

Section H - Travel

ARTICLE 1 TRAVELLING ALLOWANCES

H 1.1 The purpose of the travel allowances of this Article is to provide employees with reimbursement for reasonable out of pocket expenses incurred when temporarily assigned to a work location different from their normal place of work or headquarters zone. Allowances are not intended to supplement an employee's income.

H 1.1.1 Employees attending a business meeting or training/school session, away from their normal place of work, would be reimbursed, on a reasonable cost basis, for additional out of pocket expenses of a meal(s) and for the use of an employee's personal vehicle in accordance with Corporate Policy (unassigned rate or daily start up). Accommodations will be provided as required.

H 1.1.2 Employees will not be reimbursed for meals when attending a meeting or event at another Manitoba Hydro facility within their headquarter zone, where cafeteria or lunch room facilities are available. Employees with a Winnipeg headquarter zone will also not be reimbursed for meals when attending a meeting or event at 360 Portage Avenue.

Headquarters Zones

H 1.2 The headquarters zone for an employee who works in the City of Winnipeg shall be the area encompassed by a boundary 5 kilometres outside the Perimeter Highway. The provisions of Article H 1 do not apply for travel which is solely within the Winnipeg headquarters zone boundary except as described in Article H 1.1.1.

H 1.3 The headquarters zone for an employee who works outside the City of Winnipeg shall be the area encompassed by a 25 kilometre radius around the employee's normal assembly point.

Meal and Accommodation Allowances

H 1.4 Meal and accommodation allowances are as follows:

H 1.4.1 Meals allowances:

Breakfast	<u>\$8.25</u>
Lunch (noon) meal	<u>\$14.60</u>
Supper	<u>\$21.45</u>
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Per diem meals	<u>\$44.30</u>

H 1.4.2 Accommodation allowances are as follows:

- a) South of 53rd Parallel - \$12.45 per day.
- b) North of 53rd Parallel - \$13.65 per day

H 1.4.3 The meal rates shown in Article H 1.4.1 shall be subject to review at 6 month intervals based on the November and May indexes published in December and June respectively. The adjustment shall be based on the Statistics Canada (Cat. 62-001) Consumer Price Index for food purchased from restaurants for Manitoba. (1986 = 100). The adjustment for room rates shall be based on the Statistics Canada Consumer Price Index for Rented Accommodations for Manitoba (1992 = 100).

$$\frac{CPI\ November\ or\ May - current\ year\ x\ prevailing\ per\ diem\ meal\ rate}{CPI\ May\ or\ November - previous\ review\ month} = NEW\ RATE$$

Any adjustment resulting from the reviews shall be implemented by the Manager, Compensation and Benefits Department of the Corporation and will become effective beginning the first day of the second pay period following the publication date of the Consumer Price Index. Adjustments to be rounded off to the nearest \$0.05.

H 1.4.4 When employees are assigned to work north of the 53rd Parallel, in isolated areas or outside the Province of Manitoba, accommodation and meals will normally be provided by the Corporation or reimbursed on a reasonable cost basis.

Transportation Allowances

H 1.5 Transportation allowances are subject to the following:

H 1.5.1 With supervisory approval, employees who wish to do so may use their own vehicle in lieu of Corporate provided transportation.

- H 1.5.2 Employees who use their own personal vehicle in lieu of Corporate provided transportation will be reimbursed in accordance with Corporate Policy (Guideline 552A-1), at the appropriate rate per kilometre (either the Unassigned Rate, the Weekend Transportation and Commute Rate or the Carpool Rate), for the distance between the point of origin and the destination (using the most direct road route). Employees who travel with an eligible passenger shall be entitled to the Carpool Rate. Only employees operating a vehicle and incurring an expense shall be eligible for the travel mileage reimbursement.
- H 1.5.3 Reimbursement for daily commuting distances will not exceed 200 km round trip.

Temporary Assignment to Another Headquarters Zone

- H 1.6 Employees temporarily assigned to work in another headquarters zone will be provided with transportation (Corporate or public) and travel time to the other headquarters zone on the first and last days of the assignment. If employees use their own vehicle in lieu of Corporate provided transportation, they will be reimbursed the appropriate mileage rate (Unassigned Rate or Carpool Rate) for the distance between work locations.

Temporary Work Location More Than 25 km but Less Than 60 km from Normal Work Location

- H 1.7 When employees are temporarily assigned to report for work at the scheduled starting time to a location which is 25 or more road kilometres, but less than 60 road kilometres, from their normal assembly point, they will be provided with the following:
- a lunch meal or the lunch rate
 - reimbursement (Weekend and Daily Commute Rate or Carpool Rate) for the distance traveled between the work location and their principal residence and return on a workday basis.
 - Travel time will not apply.
- H 1.7.1 When employees report at the scheduled starting time to the normal assembly point within their headquarters zone and travel to a work site 25 or more road kilometres from their normal assembly point within their headquarters zone and return to their normal assembly point at the close of work, they will be eligible for a lunch allowance.

Temporary Work Location 60 km or More from Normal Work Location

H 1.8 When employees are temporarily assigned to perform work at a location 60 or more road kilometres from the employee's normal headquarters zone assembly point, they will have the option of a) having accommodations provided, b) commuting with own transportation c) providing own accommodations or d) commuting with Corporate transportation (if available). Employees must declare which option they intend to use, which will normally remain in effect for the duration of the assignment. The Corporation reserves the right to determine the type of accommodations to be supplied. Each option includes:

a) Having accommodations provided by the Corporation at the work location and meals or the per diem rate, on a calendar day basis. Employees who check out of public accommodations to return to their principal residence during the work week will be eligible to receive a lunch meal or lunch allowance and reimbursement (Weekend and Daily Commute Rate or Carpool Rate) for the distance traveled provided:

- the Corporation saves the cost of accommodations.
- the employee returns to the work location during the same work week.

Employees who check out of public accommodations on weekends, will be reimbursed (Weekend and Daily Commute Rate or Carpool Rate) for distance traveled (not to exceed the distance to their principle residence), provided:

- Corporate transportation is not available.
- the Corporation saves the cost of accommodations. Meals or the per diem meal rate will not apply.

b) Commuting to and from the job site, from their principal residence, using their own transportation, in which case they will be eligible to receive a lunch meal or lunch allowance and reimbursement for expenses (Weekend and Daily Commute Rate or Carpool Rate) for the distance travelled on a workday basis. Where the employee elects to commute, such travel will be outside the regular hours of work period and travel time will not apply.

c) Providing their own accommodation in lieu of public accommodation, in which case they will be eligible to receive the per diem meal and accommodation allowances set forth in Article H 1.4.1 and 1.4.2 on a calendar day basis.

- d) Commuting to and from the job site from their principal residence using Corporate transportation (if available), in which case they will be eligible to receive a lunch meal or lunch allowance on a workday basis. Where the employee elects to commute, such travel will be outside the regular hours of work period and travel time will not apply.
- H 1.9 When employees are on sick leave during a working day while on temporary assignment, they shall normally be eligible for the provisions of Article H 1.8 (a) or (c) for a maximum period of 2 working days provided they remain at the work location. Employees leaving the work location due to illness and returning to work during the same work week will be eligible for reimbursement for the distance traveled in accordance with Article H 1.8 (b) or (d) providing the Corporation saves the cost of accommodations.
- H 1.10 The Corporation Vehicle Rates Policy referred to in this Article will not be changed, as to their application to the collective agreement, without Union concurrence.
- H 1.11 The Corporation will provide, upon request, transportation home for employees whose shift ends between 10 p.m. and 6 a.m.

ARTICLE 2 TRAVELLING TIME

- H 2.1 All travelling time outside of normal working hours when directed, shall be paid at overtime rates, except as provided in Articles H 1.5.2, H 2.2, H 2.3, H 2.4, and Articles C 5.2, and C 5.3.
- H 2.2 Public transportation schedules requiring travelling time outside of normal working hours, shall be paid at 1½ times the employee's basic rate of pay or the employee may be granted equivalent time off. It will be the responsibility of the employee to confirm the departure schedule prior to leaving for the departure terminal.
- H 2.2.1 Travel time within Canada will include a maximum of 90 minutes prior to the departure time including time spent in the departure terminal and a maximum of 30 minutes on arrival at the destination including time spent in the terminal.
- H 2.2.2 Travel time to destinations in the U.S. and internationally will include a maximum of 120 minutes prior to the departure time including time spent in the departure terminal and a maximum of 30 minutes on arrival at the destination including time spent in the terminal.

- H 2.3 When public transportation is available during regular working hours and/or during the regular work week, employees will not normally be required to travel on their day(s) of rest. If employees are directed to travel on their day(s) of rest, travel time will be at 1½ times their basic rate of pay.
- H 2.4 If employees are directed to travel by public transportation and elect to use their own vehicles, travel time shall not exceed the applicable travelling time for public transportation.
- H 2.5 Employees laid off while performing work outside their headquarters zone shall receive travelling time back to their headquarters zone or point of hire in Manitoba at straight time rates of pay.
- H 2.6 Travelling time associated with an emergency call-out shall be considered as time worked at the applicable overtime rate. If employees reside outside of their headquarters zone boundary and are responding to a call within their headquarters zone, travelling time will not apply for the distance traveled outside of the headquarters zone boundary or established travel zone.
- H 2.7 Employees in receipt of Northern Allowance will receive a maximum of 1 day leave at their basic rate of pay as travel time to be taken in conjunction with each northern transportation trip for which they are eligible in accordance with Article J 1.5. The spouse of an employee who is employed by the Corporation and who is not in receipt of Northern Allowance will also be eligible for the 1 day leave with pay in conjunction with each northern transportation trip.
- H 2.8 Employees in a work area north of the 53rd Parallel will receive once each vacation year, 1 normal workday prior to and 1 day following their annual vacation, as travel time at their basic rate of pay to compensate for the northern location.
- H 2.9 Where there is no medical doctor or dentist at a work location north of the 53rd Parallel or where an employee at a work location north of the 53rd Parallel is referred by the local doctor or dentist to a specialist at another location, an employee working at that location may be granted a maximum of 2 days leave at basic rate of pay during each vacation year, as travel time in conjunction with paid sick leave for medical or dental appointments. It is understood that sick leave credits would have to be utilized for the actual appointment(s). The exception would be that an employee who has sick leave credits may elect to use vacation or banked overtime credits rather than sick leave credits for the appointment(s). The trip and associated travel time must be for the sole purpose of a medical or dental appointment.