

Section J – Northern Allowance

ARTICLE 1 NORTHERN ALLOWANCE

- J 1.1 When employees covered by this agreement are assigned a headquarters zone north of the 53rd Parallel and are not provided with meals and accommodation or reimbursement for meals and accommodation, the Corporation shall pay such employees in addition to their basic salaries, a biweekly or hourly equivalent Northern Allowance on straight time hours only. The Northern Allowance paid will be the amount allocated to the headquarters zone to which the employee is assigned.
- J 1.1.1 Dependents Northern Allowance will be paid to employees who are supporting a spouse and/or dependents and who maintain a home north of the 53rd Parallel, and the dependents of the employee reside in the home. The Corporation may require a declaration by employees attesting to the above.
- J 1.1.2 An employee who does not qualify under Article J 1.1.1 shall receive single Northern Allowance.
- J 1.1.3 If the employee is a student, Northern Allowance will only be paid if the student is maintaining a residence independently.
- J 1.2 When both spouses are employed by the Corporation in the same headquarters zone, they will be eligible for Dependents Northern Allowance payable to 1 spouse only.
- J 1.3 Northern Allowance rates for each headquarters zone north of the 53rd Parallel shall be reviewed in accordance with the established Northern Allowance Formula during the first week of January of each year.
- J 1.4 Any adjustment resulting from the provisions of Article J 1.3 will be implemented effective the first day following the last pay period ending in March.

Northern Transportation

- J 1.5 Employees in receipt of Northern Allowance shall be reimbursed for transportation costs associated with travel for the purpose of vacations, emergencies, or authorized leave of absence on the following basis, provided the transportation trips are utilized during the vacation year in which they accrue.

J 1.5.1 Employees continuously employed in a remote location will be eligible for:

1 trip following 3 months service at the location, provided the assignment commences more than 3 months prior to the end of the vacation year, and a second trip during the first vacation year upon completion of 6 months service in that vacation year. The employee will remain eligible for the trip(s) until the completion of that vacation year.

2 trips during the first complete vacation year at the location and subsequent vacation years up to and including the third year.

3 trips during the fourth and subsequent vacation years at the location.

J 1.5.2 An employee continuously employed in a non-isolated and non-remote location will be eligible for:

1 trip following 3 months service at the location, provided the assignment commences more than 3 months prior to the end of the vacation year.

1 trip during the first complete vacation year at the location.

2 trips during the second complete vacation year and subsequent vacation years at the location.

J 1.5.3 An employee who is eligible for a northern transportation trip may elect the following options:

Corporate Paid Public Transportation

J 1.5.3.1 When employees request that the Corporation arrange for public transportation or where this is not feasible and the employees arrange their own public transportation for a trip within Manitoba for the most economical rate available to accommodate the employees' transportation dates, the Corporation will reimburse the carrier to an amount not exceeding the cost of the most economical airfare on a regularly scheduled flight to Winnipeg and return.

Own Transportation Arrangements or Personal Transportation Other Than Charter Air Flights

J 1.5.3.2 Employees who elect to make their own transportation arrangements, other than for charter air flights, or to use their own personal transportation, will be reimbursed as follows, for each eligible family member who actually made a trip to any destination.

Employee - the Corporation Policy vehicle rate for northern transportation by the most direct highway route between the employee's work location to Winnipeg and return.

Spouse - 50% of the employee rate.

Each dependent child two years of age or over - 25% of the employee rate.

Payment shall not exceed the cost of the most economical airfare on a regularly scheduled flight to Winnipeg and return.

J 1.5.3.3 Employees who elect the provisions of Article J 1.5.3.2 may apply at least 2 weeks prior to the first day of approved leave or approved departure date and receive, on their last regular day of work prior to departure, a 100% advance of the transportation costs for which they are eligible.

Charter Air Flights

J 1.5.3.4 Employees who elect to make their own transportation arrangements for a charter air flight within the Province of Manitoba will be reimbursed upon presentation of the flight manifest as follows:

J 1.5.3.4.1 To be eligible for reimbursement of charter air flight costs, the carrier must be licensed and the point of departure or destination must not be accessible by an all-weather road and must not be serviced by public transportation.

J 1.5.3.4.2 The cost of the charter air flight will be allocated equally among the persons involved in the charter, whether they be eligible for reimbursement from the Corporation or not. The amount per person shall not exceed the

cost of the most economical airfare on the regularly scheduled flight to Winnipeg and return. Each eligible family member travelling via the charter air flight will be charged with utilizing a trip.

J 1.5.3.4.3 The amount reimbursed per person will be the greater of the amount calculated in Article J 1.5.3.2 or the amount calculated in Article J 1.5.3.4.2.

J 1.5.3.5 Payment for northern transportation trips in Articles J 1.5.3.1, J 1.5.3.2 and J 1.5.3.3 will only be made to an employee and eligible dependents who actually make a trip(s). An employee who has had the Corporation arrange for public transportation for himself and/or any eligible dependents and does not make the trip, will be required to return the public transportation ticket(s) to the Corporation. An employee who has received an advance and does not make the trip will be required to reimburse the Corporation.

J 1.6 The Corporation will provide transportation from the job site to a point of public transportation and return.

J 1.7 No carryover of these allowances beyond March 31st of each year will be permitted.

J 1.8 Employees transferred from one northern location to another shall, at the time of the trip, be treated as if they had spent all their northern service in the location to which they were transferred.

J 1.9 Employees in receipt of a Northern Allowance will be eligible for reimbursement of transportation costs for themselves, dependent spouses, and dependent children. Eligibility for transportation reimbursement is not contingent on the family travelling as a unit (subject to Article J 1.5.3.1).

J 1.9.1 An employee's spouse employed by another employer may be eligible for northern transportation trips provided he/she is not eligible for trips or a readily identifiable remuneration in lieu of from his/her employer. If the number of trips or remuneration provided by the Corporation exceeds what is provided by the spouse's employer, the employee's spouse will be eligible for the difference in number of trips or remuneration.

- J 1.9.2 When both spouses are employed by the Corporation in the same headquarters zone, only 1 spouse will be eligible for reimbursement costs.

Credit for Previous Northern Service

J 1.10 Employees who:

- a) previously had a headquarters zone at a location north of the 53rd Parallel,
- b) transferred to a location south of the 53rd Parallel, and
- c) subsequently transferred back to a location north of the 53rd Parallel and are in receipt of Northern Allowance,

will be given credit for previous northern service for the application of northern transportation trips as follows:

J 1.10.1 Remote Locations

- a) Less than 1 year of previous northern service:
 - No credit for previous northern service.
- b) More than 1 and up to 2 years previous northern service:
 - (i) Assignment commences less than 3 months prior to the end of the current vacation year:
 - one trip from the date of the assignment during the current vacation year,
 - two trips during the next 2 vacation years, and
 - three trips during subsequent vacation years.
 - (ii) Assignment commences more than 3 months prior to the end of the current vacation year:
 - one trip from the date of the assignment and a further trip after 3 months at the northern location (up to a maximum of 2 trips) during the current vacation year,
 - two trips during the next 2 vacation years, and
 - three trips during subsequent vacation years.

- c) More than 2 and up to 3 years previous northern service:
- (i) Assignment commences less than 3 months prior to the end of the current vacation year:
 - one trip from the date of the assignment during the current vacation year,
 - two trips during the next vacation year, and
 - three trips during subsequent vacation years.
 - (ii) Assignment commences more than 3 months prior to the end of the current vacation year:
 - one trip from the date of the assignment and a further trip after 3 months at the northern location (up to a maximum of 2 trips) during the current vacation year,
 - two trips during the next vacation year, and
 - three trips during subsequent vacation years.
- d) More than 3 years previous northern service:
- (i) Assignment commences less than 3 months prior to the end of the current vacation year:
 - one trip from the date of the assignment during the current vacation year, and
 - three trips during subsequent vacation years.
 - (ii) Assignment commences more than 3 months prior to the end of the current vacation year:
 - one trip from the date of the assignment and 1 trip at 3 month intervals thereafter (up to a maximum of 3 trips) during the current vacation year, and
 - three trips during subsequent vacation years.

J 1.10.2 Non-Isolated and Non-Remote Locations

a) Less than 1 year of previous northern service:

No credit for previous northern service.

b) More than 1 year of previous northern service:

(i) Assignment commences less than 3 months prior to the end of the current vacation year:

- one trip from the date of the assignment during the current vacation year, and
- two trips during subsequent vacation years.

(ii) Assignment commences more than 3 months prior to the end of the current vacation year:

- one trip from the date of the assignment and a further trip after 3 months at the northern location (up to a maximum of 2 trips) during the current vacation year, and
- two trips during subsequent vacation years.