

# Qulliq Energy Corporation's Response to the Standing Committee on Oversight of Government Operations and Public Accounts

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*Report on the Review of the  
2016-2017 Annual Report  
and  
2017-2021 Corporate Plan  
of Qulliq Energy Corporation*



# Introduction

On September 27-28, 2018, the Standing Committee on Oversight of Government Operations and Public Accounts held a hearing on Qulliq Energy Corporation's 2016-2017 Annual Report and the 2017-2021 Corporate Plan. The President and CEO of Qulliq Energy Corporation appeared as a witness.

In June 2019, the Standing Committee released the *Report on the Review of the 2016-2017 Annual Report and 2017-2021 Corporate Plan of the Qulliq Energy Corporation*. The report outlines a series of observations and recommendations relating to the following issues:

- Board Governance and Status of the Establishment of a Qulliq Fuel Corporation;
- Human Resources Management;
- Reviews of the Nunavut Electricity Subsidy Program, the Public Housing Support Program, and the Affordable Energy Fund;
- Environmental Remediation of Contaminated Sites; and
- Alternative Energy and the Arctic Energy Fund.

Each of these issues include a set of recommendations, which are addressed in this report. Recommendations are numbered as they appear in the Standing Committee report. The response specifies which department or agency is responding, using the following acronyms:

- QEC (Qulliq Energy Corporation);
- DOE (Department of Environment);
- CGS (Department of Community and Government Services);
- DOJ (Department of Justice);
- NHC (Nunavut Housing Corporation); and
- FIN (Department of Finance).

Pursuant to section 91(5) of the *Rules of Legislative Assembly of Nunavut*, Qulliq Energy Corporation tables this report to the Standing Committee on Oversight of Government Operation and Public Accounts.

# 1. Board Governance and Status of the Establishment of a Qulliq Fuel Corporation

## **1.1 Recommendation:**

The standing committee recommends that the Government of Nunavut's response to this report include a detailed update on the membership and activities undertaken to date by the audit committee of the board of directors of the Qulliq Energy Corporation.

### **Government of Nunavut's Response (QEC):**

On November 8, 2018, the *Qulliq Energy Corporation Act* was amended to include the following:

*(3) The Board shall establish an audit committee to ensure the critical and objective oversight of the Corporation's (a) reporting of financial information; and (b) practices of strategic management and financial control.*

The main function of the Board of Director's Finance and Audit Committee is to review QEC's financial documentation and reporting adherence. The committee was originally established when Nunavut Power Corporation was formed in 2001. The following is a detailed update on the membership and activities undertaken by the committee since the above amendment took place.

#### Finance and Audit Committee Members:

- Simeonie Akpalialuk
- Roxanne Ruediger
- Ronald Campbell (term expired June 19, 2019)
- Bert Rose (term expired May 9, 2019)
- Philip Clark (term expired May 9, 2019)
- Nelson Pisco (term expired May 9, 2019)

*New members will be appointed to the Finance and Audit Committee in September 2019 following the four term expirations and appointment of three new directors.*

#### Finance and Audit Committee Meeting Dates:

- March 5, 2019
- January 10, 2019
- December 20, 2018

#### Documents Reviewed by Finance and Audit Committee Members:

- 2018-2019 Capital Budget and 2019-2020 Capital Submission
- QEC CIBC Credit Agreement
- Write-off of Portion of City of Iqaluit Account
- Write-off of One Statue Barred Double Payment
- Write-off of Statue Barred Accounts Receivable

- Write-off of Temporary Assets
- 2017 Contracting, Procurement and Leasing Activity Report

### **1.2 Recommendation:**

The standing committee further recommends that the Government of Nunavut's response to this report clarify its position concerning the establishment of a Qulliq Fuel Corporation.

### **Government of Nunavut's Response (CGS):**

A comprehensive analysis of possible options for Community and Government Service's Petroleum Products Division (CGS-PPD) is being conducted with a focus on the following options:

- Remain within CGS but undertake significant changes to its organizational structure, including transitioning to a commission similar to the Nunavut Liquor Commission structure;
- Transition to a subsidiary corporation under Qulliq Energy Corporation;
- Transition to a solely independent crown corporation; and
- Transition to a new independent Government of Nunavut department or a new department merging with other branches of government.

CGS-PPD retained a consultant who is conducting a review of the options. A steering committee consisting of senior officials from the Departments of Executive and Intergovernmental Affairs, Finance, Justice, Community and Government Services (including PPD), and Qulliq Energy Corporation is providing oversight. A working group will be established in fall 2019 to look more closely at options one and two. It is anticipated that a final report will be completed by March 31, 2020.

## 2. Human Resources Management

### **2.1 Recommendation:**

The standing committee recommends that the Government of Nunavut's response to this report describe, in detail, the results of the Qulliq Energy Corporation's review of its human resources policies that was referred to in its 2017-2021 and 2018-2021 corporate plans.

#### **Government of Nunavut's Response (QEC):**

The Human Resources (HR) Division of QEC completed an analysis of all internal policies to identify conflicts and ensure compliance with:

- The Government of Nunavut's Human Resources Manual (HRM);
- The Collective Agreement between QEC and the Nunavut Employees Union (NEU); and
- The *Nunavut Public Service Act and Regulations*.

This analysis was used to ascertain required policy development and revisions to rectify the identified gaps and better align with the HRM, as well as addressing QEC's unique operational requirements.

Policies within the HRM have an applicability statement that expressly includes or excludes certain employees, departments, boards, or agencies from the policy requirements. Some applicability statements specifically include QEC, while others are more ambiguous. For policies where QEC are not expressly included, the corporation is still required to use the HRM if internal policies and procedures have not been established in that area. For policies that QEC are directed to follow, supplemental provisions may be developed if they do not contradict the HRM.

For detailed information about QEC's review of HR policies, please see Appendix "A".

### **2.2 Recommendation:**

The standing committee further recommends that the Government of Nunavut's response to this report describe, in detail, the Qulliq Energy Corporation's casual staffing process, including the process for advertising casual employment opportunities; clarify the extent to which the process conforms to Directive 515 ("Casual Employment") of the Government of Nunavut's Human Resources Manual; and provide a detailed listing of casual appointments made during the 2017-2018 and 2018-2019 fiscal years.

#### **Government of Nunavut's Response (QEC):**

QEC's temporary hiring process mirrors the Government of Nunavut's casual staffing process as the corporation's hiring is conducted pursuant to the *Nunavut Public Service Act*. Supplemental provisions for the temporary hiring process have been developed. These provisions take into consideration operational requirements and differences within QEC's *Collective Agreement*.

For detailed information about the provisional differences between Human Resources Manual Directive 515 and QEC's temporary hiring process, please see Appendix "B".

Like the Government of Nunavut, QEC receives and accepts resumes for temporary employment opportunities and maintains a collection of potential hires. If a suitable applicant is not located within these resumes, QEC's HR Division will post job advertisements on the corporation's and Government of Nunavut's websites, as well as other industry specific job boards.

QEC hired 54 temporary employees in 2017-18 and 46 temporary employees in 2018-19. For a detailed listing of these temporary hires, please see Appendix "C".

### **2.3 Recommendation:**

The standing committee further recommends that the Qulliq Energy Corporation make its corporate and human resources policies publicly available through posting on its website.

### **Government of Nunavut's Response (QEC):**

QEC ensures that all public policies are published on their website. Internal corporate policies will be made accessible to all employees across Nunavut through QEC's new intranet network, which is expected to be completed in 2020.

### **2.4 Recommendation:**

The standing committee further recommends that the Government of Nunavut's response to this report provide, in a comparable format to that which was included in Return to Written Question 3-5(2), a detailed breakdown of the Qulliq Energy Corporation's expenditures on overtime pay during the 2017-2018 and 2018-2019 fiscal years; and that this information be included in future annual reports of the Qulliq Energy Corporation.

### **Government of Nunavut's Response (QEC):**

For a detailed breakdown of QEC's expenditures on overtime pay during the 2017-2018 and 2018-2019 fiscal years, please see Appendix "D". QEC commits to providing overtime expenditures in a comparable format in future annual reports.

### 3. Reviews of the Nunavut Electricity Subsidy Program, the Public Housing Support Program, and the Affordable Energy Fund

#### **3.1 Recommendation:**

The standing committee recommends that the Government of Nunavut's response to this report include a detailed update on the status of its review of the Nunavut Electricity Subsidy Program.

#### **Government of Nunavut's Response (FIN & QEC):**

The Department of Finance and QEC are working together to explore and identify areas of the Nunavut Electricity Subsidy Program that may require modification. The review, which is still ongoing, is examining options related to program's rate structure and kilowatt-hour (kWh) usage eligibility thresholds to ensure they are appropriate and effective, and that they support relatively equal costs across the territory. Work has included gathering data around monthly household usage and electricity costs in communities.

#### **3.2 Recommendation:**

The standing committee further recommends that the Government of Nunavut's response to this report include a detailed update on the status of the Public Housing Support Program, including the current status of arrears.

#### **Government of Nunavut's Response (NHC & QEC):**

QEC administers the Nunavut Housing Corporation's Public Housing Support Subsidy Program (PHSSP). This program subsidizes qualifying residential customers living in public housing by supplementing the difference between the approved residential rate and 6.0 cents per kWh. There are no plans to modify the program at this time.

QEC invoices the Nunavut Housing Corporation on a monthly basis for the power subsidies and applies the remaining amount, billed at 6.0 cents per kWh, to individual customer invoices. As of May 2019, the total number of accounts under PHSSP was 5356 with PHSSP customer arrears over 90+ days due totaling \$788,283.

#### **3.3 Recommendation:**

The standing committee further recommends that the Government of Nunavut's response to this report include a detailed update on the status of the Affordable Energy Fund.

#### **Government of Nunavut's Response (FIN):**

The Government of Nunavut has not created an Affordable Energy Fund, as described in section 39.1 of the *Qulliq Energy Corporation Act*. Alternatively, the Government of Nunavut subsidizes electricity costs for residents and small businesses through the Nunavut Electricity Subsidy Program. In July 2019, the GN

introduced a new Nunavut Carbon Rebate to subsidize the cost of fossil fuels. Together, these two programs significantly reduce energy costs for Nunavummiut.

The Department of Finance pays for these territorial energy subsidies out of its Centrally Administered Funds branch using funds appropriated by the Legislative Assembly for this purpose. Due to these existing supports, there are no plans to establish an Affordable Energy Fund at this time.

## 4. Environmental Remediation of Contaminated Sites

### **4.1 Recommendation:**

The standing committee recommends that the Government of Nunavut's response to this report include a detailed update on the status of remediation work in relation to the Qulliq Energy Corporation's inventory of 27 contaminated sites.

### **Government of Nunavut's Response (QEC):**

QEC has identified 27 sites where the concentration of petroleum hydrocarbons and other pollutants in the soil exceed environmental standards. The majority of contamination of these sites occurred when Northern Canada Power Commission was responsible for these areas. QEC has estimated that remediation would cost approximately \$39 million total.

QEC has a monitoring program in place to ensure that the contaminated sites do not pose harm to public health or the environment. Remediation of sites will occur if a Human Health and Ecological Risk Assessment (HHERA) determines that public health is at risk. This is an annual assessment where a soil sample is taken from multiple locations at each site and is analysed to see if the contamination is accelerating, attenuating, or moving.

In 2015, one HHERA located contaminants that posed a risk to public health. This site, located at the decommissioned power plant in Baker Lake, showed volatile hydrocarbons had risen to the surface. The environmental engineering consultant procured by QEC recommended that this area be land-farmed to reduce contamination.

Land-farming is a remediation method whereby contaminated soil is placed in a leak-proof liner, tilled loosely, and nutrients are added. Over a three to five year period, as the contamination attenuates, the remediated soil is removed from the pile and used as industrial fill. Land-farming is often the most economical method of remediating soil depending on the location within Nunavut.

It was originally estimated that there would be 50 cubic metres of soil to remediate at the Baker Lake site. However, after excavation the volume was determined to be 350 cubic metres. In 2018, QEC decided to double the size of the land-farm cell to hold the extra soil at the recommendation of the consultant. Due to the expansion of the land-farm over a two-year period, 2019 is the first year of maintenance which includes sampling, tilling, and nourishing.

As of August 2019, the location in Baker Lake is the only site that has posed a potential risk to public health.

### **4.2 Recommendation:**

The standing committee further recommends that the Government of Nunavut's response to this report include a detailed chronology of actions taken by the Government of Nunavut and the Qulliq Energy Corporation since April 1, 2015, to resolve outstanding jurisdictional issues with the Government of

Canada related to responsibility for the Qulliq Energy Corporation's inventory of contaminated sites that were inherited from the Northern Canada Power Commission.

**Government of Nunavut's Response (DOJ):**

Since April 1, 2015, there have been no additional developments to resolve outstanding jurisdictional issues with the Government of Canada related to responsibility for QEC's inventory of contaminated sites that were inherited from the Northern Canada Power Commission and the Northwest Territories.

# 5. Alternative Energy and the Arctic Energy Fund

**5.1 Recommendation:**

The standing committee recommends that the Government of Nunavut’s response to this report include a detailed update on the status of its “action plan for the territory’s renewable energy priorities and targets.”

**Government of Nunavut’s Response (DOE):**

The Department of Environment, through the Climate Change Secretariat, is collaborating with key departments to identify priorities, concrete actions, timelines, costs, and implementation plans for climate change strategies. These strategies aim to take action on Nunavut’s greenhouse gas emissions, reliance on diesel fuel, and role in adapting to, and combatting climate change. In order to develop an evidence based action plan, the Climate Change Secretariat has initiated a variety of foundational projects. These projects – which include community energy planning, an inventory of greenhouse gas emissions, and examining alternative energy options – will support the Government of Nunavut's ability to identify realistic and reasonable greenhouse gas emission targets.

The Climate Change Secretariat is working to build internal capacity to address the Auditor General of Canada’s recommendation to develop a formal action plan for the territory’s renewable energy priorities and targets. Once completed, this plan will lay out the targeted goals for greenhouse gas emissions, infrastructure improvements, and other mechanisms to combat climate change.

**5.2 Recommendation:**

The standing committee further recommends that the Government of Nunavut’s response to this report include a detailed update on the status of the Qulliq Energy Corporation’s net metering and independent power producer programs, including the number and location of participants and/or projects to date.

**Government of Nunavut’s Response (QEC):**

Net Metering Program	Independent Power Producers Program
<b>Overview</b>	
<p>The Net Metering Program allows eligible QEC customers to produce their own electricity using renewable generation systems. In turn, the customer receives credit for any surplus power they feed back to QEC’s grid.</p>	<p>The Independent Power Producers (IPP) Program will allow power producers outside of QEC to generate electricity using renewable energy systems. This program will provide opportunities to develop local electricity resources which best serve the long-term interests and self-reliance of Nunavummiut.</p>

Eligibility	
The Net Metering Program is open to residential customers and one account per municipality.	The IPP Program is anticipated to have three streams of eligibility: <ol style="list-style-type: none"> <li>1. Community power projects owned by municipalities, Inuit organizations, or Inuit-owned firms;</li> <li>2. Community power projects that are initiated by QEC through a call for power process; and</li> <li>3. Existing institutional and commercial customers for generation that takes place on site.</li> </ol>
Status	
Approved and launched on February 19, 2018.	The IPP Program is expected to receive approval and launch by the end of 2019.
Statistics (as of August 2019)	
<ul style="list-style-type: none"> <li>• Four approved applications for municipalities in Kugluktuk, Coral Harbour, Qikiqtarjuaq, and Gjoa Haven.</li> <li>• Currently, three applications are being processed: two additional municipalities, as well as one residential.</li> </ul>	N/A

**5.3 Recommendation:**

The standing committee further recommends that the Government of Nunavut’s response to this report include a detailed update on the status of the Qulliq Energy Corporation’s current initiatives related to wind/solar, geothermal, nuclear, waste/biomass and hydroelectric power.

**Government of Nunavut’s Response (QEC):**

Wind and Solar		
Current Status	Challenges	Developmental Potential
QEC completed a solar panel demonstration project at the Iqaluit power plant in 2016. The National Research Council provided the project design and materials while the Canadian Northern Economic Development Agency funded the project installation. These panels have produced power above their capacity and have provided QEC with information on solar generation in Nunavut.	Obtaining funding to deploy wind and solar projects.	<ul style="list-style-type: none"> <li>• QEC launched the Net Metering Program in 2018 which allows for small-scale residential installations, most commonly solar.</li> <li>• Kugluktuk’s new power plant anticipated to be completed in 2021 will have a federally funded solar panel component with storage capacity.</li> </ul>

Geothermal		
Current Status	Challenges	Developmental Potential
QEC commissioned a feasibility study in 2018 to assess the geothermal potential in Nunavut.	Lack of existing data for northern geothermal potential, as well as financial constraints.	<ul style="list-style-type: none"> <li>• The feasibility study suggests that Resolute Bay, Cambridge Bay, and Baker Lake have the highest potential for geothermal energy.</li> <li>• QEC will pursue supplemental funding to perform additional data collection in these communities.</li> </ul>
Nuclear		
Current Status	Challenges	Developmental Potential
The Government of Canada developed the “Canadian Small Modular Reactors (SMRs) Roadmap” as part of their Pan-Canadian Framework on Clean Growth and Change. This roadmap outlined potential next steps for nuclear development in Canada.	Financial costs, regulatory issues, nuclear waste management, and public perception of nuclear energy.	<ul style="list-style-type: none"> <li>• There is no timeline on the development of nuclear technology in Nunavut, however, the corporation remains engaged with counterparts across the country on emerging technologies such as SMRs.</li> </ul>
Hydroelectric		
Current Status	Challenges	Developmental Potential
Hydroelectric project developments are currently not being considered due to the significant capital requirements. QEC has been assessing hydroelectric feasibility in Nunavut since 2005 and have located 14 potential hydro generation sites.	Significant capital investments are required.	<ul style="list-style-type: none"> <li>• Out of the 14 sites located by QEC, a feasibility study indicated two that could meet Iqaluit’s electricity demand for the medium to long term.</li> <li>• The hydro generation would displace approximately 30% of QEC’s diesel fuel needs, but would not result in lower electricity rates.</li> <li>• Cost estimates generated in 2017 for the two identified locations are \$232 million and \$157 million respectively.</li> <li>• Iqaluit is the preferred option for hydroelectricity as communities with smaller customer bases would not be able to support such a capital-intensive option.</li> </ul>

#### 5.4 Recommendation:

The standing committee further recommends that the Government of Nunavut's response to this report include a detailed update on the status of its submissions on behalf of the Qulliq Energy Corporation to the Arctic Energy Fund stream of the federal government's Investing in Canada Infrastructure Program.

#### Government of Nunavut's Response (QEC):

Under the Arctic Energy Fund (AEF) stream of the federal government's Investing in Canada Infrastructure Program, QEC has received approval for the listed projects subject to QEC Board of Directors and Financial Management Board approvals.

Furthermore, QEC is preparing to submit AEF applications for an additional six power plant replacements and one generator set replacement.

Approved AEF Project Submissions			
Location	Project	Federal Funding (total project cost)	QEC Funding (total project cost)
Rankin Inlet	Generator Set Replacement	75%	25%
Coral Harbour	Generator Set Replacement	75%	25%
Chesterfield Inlet	Generator Set Replacement	75%	25%
Pond Inlet	Generator Set Replacement (x2)	75%	25%
Clyde River	Generator Set Replacement	75%	25%
Whale Cove	Generator Set Replacement	75%	25%
Kugluktuk	Power Plant Replacement	75%	25%
Kugluktuk	Renewable Solar Energy and Storage System Installation	35% (40% covered by the Clean Energy in Rural & Remote Communities Program)	25%

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The following is an analysis of Government of Nunavut's Human Resources Manual and its applicability to Qulliq Energy Corporation (QEC). This includes:

- A review of the Human Resources Manual's applicability statements;
- The purpose of the directive or section;
- Determination of whether QEC is obligated to follow the directive or section; and
- QEC's current procedures and policies in regards to the directive or section.

### **Section 101 – Introduction**

*Applicability Extract:*

*"The QEC will use the Manual in those areas where it has not established its own policies and procedures and where it has so been directed."*

This Section of the manual applies to all departments and public agencies of the Government of Nunavut (GN) listed in Appendix A and B of the *Financial Administration Act*. Section 101 binds QEC by name, to the GN Directives and/or Sections **unless** QEC has an **internal policy**. This exception does not apply if the *Public Service Act (PSA)*, the *Public Service Regulations (PSR)*, or the Directive/Section applicability statement has directly bound QEC to the Directive and/or Section.

### **Directive 102 – Authorities**

*Applicability Extract:*

*"This Directive applies to all GN departments and public bodies".*

The intent of Directive 102 is to define the authorities for human resources management functions in the public service of the GN. QEC is bound to follow this Section by virtue of the applicability statement and anticipates to continue following this Section.

### **Directive 201: Oath of Office and Secrecy**

*Applicability Extract:*

*"These guidelines and procedures apply to all GN employees".*

The purpose of Directive 201 is to describe the confidentiality requirements for all GN employees. QEC maintains an Oath of Office and Secrecy policy that aligns with the current guidelines and procedures of the GN, therefore QEC is not bound to follow the Directive. This Policy is currently under review and revision.

**Directive 202: Conflict of Interest***Applicability Extract:*

*"These guidelines and procedures apply to all GN employees".*

This Directive outlines the responsibilities of employees with respect to potential or apparent conflicts between their official duties and their personal or financial interests. QEC is bound to follow this Directive by virtue of Section 101. QEC does not maintain an internal policy. QEC intends to continue following this Directive.

**Directive 203: Outside Political Activity***Applicability Extract:*

*"These guidelines and procedures apply to all GN employees".*

The intent of this Directive is to clarify the rules for outside activity (including self-employment and volunteer activities) by public servants. QEC is bound to follow this Directive by virtue of Section 101. QEC does not maintain an internal policy. QEC anticipates continuing following this Directive.

**Section 204: Political Activity***Applicability Extract:*

*"This applies to employees in all departments and public agencies of the Government of Nunavut (GN)".*

This Section outlines the rights and responsibilities of employees to participate in Nunavut election campaigns. QEC is bound to follow this Section by virtue of the applicability statement. QEC does not maintain an internal policy. QEC intends to continue following this Section.

**Directive 205: Post-Employment Restrictions***Applicability Extract:*

*"This directive applies to all senior managers of the Government of Nunavut (GN) and any additional positions designated by the Senior Personnel Secretariat (SPS)."*

The purpose of this Directive is to establish standards with respect to post employment activities of certain senior public servants. QEC is bound to follow this Directive by virtue of Section 101. QEC does not maintain an internal policy. QEC intends to continue following this Directive.

**Directive 206: Preferential Treatment***Applicability Extract:*

*"These guidelines apply to all Government of Nunavut (GN) employees."*

This Directive provides clarification regarding the rules associated with preferential treatment. QEC is bound to follow this Directive by virtue of Section 101. QEC does not maintain an internal policy. QEC intends to continue following this Directive.

**Directive 207: Public Comment***Applicability Extract:*

*"This directive applies to all GN employees."*

This Directive provides guidelines for the types of public comments that Public Servants may and may not make in an unofficial capacity concerning the GN. QEC is following this Directive by virtue of the applicability statement. QEC does not maintain an internal policy. QEC intends to continue following this Directive.

**Directive 209: Internal Disclosure of Wrongdoing***Applicability Extract:*

*"This Directive applies to all GN public servants".*

This Directive outlines the process for the disclosure of wrongdoing within the public service. QEC is bound by this Directive as it applies to all Public Servants as provided for in Part 6 of the *Public Service Act (PSA)*.

**Section 305: Exit Surveys and Interviews***Applicability Extract:*

*"These guidelines and procedures apply to all GN employees"*

This Section outlines the exit surveying/interviewing process used by the GN. QEC is following this Section by virtue of Section 101, as QEC does not maintain an internal policy. QEC intends to continue following this Section.

**Section 307: Secondments***Applicability Extract:*

*"These guidelines and procedures apply to all departments".*

This Section describes the terms and conditions for secondments to and from the Government. QEC is following this Section by virtue of Section 101, as QEC does not maintain an internal policy. QEC intends to continue following this Section.

**Section 308: Transfer Assignments***Applicability Extract:*

*"These guidelines and procedures apply to all departments, boards and agencies"*

The intent of this Section is to outline the guidelines and procedures for transfer assignments which provide employees that opportunity to gain a broader range of work experience. QEC is following this Section by virtue of the applicability statement, however QEC is developing supplemental guidelines to reflect the current needs of its unique operating environment. QEC is in the process of developing a supplemental internal policy on the area of temporary assignments based on the President's ministerial delegation of authority.

**Section 309: Education Leave***Applicability Extract:*

*"These guidelines and procedures apply to all indeterminate employees, except teachers and Nunavut Arctic College educators. Employees must have completed at least three years of satisfactory continuous service to be eligible for Education Leave. This requirement may be waived by the Deputy Head of the respective department in unusual circumstances."*

The intent of this Section is to outline the guidelines and procedures for all indeterminate employees to seek leave for educational opportunities. QEC maintains an internal Education Leave Policy and is therefore not bound to follow this Section by virtue of Section 101. QEC is in the process of revising the current Policy to better reflect the current organizational needs.

**Section 310: Professional Development Fees***Applicability Extract:*

*"These provisions apply to all term and indeterminate employees, except teachers and Nunavut Arctic College educators. These provisions apply to employee-requested professional development activities."*

The intent of this Section is to outline the guidelines and procedures for all term and indeterminate employees to seek professional development opportunities. QEC maintains an internal Professional Development Policy and is therefore not bound to follow this Section by virtue of Section 101. QEC is in the process of revising the current Policy to better reflect the current organizational needs.

**Directive 312: Long-Term Service Awards***Applicability Extract:*

*"This directive applies to employees of the GN and public bodies."*

This Directive provides recognition to those employees for their long term commitment to the GN. QEC is following this Directive by virtue of the applicability statement. In the previous years QEC has maintained an internal program; however, this program has been discontinued in order to comply with this Directive.

**Section 313: Retirement Awards***Applicability Extract:*

*"These guidelines apply to all employees."*

The intent of this Section is to honor and celebrate the commitment and dedication of retiring employees to the Public Service. QEC is following this Section by virtue of Section 101, as QEC does not maintain an internal policy. QEC intends to continue following this Section.

**Section 315: Trainers Allowance***Applicability Extract:*

*"These guidelines and procedures apply to Nunavut Employees' Union (NEU) and Excluded employees who are not assigned training duties as part of their job descriptions."*

This Section recognizes employees who provide on the job training to support employee development by paying those training employees a monthly allowance. Theoretically, QEC is bound to this Section by virtue of Directive 101 as QEC does not maintain an internal policy, however in practice this Section has never been used in QEC.

**Section 316: Performance Management System***Applicability Extract:*

*"These guidelines and procedures apply to all employees in the NEU bargaining unit and public service excluded and senior management employees of GN departments and agencies with the exception of Qulliq Energy Corporation and members of the Nunavut Teachers Association."*

This Section guides the performance management process used by the GN, however QEC is expressly excluded in the applicability statement of this Section. QEC maintains its own performance management Policy; however, it requires significant revisions to achieve its mandate. QEC's internal Policy is currently being revised.

**Section 318: Inuit Qaujimajatuqangit***Applicability Extract:*

*"This directive applies to all departments, agencies and employees of the Government of Nunavut, with the exception of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut, and Nunavut Development Corporation."*

This Section guides the implementation of Inuit Qaujimajatuqangit and incorporates the Inuit Societal Values in to the decision making processes of the Government of Nunavut. QEC is bound to follow this Section by virtue of the applicability statement, however QEC has developed a supplemental Policy that aligns with Section 319 and reflects the Corporation's needs.

**Section 319: Cultural Immersion Day***Applicability Extract:*

*"This directive applies to all departments, agencies and employees of the Government of Nunavut, with the exception of the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut, and Nunavut Development Corporation."*

This Section support the Nunavut Lands Claims Agreement (NLCA) Articles 23 and 32 to aspire and create a workplace that incorporates the Inuit Societal Values. QEC is bound to follow this Section by virtue of the applicability statement, however QEC has developed a supplemental Policy that aligns with Section 319 and reflects the Corporation's needs.

**Section 401 (a): Job Descriptions***Applicability Extract:*

*"This applies to all positions. Positions in the senior management group can be described in the same format. However, the process described in Section 401 (b) Senior Management Job Descriptions provides a more thorough job description of the functions of management jobs."*

This Section outlines the expectations for employees to receive a statement of duties upon hire. QEC does not currently maintain an internal policy, however QEC does not follow this Section as QEC maintains a long standing practice that substantially differs from that of the GN. QEC is in the process of developing a position control policy which will encapsulate the provisions outlined in Sections 401 (a), 401 (b), 402 and 403.

**Section 401b: Senior Management Job Descriptions***Applicability Extract:*

*"These guidelines and procedures apply to all positions in the senior management group."*

This Section outlines the general guidelines and format for job descriptions for all positions within the senior management groups. QEC does not currently maintain an internal policy, however QEC does not follow this Section as QEC maintains a long standing practice that substantially differs from that of the GN. QEC is in the process of developing a position control policy which will encapsulate the provisions as outlined in Sections 401 (a), 401 (b), 402 and 403.

**Section 402: Evaluating Positions***Applicability Extract:*

*"This section applies to all employees, except positions in the Senior Management Group and positions in the Nunavut Teachers Association."*

This Section outlines the general guidelines for positions evaluated against the pre-determined factors to determine their relative worth. QEC maintains an internal policy, therefore is not bound by this Section by virtue of Section 101. The current policy will be rescinded as QEC is in the process of developing a position control policy which encapsulates the provisions as outlined in Sections 401 (a), 401 (b), 402 and 403.

**Section 403: Senior Management Job Evaluation***Applicability Extract:*

*"These guidelines and procedures apply to all positions in the senior management group."*

This Section outlines the general guidelines and procedures for determining the relative value of one management position to other management positions within the government. QEC maintains an internal policy, therefore is not bound by this Section by virtue of Section 101. The current policy will be rescinded as QEC is in the process of developing a position control policy which encapsulates the provisions as outlined in Sections 401 (a), 401 (b), 402 and 403.

**Section 404: Preparing an Organization Chart***Applicability Extract:*

*"These guidelines and procedures apply to all departments, boards and agencies."*

The intent of this Section is to provide the guidelines and procedures of Organizational Charts and provide an overview of where a position fits in an organization. QEC is bound to follow this Section by virtue of the applicability statement however, QEC plans to develop a policy that aligns with the GN Section but also provides supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution.

**Section 501: The Hiring Process***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section provides guidelines for appointments to public service positions that are governed by the *Public Service Act* and associated regulations and the provisions of Article 23 of the Nunavut Land Claims Agreement. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 502: Priority Hiring***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section provides the guidelines for Priority Hiring in accordance with the Provisions of the Nunavut Lands Claim Agreement. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 503: Starting a Competition***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section provides guidelines for starting a competition to fill a position within the GN. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 504: Appointments without Competition***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section provides guidelines to ensure practices for appointments without competition are consistent and controlled. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 505: The Selection Committee***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section guides HR representatives through the selection process for all competitions. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 506: Advertising***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section outlines the guidelines for recruitment advertising for vacant positions and are designed to promote consistency and a reasonable level of control for all recruitment advertising. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 507: Preparing the Screening Criteria***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section provides the process of preparing screening criteria prior to advertising the competition. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 508: Screening***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section is designed to promote fair and equitable treatment of applicants for screening of applicants to determine suitability. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 509: Interview Questions and Responses***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This section outlines the requirements for the development of interview questions with suitable responses. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 510: Conducting the Interview***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section provides the guidelines required for conducting recruitment interviews within the public service to ensure fair and consistent treatment of applicants. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Directive 511: Reference Checks***Applicability Extract:*

*"This directive applies to all candidates being considered for GN positions."*

This Directive outlines the provisions for conducting reference checks for candidates being considered for positions within the GN. QEC does not maintain an internal policy on reference checks, therefore QEC is required to follow this Directive by virtue of Section 101. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*; however, QEC plans to develop an internal policy to suit the unique operating environment.

**Section 512: Job Offers***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section provides the procedures and establishes the rules around salary treatment of newly appointed employees. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 513: Term Employment***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

The Section provides guidelines for hiring of term employees to meet temporary business needs. QEC currently maintains an internal policy in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement. QEC plans to revise and update its existing policy into guidelines supplemental to the Section. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 515: Casual Employment***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Section outlines the provisions for Casual Employment. QEC currently maintains an internal policy in accordance with the *Public Service Act* and *Regulations*. While QEC is bound to this Section by virtue of the applicability statement, the QEC *Collective Agreement* includes different definitions with respect to casual employment.

**Section 516: Eligibility Lists***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

Section 516 outlines the guidelines for staffing of multiple positions with the same job description. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Section by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Section nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Directive 517: Criminal Record Checks***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Directive provides guidelines for requesting criminal record checks and vulnerable sector checks. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Directive by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Directive nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Directive 518: Restricted Competitions***Applicability Extract:*

*"The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the Public Service Act."*

This Directive provides an overview of the criteria for restricted competitions in accordance with Section 10(3) of the *Public Service Act*. QEC conducts the hiring process in accordance with the *Public Service Act* and associated *Regulations*. QEC is following this Directive by virtue of the applicability statement, however, QEC plans to develop a policy with supplemental guidelines. The guidelines will not contradict the Directive nor the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 601: Incorporation of Bargaining Agents***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The Section outlines the terms and conditions for bargaining unit employees. QEC is bound to this Section through legislative reference in the *Public Service Act*: *"Employees' associations in the public service of Nunavut are incorporated by legislation. The Nunavut Public Service Act establishes the status of all employees by identifying which positions are eligible to be included in the bargaining unit."*

**Section 602: Collective Bargaining***Applicability Extract:*

*"These guidelines and procedures apply to all bargaining unit employees of both the Nunavut Teachers Association and the Nunavut Employees Union."*

This Section provides guidelines and procedures to ensure that the employer bargains with the employees' associations in good faith. QEC maintains a Collective Bargaining policy that aligns with the current guidelines and procedures of the GN, therefore QEC is not bound to follow the Section. QEC does not anticipate making any amendments to the current policy.

**Section 603: Joint Consultation***Applicability Extract:*

*"These guidelines and procedures apply to all employees covered by the collective agreement with the Nunavut Teachers Association (NTA) and the Nunavut Employees Union (NEU)."*

This Section outlines the process for joint consultation to address issues within the work place. QEC's *Collective Agreement* addresses Joint Consultation specifically. An internal terms of reference document was established for the group, which renders the GN Section not applicable. QEC will develop a policy to cover joint consultation.

**Section 604: Contracting Out***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section provides the guidelines and procedures around informing the NEU and seeking its views prior to taking any action that could result in the elimination of any position in the bargaining unit by contracting out. QEC maintains a Contracting Out policy that aligns with the current guidelines and procedures of the GN, therefore QEC is not bound to follow the Section. QEC anticipates making amendments to the current policy to reflect the current needs of our unique operating environment.

**Section 605: Union use of Employer Premise, Facilities and Services***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section provides the guidelines and procedures to allow the union use of the employer's premises, facilities and services in exceptional circumstances. QEC is bound to this Section by virtue of Section 101, as QEC does not maintain an internal policy. QEC anticipates continuing to follow this Section.

**Section 606: Exclusions***Applicability Extract:*

*"These guidelines and procedures apply to all employees except teachers."*

This Section outlines the criteria and procedure to be followed in determining which employees are excluded from the *Collective Agreement*. The *Collective Agreement* between QEC and NEU provides provisions in Appendix D for exclusions which render the GN Section inapplicable. Additionally, exclusions themselves are provided for in the *Public Service Act*, Section 55(9).

**Section 701: Grievances and Complaints***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the grievance procedure for resolving disputes between the Government and its employees and/or their bargaining agent. QEC is bound to this Section by virtue of Section 101, as QEC does not maintain an internal policy. QEC anticipates it will continue to follow this Section. However, as the Section does not address pre-grievance matters, a supplemental policy is being developed to account for pre-grievance dispute resolution as outlined in the *Collective Agreement* between QEC and NEU.

**Directive 702: Staffing Appeals***Applicability Extract:*

*"This directive applies to those persons who are eligible to appeal a Government of Nunavut (GN) appointment or the composition of an eligibility list pursuant to the Staffing Review and Appeals Regulations (Regulations): a) A GN employee who was an unsuccessful applicant in a competition. b) A beneficiary under the Nunavut Land Claims Agreement (NLCA) who was an unsuccessful applicant in a competition.*

*This directive does not apply to members of the Nunavut Teachers Association as they are not eligible to appeal under the Regulations."*

This Directive covers the staffing appeals process available to unsuccessful applicants. QEC maintains an internal policy, however this Policy will be rescinded as QEC is bound to the Directive through Legislation in the *Public Service Act* Part 3 and through the Consolidation of *Staffing Review and Appeals Regulations*.

**Section 703: Job Evaluation Appeals***Applicability Extract:*

*"These guidelines and procedures apply to all government employees except senior managers, excluded employees and employees covered by the agreement with the Nunavut Teachers Association."*

QEC maintains a Job Evaluation Appeals policy that aligns with the current guidelines and procedures of the GN, therefore QEC is not bound to follow the Section. QEC anticipates making some amendments to the current policy to reflect the current needs of our unique operating environment.

**Section 801: Employee Discipline***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the expectations of employee performance and behaviour. Additionally, this Section outlines the process for corrective action as a form of progressive discipline when the employee has the ability to perform at an acceptable level but chooses not to do so. QEC is bound to the Section through Legislation, *Public Service Act*, Section 22 (1)(d), however QEC will create an internal policy that aligns with the GN Section. The policy will provide clear provisions describing the disciplinary progression within QEC.

**Section 802: Casual Employee Discipline***Applicability Extract:*

*"These guidelines and procedures apply to all casual employees."*

This Section establishes the guidelines and procedures for disciplinary progression of casual employees. QEC is bound by virtue of Section 101, as QEC does not maintain an internal policy. QEC will incorporate all employee classes into the proposed new discipline policy as described in the aforementioned section.

**Section 803: Suspension Pending Investigation***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section provides direction related to the process of suspending employees pending the outcome of an investigation. QEC maintains an internal policy; however, it is invalid as QEC is required to follow the *Public Service Act* s. 22 (1)(a) the Policy is pending recession, but in the interim has no force or effect.

**Section 901: Probationary Periods***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section provides guidelines for establishing Probationary Periods upon hire and the process for managing employees throughout the Probationary Period. QEC is bound by virtue of Section 101, as QEC does not maintain an internal Policy, however, QEC is currently in the process of developing an internal Probationary Period Policy to align QEC practices with the GN Section and provisions 16 and 17 of the *Public Service Act* and provision 4 of the *Public Service Regulations*.

**Section 902: Types of Employment***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section defines the type and nature of a worker's employment. QEC is bound by virtue of Section 101, as QEC does not maintain an internal Policy, however, QEC is in the process of creating an internal Policy due to conflicts between the Section and the *Collective Agreement* between QEC and the NEU.

**Section 903: Casual Employment***Applicability Extract:*

*"These guidelines and procedures apply to all departments, boards and agencies."*

This Section provides guidelines for employing individuals on a casual basis in carrying out work of a temporary nature. QEC is bound to follow this Section by virtue of the applicability statement. QEC does not maintain an internal policy. QEC anticipates to continue following this Section, however QEC will develop supplemental guidelines that will not conflict with the *Public Service Act*, but will provide reasonable substitution as QEC does not utilize The Government of Nunavut, Department of Human Resources, Staffing division due to its delegated staffing authority.

**Section 904: Job Share Employees***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association (NTA) Bargaining Unit."*

This Section outlines the procedures for supporting innovative work arrangements that are beneficial to both the employee and the Government. QEC is bound to follow this Section by virtue of the applicability statement. QEC does not maintain an internal policy and anticipates continuing to follow this Section; however, this is not an existing practice within the Corporation.

**Section 1001: Workplace Wellness Program***Applicability Extract:*

*"These guidelines apply to all Government of Nunavut employees and their families."*

The intent of this Section is to provide guidelines for maintaining a healthy and respectful workplace. QEC has a well-established and externally accredited workplace wellness program that exceeds the provisions as outlined in this HRM Section, therefore by virtue of Section 101 QEC is not bound by this Section.

**Section 1002: Occupational Health and Safety***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is to provide guidelines for a safe and healthy workplace. QEC has a well-established and externally accredited health and safety program that exceeds this HRM Section, therefore by virtue of Section 101 QEC is not bound to follow this Section.

**Section 1003: Protective Clothing and Safety Equipment***Applicability Extract:*

*"These guidelines and procedures apply to employees who need to use protective clothing and safety devices to reduce work hazards."*

This Section provides the guidelines and procedures for employees who require the use of protective clothing and safety devices to reduce hazards in the workplace. QEC has an established protective clothing and safety equipment incentive through the *Collective Agreement* that aligns with its corporate needs and exceeds this HRM Section, therefore by virtue of the Section 101, QEC is not bound to follow this Section.

**Section 1004: Safety Footwear and Gloves***Applicability Extract:*

*"These guidelines and procedures apply to all trades employees."*

The intent of this Section is to provide guidelines and procedures for an annual allowance issued to employees who are required to wear safety footwear and gloves. QEC has established safety footwear and clothing allowances through the *Collective Agreement* that align with its corporate needs. These provisions exceed this HRM Section; therefore QEC is not bound to follow this Section.

**Section 1005: Tobacco-Free Workplace***Applicability Extract:*

*"This Directive applies to all GN employees including all GN public bodies."*

The purpose of this Section it to recognize the health hazards associated with smoking in the workplace and provide guidelines for tobacco and Cannabis use at work. QEC is bound to follow this Section by virtue of the applicability statement. QEC does not maintain an internal policy, QEC intends to continue following this Section.

**Section 1006: Alcohol and Drugs***Applicability Extract:*

*"This directive applies to all employees of the GN and its public bodies. This directive also applies to any contractors conducting work on behalf of the GN."*

The intent of this Section is to recognize substance use disorder is a medical condition and the guidelines for promoting the health and safety of its employees. This Section also provides guidelines for the expectations and treatment of employees under the influence of alcohol, cannabis or other drugs and what actions the employer must take to ensure the safety of the employee as well as the health and safety of others. QEC is bound to follow this section by virtue of the applicability statement. However, QEC maintains an internal policy on Alcohol, Drugs and other Intoxicants that aligns with the GN Section and accounts for the unique operating environment of QEC. QEC is in the process of revising the internal Alcohol, Drugs and other intoxicants Policy to reflect legislative changes.

**Section 1007: HIV/AIDS in the Workplace***Applicability Extract:*

*"These guidelines and procedures apply to all employees of the Government in all departments, boards, and agencies."*

This Section protects the human rights and dignity of persons infected with Human Immunodeficiency Virus (HIV), while also making all reasonable provisions for the occupations safety and health of its employees as required under the *Safety Act*. QEC is bound to follow this Section by virtue of the applicability statement. QEC does not maintain an internal policy and anticipates continuing to follow this Section.

**Section 1008: Power Outages***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The intent of this Section is to outline the guidelines and procedures for the safety of the employees of the Government during a power outage. QEC is bound to follow this Section by virtue of Section 101. However, not unsurprisingly, QEC has an existing practice which is in contradiction to this Section, therefore QEC is in the process of drafting a policy to remedy the discrepancy and account for the unique operating environment of QEC.

**Section 1009: Workplace Violence Prevention***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section provides the guidelines and procedures to guarantee that all reasonable precautions are taken to ensure a safe working environment. QEC has an existing practice outlined the Health and Safety Rule Book Section 1.15, therefore QEC is not bound by the Section. QEC updates the Health and Safety Manual in compliance with Workers' Safety & Compensation Commission (WSCC) legislation.

**Directive 1010: Harassment Free Workplace***Applicability Extract:*

*"This directive applies to all employees of the GN and public bodies. Participation including assistance and cooperation is mandatory for all parties named in this directive. The directive covers all forms of harassment that may occur at work or away from the workplace, provided the acts are committed within the context of the employment relationship."*

This Directive endeavors to provide a workplace free from all forms of sexual and person harassment in accordance with human rights legislation. QEC is following this Directive by virtue of the applicability statement. QEC is in the process of updating an internal policy to ensure alignment with the current Directive, compliance with all applicable legislation and to encompass bullying in the workplace.

**Section 1011: Bad Weather***Applicability Extract:*

*"These guidelines and procedures apply to all Government of Nunavut employees."*

The intent of this Section is to ensure the maintenance of public services during periods of bad weather without endangering public safety. QEC has an existing practice which is in contradiction to this Section, therefore QEC is in the process of drafting a policy to remedy the discrepancy between existing practices and the Section in order to account for the unique operating environment of QEC.

**Section 1012: Occupational Health and Safety Committee***Applicability Extract:*

*"These guidelines and procedures apply to all employees of the Government of Nunavut."*

The purpose of this Section is to provide guidelines for the establishment of an Occupation Health and Safety Committee. QEC has an established Health and Safety Program that provides guidelines that aligns with its corporate needs and exceeds this HRM Section, while maintaining compliance with the *Collective Agreement* between QEC and the NEU. Therefore, by virtue of Section 101, QEC is not bound by this Section.

**Directive 1018: Workplace Conflict Management***Applicability Extract:*

*"This directive applies to all employees of the GN and public bodies. The directive covers all forms of workplace conflict that may occur at work or away from the workplace, provided the conflict arises within the context of the employment relationship. The existence and implementation of this directive does not foreclose upon an employee's rights to pursue other remedies. These may include private legal remedies, grievances, or complaints under applicable legislation. The GN will not be responsible for the provision of legal services to employees who wish to pursue other remedies."*

The purpose of this Directive is to provide guidelines to resolve workplace conflict that may arise from time to time among public service employees. QEC is bound to follow this Directive by virtue of Section 101. QEC does not maintain an internal policy and anticipates to continue following this Section.

**Section 1101: Documentation***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the process for conducting an orientation session for new employees regarding their pay and benefits, and conditions of employment. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates continuing to follow this Section.

**Section 1102: Employee Identification Cards***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section describes the issuing of identification cards for employees. QEC employees are eligible to receive identification cards from the GN. QEC is bound to follow this Section by virtue of Directive 101. QEC does not maintain an internal policy and anticipates continuing to follow this Section.

**Section 1103: Personnel Records***Applicability Extract:*

*"These guidelines and procedures apply to all employees of the GN."*

This Section covers the maintenance of official personnel records. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates continuing to follow this Section.

**Section 1104: Release of Information***Applicability Extract:*

*"These guidelines apply to all employees."*

The purpose of this section is to govern the process for releasing information contained in confidential personnel records. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates continuing to follow this Section.

**Section 1201: Standard Hours of Work***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association bargaining unit."*

This Section outlines the standard hours of work expected from an employee in the Nunavut Public Service. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates continuing to follow this Section.

**Section 1202: Shift Work***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association bargaining unit."*

This Section outlines procedures for establishing schedules for shift work. Due to QEC's unique operating environment, the *Collective Agreement* between QEC and the NEU outlines procedures that conflict with this policy. QEC is currently in the process of developing a policy that suits QEC's specific operational needs.

**Section 1203: School Year Employees***Applicability Extract:*

*"These guidelines and procedures apply to Special Needs Assistants, Instructors in Young Offenders Facilities, School Community Counsellors, Dental Therapists, Library Technicians, Student Support Assistants and such other employees as the Employer may, in consultation and with the Union's agreement, designate as school year employees."*

This Section outlines the process for scheduling employees who work during the school year. As QEC does not employ any of the positions described in the applicability statement, this Section does not apply to QEC.

**Section 1204: Standby***Applicability Extract:*

*"Standby applies to Excluded Employees and NEU bargaining unit employees."*

The Standby Section offers provisions regarding the compensation available for employees that are required to be available to conduct work outside the regular working hours. Provisions for Standby are set out in the *Collective Agreement* between QEC and the NEU, although they do not conflict with this Section. QEC does not maintain an internal policy, therefore by virtue of Section 101, QEC intends to continue following this Section.

**Section 1205: Non-Standard Work Schedules***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association bargaining unit."*

The purpose of this Section is to provide guidelines related to non-standard work schedules. QEC is bound to follow this Section by virtue of Section 101. Provisions within the *Collective Agreement* between QEC and NEU align with the Section. QEC does not maintain an internal policy. QEC intends to continue following this Section.

**Section 1206: Compressed Work Week***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the NTA bargaining unit and those in positions which are designated as Rotating Irregular (i.e., positions which involve shift work)."*

The purpose of this Section is to provide guidelines related to compressed work week schedules. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy. QEC intends to continue following this Section.

**Section 1207: Employee Scheduled Work***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association' bargaining unit."*

The intent of this Section is to provide guidelines around the setting of a regular hours of work for employees. QEC does not maintain an internal policy, however there are provisions within the *Collective Agreement* between QEC and NEU that contradict the GN Section. As this Section is contradictory to the *Collective Agreement* between QEC and the NEU, QEC will follow the *Collective Agreement* for all bargaining unit employees, however QEC intends to continue following this Section for Excluded employees.

**Section 1208: Overtime – General***Applicability Extract:*

*"These guidelines and procedures apply to all employees except the Senior management and Nunavut Teachers Association bargaining unit employees. Specific provisions applying to some groups of employees are provided in the subsections."*

The purpose of this Section is to outline the provisions for employees required to work outside regular working hours. QEC does not maintain an internal policy, however QEC maintains a long standing practice separate from the GN therefore QEC will create a supplemental policy and/or guidelines to allow deviations for the fact that QEC does not follow this Section. QEC is in the process of developing an Overtime policy which aligns with QEC existing practices and the *Collective Agreement* between QEC and the NEU.

**Section 1208 (a): Overtime – NEU Bargaining Unit***Applicability Extract:*

*"These guidelines and procedures apply to all employees in the Nunavut Employees Union except part-time employees; wildlife officers engaged in field and patrol operations; health care workers while working a modified work week; college educators; and court reporters."*

The intent of this Section is to outline the overtime provisions for employees within the NEU Bargaining Unit. This Section references the GN *Collective Agreement*; therefore this Section is not applicable to QEC.

**Section 1208 (b): Overtime – Part-Time NEU Bargaining Unit***Applicability Extract:*

*“These guidelines and procedures apply to all part-time employees represented by the Nunavut Employees Union (NEU).”*

The intent of this Section is to outline the overtime provisions for part time employees within the NEU Bargaining Unit. This Section references the GN *Collective Agreement*; therefore this Section is not applicable to QEC.

**Section 1208 (c): Overtime – Conservation Officers***Applicability Extract:*

*“These guidelines and procedures apply to all Conservation Officers engaged in field and patrol operations.”*

The intent of this Section is to outline the overtime provisions for Conservation Officers. This Section references the GN *Collective Agreement*; therefore, this Section is not applicable to QEC. Furthermore, QEC does not employ conservation officers.

**Section 1208 (d): Overtime – Health Care Workers***Applicability Extract:*

*“These guidelines and procedures apply to all employees of Government hospitals and health care facilities working a modified work week.”*

The intent of this Section is to outline the overtime provisions for Health Care Workers. QEC does not employ Health Care workers; therefore, this Section is not applicable to QEC.

**Section 1208 (e): Overtime – Nunavut Arctic College Educators***Applicability Extract:*

*“These guidelines and procedures apply to all Nunavut Arctic College Educators in the NEU bargaining unit.”*

The intent of this Section is to outline the overtime provisions for Nunavut Arctic College Educators in the NEU bargaining unit. QEC does not employ Nunavut Arctic College Educators; therefore, this Section is not applicable to QEC.

**Section 1208 (f): Overtime – Excluded Group***Applicability Extract:*

*“These provisions apply to all employees who are excluded from union representation because of their managerial responsibilities or the confidential nature of their work.”*

The intent of this Section is to define the overtime provisions for excluded employees. QEC applies the applicable legislation directly, therefore QEC is not subject to the Section.

**Section 1208 (g): Overtime – Casuals***Applicability Extract:*

*“These guidelines and procedures apply to all casual employees.”*

The intent of this Section is to define the overtime provisions for casual employees. This Section does not apply to QEC as it maintains different employment categories than the GN by virtue of its Collective Agreement with the NEU.

**Section 1301: Leave – General***Applicability Extract:*

*“These guidelines and procedures apply to all employees.”*

The purpose of this Section is to govern the various types of leave (time off) which are granted to Government employees. QEC applies the legislation directly through an internal policy on Leave, however as per the *Public Service Act* s.28, QEC is bound to follow this Section. There appears to be no substantial differences between therefore QEC will rescind the policy and comply with the legislation, with minor modifications outlined in the *Collective Agreement* between QEC and NEU.

**Directive 1302: Annual Leave***Applicability Extract:*

*“This directive applies to all GN employees except those in the bargaining units of the Nunavut Teachers Association and the Qulliq Energy Corporation.”*

The purpose of this Directive is to describe the guidelines and procedures around the accumulation, granting and payout of annual leave. QEC is specifically excluded from this Directive, and QEC’s existing accruals are differ from those of the GN, therefore QEC will create an internal policy.

**Section 1303: Medical Leave***Applicability Extract:*

*“This directive applies to all GN employees except Casual employees with less than four months of continuous service; Relief Workers; Substitute Teachers; Employees under a Workers’ Safety and Compensation Commission claim; Employees who are provided with a medical travel transportation entitlement by another employer; Employees of Qulliq Energy Corporation (QEC); and Employees and/or dependents not in the territory during a request for medical travel.”*

The purpose of this Section is to outline provisions for leave and benefit entitlements for GN employees when approved medical travel outside the home community is required for the employee and/or his or her dependent(s) to obtain necessary medical services. QEC is specifically excluded from this Section and maintains an existing Medical Travel policy. QEC’s internal policy is currently under revision.

**Directive 1304: Annual Leave Payout***Applicability Extract:*

*"This directive applies to all GN employees except those who are members of the Nunavut Teachers Association and the Qulliq Energy Corporation bargaining unit."*

The purpose of this Directive is to describe the guidelines and procedures around the payout of annual leave. QEC is specifically excluded from this Directive, therefore QEC will create their own policy.

**Section 1306: Sick Leave***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is to outline the provisions in regards to sick leave, which is intended to protect an employee's income when the employee is incapable of performing regular duties due to non-occupational illness or injury. QEC maintains a policy on Sick Leave; however, this Section is more detailed on what is considered acceptable use of sick leave, therefore the internal policy will be updated to reflect these differences.

**Section 1307: Injury-on-Duty Leave***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is to provide employees with pay when they are injured in the workplace. QEC has a comprehensive health and safety program that includes a Section on Injury on Duty Leave. As QEC maintains an existing program, no further policy is required.

**Section 1308: Maternity Leave***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is to provide maternity leave to female employees who become pregnant. Since this Section was created there have been significant changes to the Legislation and the QEC *Collective Agreement*, therefore QEC will create a policy to reflect these changes.

**Section 1308 (a): Accommodating Breastfeeding***Applicability Extract:*

*"This Directive and procedure applies to all employees of the GN and its public bodies."*

The purpose of this Section is to provide employees with appropriate accommodations and space in the workplace to breastfeed and/or express breast milk. QEC is bound to follow this Section by the applicability statement.

**Section 1309: Parental Leave***Applicability Extract:*

*"These guidelines and procedures apply to NEU, NTA, Senior Management and Excluded employees."*

The purpose for this Section is to provide parental leave benefits to employees who have, or will have custody of their own child or an adopted child. Since this Section was created there have been significant changes to the Legislation and the QEC *Collective Agreement*, therefore QEC will create a policy to reflect these changes.

**Section 1310: Public Service Leave***Applicability Extract:*

*"This directive applies to all employees of the GN and its public bodies."*

The purpose of this Section is to allow employees to take time off from work to do public service work. QEC is directly bound to this Section as per the applicability statement.

**Section 1311: Special Leave***Applicability Extract:*

*"These guidelines apply to all employees."*

The purpose of this Section is to permit employees to take time off in unusual circumstances. Due to variations between QEC's existing practice and the section, QEC will create an internal policy to reflect these differences.

**Directive 1312: Other Leave with Pay***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Directive is to grant employees leave with pay for other types of leave. QEC maintains a policy on leave for sporting events; however, QEC will create a more comprehensive policy to encompass other leave as outlined in the Directive.

**Section 1313: Time off with Pay***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is to permit employees time off with pay under special circumstance. QEC is bound by virtue of Section 101, as QEC does not maintain an internal policy.

**Section 1314: Leave without Pay***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is for employees to take leave without pay which may be beneficial to the employee and/or the Government. QEC is bound to this Section by virtue of Section 101, as QEC does not maintain an internal policy. However, QEC will create a policy that is reflective of the *Collective Agreement*.

**Section 1315: Optional Leave/Voluntary Unpaid Leave***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the NTA bargaining unit."*

The purpose of this Section is to provide optional leave/voluntary unpaid leave to allow employees to take additional self-funded paid leave during the year. Theoretically, this program could apply to QEC by virtue of Section 101, however there has been a long-standing practice to not extend this benefit to employees. QEC will incorporate a policy statement into the 'leave – general' policy clarifying that this benefit is not offered to QEC employees.

**Section 1316: Deferred Salary Leave***Applicability Extract:*

*"These guidelines and procedures apply to all indeterminate employees."*

*Employees, except teachers who must have a minimum of four (4) years continuous service with the GN, are eligible to apply at any time."*

The purpose of this Section is to help employees afford the opportunity to take leave from the public service; financed through the deferral of salary in previous years. QEC is bound by virtue of Section 101, as QEC does not maintain an internal Policy.

**Section 1317: Compassionate Care Leave***Applicability Extract:*

*"These guidelines and procedures apply to indeterminate employees who are entitled to compassionate care leave."*

The purpose for this Section is to provide compassionate care leave to employees to give them the opportunity to balance work and family life. Since this Section was created there have been significant changes to the Legislation and the QEC *Collective Agreement*, therefore QEC will create a policy to reflect legislation.

**Section 1318: Holidays***Applicability Extract:*

*"These guidelines and procedures apply to all public service employees."*

The purpose of this Section is to permit employees to paid time off during holidays. QEC is bound by virtue of Section 101 as QEC does not maintain an internal policy; however, QEC has different existing practices within the *Collective Agreement* that may be in conflict, therefore a policy will be created.

**Section 1401: Pay – NEU Bargaining Unit and Excluded***Applicability Extract:*

*"These guidelines and procedures apply to all employees in the NEU bargaining unit and employees in the excluded group of the Government."*

This Section outlines the compensation rate for employees in the Nunavut Employees Union (NEU) bargaining unit and excluded group. Pay rates for QEC employees are set via the *Collective Agreement* between QEC and the NEU. This Section references only the *Collective Agreement* between NEU and the GN which conflicts with some existing QEC practices. Therefore, QEC will develop a policy reflecting their unique operational environment.

**Section 1402: NTA Bargaining Unit***Applicability Extract:*

*"These guidelines and procedures apply to all employees represented by the NTA bargaining unit."*

This Section outlines the pay levels for teachers in Nunavut. The applicability statement refers to the Nunavut Teachers Association (NTA); therefore, this Section is not applicable to QEC.

**Section 1403: Management Group***Applicability Extract:*

*"These guidelines and procedures apply to all Government employees who are senior managers."*

This Section outlines salary rates for senior managers within the GN. Existing practices within QEC contradict this Section, therefore QEC is in the process of developing a policy to suit its unique operating environment.

**Section 1404: Pay Increments***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those in the Nunavut Teachers Association' bargaining unit or Senior Management group."*

This Section outlines the process for granting pay increments to GN employees. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy, however the *Collective Agreement* between QEC and NEU has slightly different provisions that that of the GN Section therefore QEC will comply with the Section with minor modifications from the *Collective Agreement*.

**Section 1405: Deductions from Pay***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section covers procedures for conducting deductions from pay from GN employees. QEC has a very similar but distinct benefits program from that of the GN. QEC is currently bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy. An analysis is currently being conducted to determine if this Section is sufficient for QEC's purposes, but may consider developing a policy pending the analysis.

**Section 1406: Recoveries from Pay/Garnishment***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the procedures for making recoveries from the pay of GN employees. QEC is bound to follow this Section by virtue of Section 101. QEC does not currently maintain an internal policy, however, the QEC *Collective Agreement* allows for a greater recovery from pay than the GN *Collective Agreement*. QEC is therefore in the process of developing a policy to reflect the provisions of the QEC *Collective Agreement*.

**Section 1407: Acting Pay***Applicability Extract:*

*"These guidelines and procedures apply to all employees, except those in the bargaining unit of the Nunavut Teachers Association (NTA)."*

This Section covers the procedure for assigning acting pay to employees who are temporarily filling a position of a higher job evaluation. QEC is not bound to follow this Section as QEC maintains an internal policy on Acting Pay, additionally the *Collective Agreement* between QEC And NEU has specific provisions with respect to Acting Pay that apply to employees within the bargaining unit.

**Section 1408: Pay Periods***Applicability Extract:*

*"These guidelines and procedures apply to all employees"*

This Section covers the timing at which Government of Nunavut employees will receive their pay. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates to continue following this Section.

**Section 1409: Pay for Performance***Applicability Extract:*

*"These guidelines and procedures apply to all GN employees in the excluded group."*

This Section describes the process of giving bonuses or pay increments to employees to reward effective performance of duties. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy, however, neither the GN nor QEC elect to utilize the provisions of this Section.

**Section 1501: Dependents of Employees***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section covers the procedures for processing benefits to dependents of GN employees. QEC does not maintain an internal policy and anticipates continuing to follow this Section.

**Section 1502: Nunavut Teachers Association (NTA) Allowance***Applicability Extract:*

*"These guidelines and procedures apply to all employees in the NTA bargaining unit of the Government of Nunavut."*

This Section details allowances to be paid to teachers for various duties. This Section refers only to those in the NTA, therefore this Section does not apply to QEC.

**Section 1503: Allowance Based on Occupation***Applicability Extract:*

*"These guidelines and procedures apply to all employees who are in the NEU bargaining unit."*

This Section describes special allowances that can be provided for some workers. It relates primarily to allowances for nurses to compensate them for various expenses. None of the provisions of this Section apply to QEC workers.

**Section 1504: Membership Fees***Applicability Extract:*

*"These guidelines and procedures apply to all employees"*

This Section covers the payment of membership fees by the Government for its employees' membership in various organizations which the Government considers beneficial. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates to continue following this Section.

**Section 1505: Bilingual Bonus***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section covers the payment of a bilingual bonus to employees who are required to use more than one official language in the conduct of their duties. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates to continue following this Section.

**Section 1508: International Duty Travel***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section covers rules for authorizing international duty travel and for reimbursing expenses to employees while travelling internationally. QEC is bound to follow this Section by virtue of Section 101. QEC does not maintain an internal policy and anticipates to continue following this Section.

**Section 1509: Uniform Clothing Issue***Applicability Extract:*

*"These guidelines and procedures apply to all employees who meet the criteria except employees in the Nunavut Teachers Association bargaining unit."*

*This directive does not apply to the issue of protective clothing and equipment, safety shoes and gloves. Guidelines for these can be found in Section 1003 of this manual."*

This Section outlines the procedures for applying uniforms to GN employees. QEC does not maintain an internal policy as QEC does not issue uniforms to its employees.

**Section 1510: Long Term Storage***Applicability Extract:*

*"These guidelines and procedures apply to all employees living in Government furnished housing, except casual employees; and substitute teachers."*

This Section describes the Government's process for providing assistance to employees in storing personal effects not moved to the community of employment. QEC does not currently maintain an internal policy specific to Long Term Storage, however, this information is contained in our current Removal Policy which will be in the process of being revised.

**Section 1513: Food and Transportation Assistance***Applicability Extract:*

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

This Section outlines the process of providing a recoverable advance to employees which covers food and transportation while moving to specific communities. QEC does not currently maintain an internal policy specific to Long Term Storage, however, this information is contained in our current Removal Policy which will be in the process of being revised as QEC has different community based priorities than those established by the GN.

**Directive 1514: Northern Allowance***Applicability Extract:*

*"This directive applies to all employees of the GN and its public bodies."*

This Directive outlines the procedure for the GN to pay northern allowance to employees depending on the location of their office. QEC is bound to this Directive through the applicability statement, however, this Directive was only updated in 2018 to include QEC, so QEC still maintains an internal policy in addition to provisions that are outlined within the *Collective Agreement* between QEC and the NEU that align with the amounts established within the Directive. QEC will rescind its internal Policy and maintain compliance with this Directive.

**Section 1601: Public Service Health Care Plan***Applicability Extract:*

*"These guidelines and procedures apply to all employees, except the following casual employees with less than six months continuous service; and term employees with less than six months continuous service."*

The intent of this Section is to provide the guidelines and procedures for providing a supplementary health care plan to GN employees. QEC is bound to follow this Section by virtue of Section 101. As the existing health care plans within QEC differ from that of the GN Plan, QEC will create a policy that aligns with this Section while reflecting the plan variances and consolidating provisions with Sections 1602, 1603, 1604, 1605, 1606, and 1611 with the Policy.

**Section 1602: Supplementary Death Benefit***Applicability Extract:*

*"These guidelines and procedures apply to all employees, except for those who opted out in 1954 and have been employed in the public service substantially without interruption since 1956."*

The purpose of this Section is to provide a basic life insurance policy to all employees who contribute to the superannuation plan. QEC is bound to follow this Section by virtue of Section 101. As the existing health care plans within QEC differ from that of the GN Plan, QEC will create a policy that aligns with this Section while reflecting the plan variances and consolidating provisions with Sections 1602, 1603, 1604, 1605, 1606, and 1611 with the Policy.

**Section 1603: Public Service Management Health Care Plan***Applicability Extract:*

*"These guidelines and procedures apply to all excluded employees and senior managers, except those who cannot pass PSMIP medical requirements; and those appointed to a term of less than three months."*

The purpose of this Section is to outline the guidelines and procedures for eligible employees in the Public Service Management Insurance Plan. QEC is bound to follow this Section by virtue of Section 101. As the existing health care plans within QEC differ from that of the GN Plan, QEC will create a policy that aligns with this Section while reflecting the plan variances and consolidating provisions with Sections 1602, 1603, 1604, 1605, 1606, and 1611 with the Policy.

**Section 1604 Accidental Death and Dismemberment Insurance***Applicability Extract:*

*"These guidelines and procedures apply to all employees under age 70."*

The intent of this Section is to provide a summary of coverage for eligible employees with respect to accidental death and dismemberment insurance. QEC is bound to follow this Section by virtue of Section 101. As the existing health care plans within QEC differ from that of the GN Plan, QEC will create a policy that aligns with this Section while reflecting the plan variances and consolidating provisions with Sections 1602, 1603, 1604, 1605, 1606, and 1611 with the Policy.

**Section 1605: Disability Insurance (DI)***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is to outline the provisions related to disability insurance provided to employees of the GN. QEC is bound to follow this Section by virtue of Section 101. As the existing health care plans within QEC differ from that of the GN Plan, QEC will create a policy that aligns with this Section while reflecting the plan variances and consolidating provisions with Sections 1602, 1603, 1604, 1605, 1606, and 1611 with the Policy.

**Section 1606: Dental Plan***Applicability Extract:*

*"These guidelines and procedures apply to all employees, except for casual employees with less than six months continuous service; and part time employees with less than six months continuous service. All employees must satisfy a six-month waiting period."*

The intent of this Section is to provide the guidelines and procedures for eligible employees as they relate to the dental benefit provided by the GN. QEC is bound to follow this Section by virtue of Section 101. As the existing health care plans within QEC differ from that of the GN Plan, QEC will create a policy that aligns with this Section while reflecting the plan variances and consolidating provisions with Sections 1602, 1603, 1604, 1605, 1606, and 1611 with the Policy.

**1607: Nunavut Health Care Plan***Applicability Extract:*

*"The Nunavut Health Care Plan is normally available to all residents of Nunavut. Information on exceptions can be obtained from the Department of Health and Social Services."*

The purpose of this Section is to inform residents of Nunavut of their entitlement to Nunavut Health Care, QEC does not maintain an internal policy and intends to continue following this Section. This is a territorial program administered by the Department of Health and Social Services therefore QEC would have no authority to establish different standards for this Section.

**Section 1608: Workers Compensation***Applicability Extract:*

*"These guidelines and procedures on Workers' Compensation apply to all employees."*

The purpose of this Section is to provide guidelines with respect to Workers' Compensation. QEC has an established externally accredited Health and Safety Program in compliance with the *Workers' Compensation Act*; therefore, by virtue of Section 101, QEC is not bound by the Section.

**Section 1609: Indemnification***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The purpose of this Section is to outline the procedures when Government employees may face legal action as a result of performing their duties with the Government. QEC maintains an internal Policy on Indemnification and is therefore not bound by this Section.

**1610: Employer Insurance***Applicability Extract:*

*"Employment Insurance (EI) is normally available to all workers who lose their jobs and have had premiums deducted from their pay. Details can be obtained from HRDC."*

The purpose of this Section is to inform Government employees of their entitlements to benefits under the *Employment Insurance Act*. This plan is administered by Human Resources Development Canada and therefore the Section is for informational purposes only and therefore QEC would have no authority to establish different standards for this Section.

**Section 1611: Employer Paid Coverage***Applicability Extract:*

*"Employer-paid coverage applies to: Ministers of the Government of Nunavut, Executive Assistants to Ministers, and Positions within the Government, its boards or agencies that are evaluated under the Senior Management Job Evaluation Plan. This includes but is not limited to Deputy Ministers and their equivalents; Chief Executive Officers and their equivalents; Assistant Deputy Ministers and their equivalents; Directors and their equivalents; Regional Directors and Superintendents; and CEO's and their equivalents."*

The purpose of this Section is to provide certain insurance benefits under the Public Service Management Insurance Plan and the Public Service Health Care Plan to employees classified in the Senior Management Group. The President and CEO is a GN Employee; therefore, this Section applies to the only eligible QEC employee. Senior Managers within QEC do not receive supplemental benefits coverage over and above what is provided to excluded employees.

**Section 1701: Superannuation***Applicability Extract:*

*"These guidelines and procedures apply to all employees except employees who are on leave of absence from another employer and who contribute to the pension plan of that employer; seasonal employees who have not completed six months of continuous employment; employees appointed for a term of six months or less, and who do not have six months continuous employment; employees who are 71 years of age or older; employees who work fewer than 12 hours per week."*

The purpose of this Section is to provide the provisions for the Federal Public Service Superannuation Plan governed by the *Public Service Superannuation Act*. QEC maintains a separate Policy on Superannuation, however the policy will be rescinded as QEC is bound by the *Public Service Superannuation Act*. QEC will follow this Section.

**Section 1702: Pensionable Service***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the guidelines and procedures for pensionable service on which pension benefits are earned. QEC does not maintain a separate Policy on Pensionable Service. QEC is bound by these provisions through the *Public Service Superannuation Act*. QEC will continue to follow this Section.

**Section 1703: Involuntary Termination***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

The intent of this Section is to outline the provisions that affect pension benefits when employment ends for reasons such as disability or lay-off. QEC does not maintain a separate Policy on Involuntary Termination impacts on the Superannuation. QEC is bound by these provisions through the *Public Service Superannuation Act*. QEC will continue to follow this Section.

**Section 1704: Canada Pension Plan***Applicability Extract:*

*"These guidelines and procedures apply to all employees except those employed in the Province of Quebec. In the Province of Quebec employees are covered by the Quebec Pension Plan (QPP)."*

This Section provides the guidelines and procedures to protect employees against loss of income due to retirement, death or disability. QEC does not maintain a separate Policy on Canada Pension Plans as this is a federally administered program that QEC is bound to follow. Essentially the Section is a repository for employees to access information pertaining to the Canada Pension Plan as QEC would have no authority over the guidelines and procedures of this program.

**Section 1802: Lay-Off***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the process to be followed when a position is eliminated as the duties are no longer required. QEC maintains a separate policy on Lay-Offs, and is in the process of revising the current Policy to reflect all provisions of Section 1802, with the exception of 1802(a) as the applicability statement states that it only applies to employees in the Nunavut Teachers Association.

**Section 1802 (a): NTA Bargaining Unit***Applicability Extract:*

*"These guidelines and procedures apply to all employees in the Nunavut Teachers Association (NTA)"*

This policy does not apply to QEC as it relates exclusively to the NTA.

**Section 1802 (b): Severance Priority***Applicability Extract:*

*"This applies to all employees of the Government of Nunavut represented by the Nunavut Employees Union."*

This Section provides guidance for employees identified for lay-off who have not obtained another GN position. QEC does not maintain a separate policy on Severance Priority in this context, however QEC is in the process of revising the current Lay-Off Policy to reflect all provisions of Section 1802.

**Section 1802 (c): Voluntary Separation***Applicability Extract:*

*"This applies to all employee of the Government of Nunavut represented by the Nunavut Employees Union."*

This Section outlines the process to be followed when a position is eliminated as the duties are no longer required. QEC does not maintain a separate policy on Voluntary Separation in this context, however is in the process of revising the current Lay-Off Policy to reflect all provisions of Section 1802.

**Section 1802 (d): Staffing Priority***Applicability Extract:*

*"Staffing priority applies to all employees of the Government of Nunavut represented by the NEU."*

This Section outlines the priority staffing privileges that exist for employees that have been identified for lay-off. QEC does not maintain a separate policy on Staffing Priority, however is in the process of revising the current Lay-Off Policy to reflect all provisions of Section 1802.

**Section 1802 (e): Retraining***Applicability Extract:*

*"These guidelines apply to all employees of the Government of Nunavut represented by the Nunavut Employees Union."*

This Section provides the procedures to assist employees in maintaining employment with the GN. QEC does not maintain a separate policy on re-training, however the *Collective Agreement* between QEC and NEU provides provisions for employee retraining in the event of a layoff. QEC is in the process of revising the current Lay-Off Policy to reflect all provisions of Section 1802.

**Section 1802 (f): Education Assistance***Applicability Extract:*

*"This applies to all employees with the exception of those represented by the Nunavut Teachers Association."*

This Section outlines the provisions for possible education assistance for employees who are being laid off. QEC does not maintain a separate policy on Education Assistance, however the *Collective Agreement* between QEC and NEU provides provisions for education assistance in the event of a layoff. QEC is in the process of revising the current Lay-Off Policy to reflect all provisions of Section 1802.

**Section 1802 (g): Separation Assistance***Applicability Extract:*

*"This applies to all employees of the Government of Nunavut with the exception of those represented by the Nunavut Teachers Association."*

This Section outlines the provisions for separation assistance that employees who are laid off may be entitled to. QEC does not maintain a separate policy on Separation Assistance, however the *Collective Agreement* between QEC and NEU provides provisions for separation assistance. QEC is in the process of revising the current Lay-Off Policy that will apply to excluded employees and will reflect all provisions of Section 1802.

**Section 1803: Abandonment of Position***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the provisions for when an employee is absent from duty without leave for a period of five (5) working days. QEC maintains an internal Policy on Abandonment of Position, which conforms to the requirements set out in the *Public Service Act*, Section 20.

**Section 1804: Medical Termination***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section provides guidelines and procedures for termination of an employee who is unable to fulfill obligations under the employment relationship due to illness. QEC maintains an internal Policy on Medical Termination therefore by virtue of Section 101, QEC is not bound by this Section.

**Section 1805: Resignation***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the provisions to assist departments in fulfilling operational requirements when an employee resigns. QEC does not maintain an internal Policy with respect to Resignation therefore by virtue of Section 101, QEC is bound by this Section for excluded employees only; as the *Collective Agreement* between QEC and NEU provides provisions for bargaining unit employees.

**Section 1806: Retirement***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the provisions to assist employees in planning for retirement from the Public Service. QEC maintains an internal policy with respect to Retirement therefore by virtue of Section 101, QEC is not bound by this Section. QEC is in the process of revising the current Policy.

**Section 1807: Death in Service***Applicability Extract:*

*"These guidelines and procedures apply to all employees."*

This Section outlines the guidelines and procedures for addressing terminations due to death. QEC does not maintain an internal Policy with respect to Death in Service, therefore by virtue of Section 101, QEC is bound by this Section. QEC intends to continue following this Section.

**Section 1808 (a): Severance Pay – NEU Bargaining Unit Employees***Applicability Extract:*

*"This applies to all employees of the Government of Nunavut represented by the Nunavut Employees Union (NEU)."*

This Section outlines the provisions for severance arrangements for unionized employees on termination of employment. QEC does not currently maintain an internal policy with respect to Severance Pay, therefore by virtue of Section 101, QEC is bound by this Section. As existing provisions within the *Collective Agreement* between QEC and NEU are in contradiction, QEC will be creating a policy that encapsulates severance for unionized, excluded and senior management employees.

**1808 (b): Severance Pay – Excluded Employees and Senior Managers***Applicability Extract:*

*"This applies to all senior management and excluded employees in the Government of Nunavut."*

This Section outlines the provisions for severance arrangements for excluded and senior management employees on termination of employment. QEC does not maintain an internal Policy with respect to Severance Pay for excluded employees, therefore by virtue of Section 101, QEC is bound by this Section.

As existing provisions within the *Collective Agreement* between QEC and NEU are in contradiction, QEC will be creating a Policy that encapsulates severance for unionized, excluded and senior management employees.

**Section 1808 (c): Severance Pay – NTA Bargaining Unit Employees***Applicability Extract:*

*"This applies to all employees of the Government of Nunavut represented by the NTA."*

This Section outlines the severance pay provisions for employees of the GN represented by the Nunavut Teachers Association (NTA). QEC is not bound by this Section as it explicitly states that it only applies to employees in the NTA.

The following information provides each provision as outlined in Section 515, *Casual Employment*, of the Government of Nunavut's Human Resources Manual followed by a detailed explanation of how Qulliq Energy Corporation's temporary staffing process either follows or deviates from the provision.

HRM Section 515 "Casual Employment"	QEC's Temporary Staffing Process
<b>Provision 3</b>	
"The department identifies the need to hire a temporary employee."	The hiring division identifies the need to hire a temporary employee.
<b>Provision 4</b>	
"A Casual Staffing Action (CSA) form is prepared outlining the proposed dates of employment, qualifications and the duties. This form is signed and dated by the Deputy Head or an individual with delegated hiring authority and then sent to Human Resources."	QEC does not utilize a Casual Staffing Action (CSA) form but has instead developed a "Staffing Action" (SA) form. A SA form is prepared by QEC's Human Resources (HR) Division outlining the proposed dates of employment, qualifications, and the duties. As such, the SA form is not completed until a suitable applicant has been identified.
<b>Provision 5</b>	
"The CSA is reviewed by the Staffing Division to establish a pay level based on a list of already rated casual positions. If it is a new unrated position it will be forwarded to the Job Evaluation Division to establish a pay level."	<p>QEC does not utilize the GN's HR Department for Staffing or Job Evaluation due to the Corporation's delegated authority from the Minister responsible for the <i>Public Service Act</i> for staffing and job evaluation. The Staffing and Job Evaluation functions are administered by the Corporation's internal Human Resources division.</p> <p>All positions within the Corporation undergo a job evaluation at the time of their creation. As such, position pay levels are determined well in advance of candidate selection. If it is a new position that does not have a job evaluation on file, QEC's Manager of HR completes one to establish a pay level.</p>
<b>Provision 6</b>	
"The Staffing Division reviews the resumes on file, according to the Priority Hiring Policy, and forwards a number of resumes to the requesting departments."	QEC's HR Coordinator maintains a collection of resumes on file, which are reviewed according to the priority hiring criteria outlined in section 10(4) of the <i>Public Service Act</i> . Suitable resumes are forwarded to the hiring division. If a qualified candidate cannot be sourced from the resumes on file, QEC's HR Coordinator will post job advertisements on the Corporation's and Government of Nunavut's websites, as well as other industry specific job boards.

<b>Provision 7</b>	
"The supervisor interviews and may conduct reference checks. Once a candidate is selected, Human Resources is informed."	The hiring supervisor and HR Coordinator interviews and may conduct reference checks.
<b>Provision 8</b>	
"The CSA is completed and this information is forwarded to the Compensation and Benefits Division in the Department of Finance for processing. A copy of the CSA is kept for the casual's file."	The SA is completed and the information is sent to the hiring division's director and QEC's Director of Human Resources and Organizational Development (HROD) for authorization. This joint recommendation is presented to QEC's President for final approval, as per the <i>Delegation of Authority</i> letter provided by the Minister responsible for the <i>Public Service Act</i> . A copy of the SA is kept in the employee's file.
<b>Provision 9</b>	
"Casual employees are paid at step 0 of the appropriate pay range determined by Job Evaluation."	QEC's pay scale ranges from steps 1 to 7 and candidates entering a new position who possess the minimum qualifications are paid at step 1. Where it is determined that a candidate possesses qualifications in excess of the minimum requirements of the role, the candidate may be assigned a higher step. Placement within the steps is calculated utilizing an objective evaluation of the candidate's relevant education and experience. Rationale justifying all step placements above 1 must be included in the SA. Candidates entering a new position may only be paid at steps 6 to 7 if approval is obtained from QEC's President.
<b>Provision 10</b>	
"A copy of the CSA is returned to the employing department to ensure the employee signs the forms. The casual is given a copy for his/her own personnel records. Once the employee signs the CSA, it is returned to Human Resources to be placed on the casual's file."	A copy of the SA is given to the candidate by the HR Coordinator to ensure review and signature. Once the candidate has signed the SA, a copy is provided to them and the original is kept in the employee's file.
<b>Provision 11 (Extensions)</b>	
"A CSA is prepared requesting an extension for a particular casual employee. It is signed and dated by the hiring department's Deputy Head. Requests for extensions beyond six months must also include a rationale. Extensions beyond a year require a letter of support from the NEU."	If requested by the hiring division, a supplemental SA is prepared requesting an extension. As per the <i>Delegation of Authority</i> letter provided by the Minister responsible for the <i>Public Service Act</i> , QEC's President has the authorization to approve SA extensions. All extensions require rationale for the President's review, however, as per QEC's <i>Collective Agreement</i> , a letter of support from the NEU is not required.

<b>Provision 12 (Extensions)</b>	
<p>"Human Resources will review the request and inform the employing department if the request is approved or disapproved."</p>	<p>Once completed, the SA is sent to the hiring division's director and QEC's Director of HROD for authorization. Once authorization is received, the SA is signed and dated by QEC's President and a copy is kept in the employee's file. If authorizations and approvals are not received, the SA process and employment ends.</p>
<b>Provision 13 (Terminations)</b>	
<p>"The supervisor completes an evaluation form and forwards a copy to the employing department. A copy of the evaluation form, a clearance form, and the casual's leave and attendance file is sent to Compensation and Benefits."</p>	<p>When a temporary employee engaged under a staffing action is no longer required, the employee is terminated in accordance with section 3(f) of Appendix "E" of QEC's <i>Collective Agreement</i>. An employee termination notification is processed and QEC's Payroll Division is notified that there will not be an extension to the employee's contract of employment.</p>

QEC Temporary Hires 2017-18			
Title	Department	Location	Nunavut Inuit
Meter Reader/Labourer	Operations	Arviat	Yes
Assistant Operator	Operations	Arviat	Yes
Meter Reader/Labourer	Operations	Arviat	Yes
Assistant Operator	Operations	Arviat	Yes
Assistant Operator	Operations	Arviat	Yes
Journeyman Lineman	Finance	Baker Lake	No
Procurement Administrator	Finance	Baker Lake	Yes
Project Accountant	Finance	Baker Lake	No
Accounts Payable Clerk	Finance	Baker Lake	Yes
Human Resources Admin. Assistant	Human Resources	Baker Lake	Yes
Billings Clerk	Finance	Cambridge Bay	Yes
Labourer	Operations	Cambridge Bay	Yes
Power Line Technician	Operations	Cambridge Bay	No
Journeyman Mechanic	Operations	Cambridge Bay	No
Assistant Operator	Operations	Chesterfield Inlet	Yes
Labourer	Operations	Coral Harbour	Yes
Assistant Operator	Operations	Grise Fiord	Yes
Assistant Operator	Operations	Grise Fiord	Yes
Assistant Operator	Operations	Hall Beach	Yes
Assistant Operator	Operations	Hall Beach	Yes
Policy Analyst	Corporate Affairs	Iqaluit	No
Corporate Projects Coordinator	Corporate Affairs	Iqaluit	No
Communications Assistant	Corporate Affairs	Iqaluit	Yes
Policy Analyst	Corporate Affairs	Iqaluit	No
Electrical Engineer	Engineering	Iqaluit	No
Energy Management Engineer	Engineering	Iqaluit	No
Executive Services Coordinator	Executive	Iqaluit	No
Maintenance Assistant	Facilities	Iqaluit	Yes
Facilities Coordinator	Facilities	Iqaluit	No
Administrative Officer	Facilities	Iqaluit	Yes
Facilities Coordinator	Facilities	Iqaluit	No
Labourer	Facilities	Iqaluit	Yes
Labourer	Facilities	Iqaluit	Yes
Business Analyst	Finance	Iqaluit	No
Human Resources Admin. Officer	Human Resources	Iqaluit	No
Leader, Employee Relations	Human Resources	Iqaluit	No
Human Resources Coordinator	Human Resources	Iqaluit	No
Human Resources Manager	Human Resources	Iqaluit	No

Journeyman Lineman	Operations	Iqaluit	No
Power Line Technician	Operations	Iqaluit	No
Apprentice Lineman	Operations	Iqaluit	No
Journeyman Mechanic	Operations	Iqaluit	No
Labourer	Operations	Kugluktuk	Yes
Assistant Operator	Operations	Pangnirtung	Yes
Assistant Operator	Operations	Pond Inlet	Yes
Assistant Operator	Operations	Qikiqtarjuaq	Yes
Customer Service Representative	Finance	Rankin Inlet	Yes
Assistant Operator	Operations	Resolute Bay	Yes
Plant Superintendent	Operations	Resolute Bay	Yes
Assistant Operator	Operations	Sanikiluaq	Yes
Labourer	Operations	Sanikiluaq	Yes
Assistant Operator	Operations	Sanikiluaq	Yes
Labourer	Operations	Whale Cove	Yes

QEC Temporary Hires 2018-19			
Title	Department	Location	Nunavut Inuit
Accounts Payable Clerk	Finance	Baker Lake	Yes
Accounting Assistant	Finance	Baker Lake	Yes
Power Line Technician	Operations	Baker Lake	No
Power Line Technician	Operations	Baker Lake	No
Assistant Operator	Operations	Baker Lake	Yes
Assistant Operator	Operations	Baker Lake	Yes
Power Line Technician	Operations	Cambridge Bay	No
Power Line Technician	Operations	Cambridge Bay	No
Assistant Operator	Operations	Cambridge Bay	No
Labourer	Operations	Gjoa Haven	Yes
Assistant Operator	Operations	Grise Fiord	Yes
Assistant Operator	Operations	Grise Fiord	Yes
General Labourer	Facilities	Hall Beach	Yes
General Labourer	Facilities	Hall Beach	Yes
Corporate Projects Coordinator	Corporate Affairs	Iqaluit	No
Project Manager - Mechanical	Engineering	Iqaluit	No
Project Coordinator	Engineering	Iqaluit	No
Project Manager- Mechanical	Engineering	Iqaluit	No
Project Manager - Electrical	Engineering	Iqaluit	No
Executive Assistant	Engineering	Iqaluit	No
Control and Automation Technologist	Engineering	Iqaluit	No
General Labourer	Facilities	Iqaluit	Yes
General Labourer	Facilities	Iqaluit	Yes
Billing Clerk	Finance	Iqaluit	Yes
Procurement Coordinator	Finance	Iqaluit	No
Billing Clerk	Finance	Iqaluit	Yes
Human Resources Snr. Administrator	Human Resources	Iqaluit	No
Manager, Human Resources Projects	Human Resources	Iqaluit	No
Network Administrator	IT	Iqaluit	No
Heavy Duty Mechanic	Operations	Iqaluit	No
Power Line Technician	Operations	Iqaluit	No
Power Line Technician	Operations	Iqaluit	No
Labourer	Operations	Iqaluit	No
Power Line Technician	Operations	Iqaluit	No
Electrician	Operations	Iqaluit	No
Plant Operator	Operations	Iqaluit	No
Junior Operator	Operations	Iqaluit	Yes
Heavy Equipment Technician	Operations	Iqaluit	Yes

## APPENDIX "C"

Assistant Operator	Operations	Kugluktuk	Yes
Assistant Operator	Operations	Naujaat	Yes
Assistant Operator	Operations	Naujaat	Yes
Assistant Operator	Operations	Pangnirtung	Yes
Collections Assistant	Finance	Rankin Inlet	Yes
Power Line Technician	Operations	Rankin Inlet	No
Power Line Technician	Operations	Rankin Inlet	No

QEC's Overtime Expenditures					
FY	Indeterminate	Term	Casual	Relief	Total
2017-18	\$4,321,879	\$36,654	\$620,817	\$0.00	\$4,979,350
2018-19	\$3,454,808	\$47,067	\$549,227	\$11,935	\$4,063,037

Number of QEC Employees Who Received Between \$0.01 and \$25,000 in OT					
FY	Indeterminate	Term	Casual	Relief	Total
2017-18	124	2	52	0	178
2018-19	114	5	37	5	161

Number of QEC Employees Who Received Between \$25,000.01 and \$50,000 in OT					
FY	Indeterminate	Term	Casual	Relief	Total
2017-18	45	1	6	0	52
2018-19	35	1	10	0	46

Number of QEC Employees Who Received Between \$50,000.01 and \$99,999.99 in OT					
FY	Indeterminate	Term	Casual	Relief	Total
2017-18	20	0	3	0	23
2018-19	17	0	0	0	17

Number of QEC Employees Who Received in Excess of \$100,000 in OT					
FY	Indeterminate	Term	Casual	Relief	Total
2017-18	1	0	0	0	1
2018-19	0	0	0	0	0