2022 school year)
 - ✓ The school year in which the employee wishes to take the leave (Ex: 2022/2023 school year).
 - ✓ The minimum plan is three/four years and the maximum is six/seven (Ex: pay in for three years; fourth year be on leave etc.).
 - ✓ The percentage of gross annual salary you wish to defer (shall not exceed thirty (30%).
 - ✓ The deferred leave year does not include allowances or benefits but the employee can opt to continue pension and benefits if they wish to prepay the cost of the premiums for their year of leave.
 - ✓ If an employee chooses to withdraw from the plan he/she will be charged a \$250 administration fee.
 - ✓ In the event a suitable replacement cannot be hired by May 15th in the school year preceding the school year in which the leave has been taken, the employer may delay or defer the year of leave
 - ✓ Experience increments shall not be granted for the Deferred Salary Leave Year off.

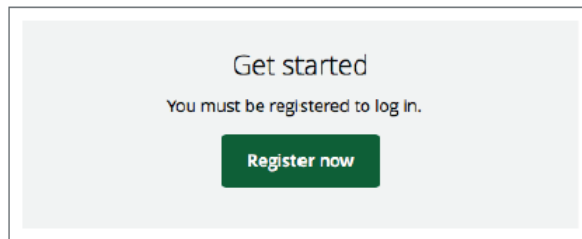
Manulife Benefit Online Registration

Once you receive your Manulife Benefits card, you can register online with Manulife Plan our plan carrier if you choose. The instructions are as follows:



REGISTER YOUR ONLINE ACCOUNT

- Go to **Manulife.ca** and *Sign in to My group benefits*. Select *Register now* to get started.



- Fill in your information and *Submit*. You'll need your plan contract and member certificate number on your benefits card.

