Regular employees are those who are employed by the Northern Medical Unit and live and work in continuing positions with no specified end date of employment.

Regular employees have regularly scheduled weekly hours of work.
# Table of Contents

Application .......................................................................................................................... 1

1 Designated Paid Holidays .............................................................................................. 2

2 Vacation Plan .................................................................................................................. 3

3 Hours of Work ................................................................................................................. 5

4 Compensation ................................................................................................................ 6

5 Nunavut Northern Allowance ......................................................................................... 7

6 Duty Travel ................................................................................................................... 8

7 Overtime ........................................................................................................................ 10

8 Banking Days ................................................................................................................ 11

9 University of Manitoba Christmas Closing ................................................................. 12

10 Sick Leave ................................................................................................................... 13

11 Leave of Absence ....................................................................................................... 14

12 Relocation ................................................................................................................... 15

13 Government of Nunavut Household Allowance ......................................................... 16

14 National and Provincial Registration ........................................................................ 17

15 Continuing Education ................................................................................................. 18

16 Taxable Travel Benefit ................................................................................................ 20

17 Booking and Changing Flights .................................................................................... 21

18 Expense Claims ........................................................................................................... 23

19 Rules of Professional Conduct ................................................................................... 25

20 Probationary Review and Performance Assessments ............................................... 26
Application

This Employee Handbook applies to regular employees of the Therapy Services – Inuit Health Program (IHP).

Regular employees are those who are employed by the Northern Medical Unit who:

(a) live and work in continuing positions with no specified end date of employment; and

(b) have regularly scheduled weekly hours of work.

The terms and conditions of employment will be governed by this Employee Handbook and the Governing Documents of the University of Manitoba, available online at:

http://www.umanitoba.ca/admin/governance/571.html

A provision in the body of this Employee Handbook will prevail over any conflicting provision in, attached to or incorporated by reference into a Governing Document.

The Associate Vice-President (Human Resources) is authorized to approve changes to this Employee Handbook for the purpose of updating contact information, cross references and to correct typographical errors, provided that such changes do not materially affect their substance or content.

This Employee Handbook may be revised by the Vice-President (Administration) if:

(a) the Vice-President (Administration), upon recommendation by the Associate Vice-President (Human Resources), deems it necessary or desirable to do so; or

(b) the Employee Handbook is no longer legislatively or statutorily compliant.
Designated Paid Holidays

Regular employees of the Therapy Services – Inuit Health Program will receive paid holidays in accordance with this Employee Handbook and the Holidays Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/1237.html

Where there is a discrepancy between the Employee Handbook and the Holidays Policy, this Employee Handbook shall prevail.

1.1 Regular employees of the Therapy Services – Inuit Health Program shall observe the following general holidays:

(a) New Year’s Day (January 1st);
(b) Good Friday;
(c) Easter Monday;
(d) Victoria Day (in the month of May);
(e) Canada Day (July 1st);
(f) Nunavut Day (in the month of July), in lieu of Louis Riel Day;
(g) Civic Holiday (in the month of August);
(h) Labour Day (in the month of September);
(i) Thanksgiving Day (in the month of October);
(j) Remembrance Day (November 11th);
(k) Christmas Day (December 25th);
(l) Boxing Day (December 26th);
(m) Floating Holiday (normally observed during the Christmas-New Year's Break);
(n) Two (2) one-half day holidays (normally observed as one full day, when applicable, during the annual Christmas-New Year's Break); and
(o) One additional day when proclaimed by an Act of Parliament as a National Holiday.

1.2 Where the Employer agrees to provide the majority of employees in any community with time off in support of a community function, those employees who are unable to take advantage of the time off because of operational requirements will be paid at the overtime rate for hours worked during that period, in accordance with section 7 of this Employee Handbook and the Hours of Work and Overtime for Excluded Students and Out of Province Support Staff policy.
Vacation Plan

Vacation entitlement shall be provided to regular employees of the Therapy Services – Inuit Health Program in accordance with this Employee Handbook and the *Vacation Plan for Excluded Student and Out of Province Support Staff Policy*, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/914.html

Where there is a discrepancy between the Employee Handbook and the *Vacation Plan for Excluded Student and Out of Province Support Staff Policy*, this Employee Handbook shall prevail.

2.1 Annual Vacation Entitlement

(a) Employees shall be entitled to vacation with pay as calculated using the following chart:

<table>
<thead>
<tr>
<th>Accumulated Service in Years at March 31st</th>
<th>Hourly Entitlement</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-2 years</td>
<td>0.063462</td>
<td>16.5 days</td>
</tr>
<tr>
<td>2+ - 9 years</td>
<td>0.082616</td>
<td>21.5 days</td>
</tr>
<tr>
<td>9+ - 14 years</td>
<td>0.096000</td>
<td>24.96 days</td>
</tr>
<tr>
<td>14+ - 19 years</td>
<td>0.115385</td>
<td>30 days</td>
</tr>
<tr>
<td>More than 19 years</td>
<td>0.134770</td>
<td>35 days</td>
</tr>
</tbody>
</table>

(b) The vacation year shall be defined as a one year period from April 1st to March 31st.

(c) Accumulated Service shall be defined as the total accumulated time in years of service that an employee has worked for the University without termination; resignation; or layoff for twelve (12) consecutive months. For the purpose of this calculation, a year of service is 1950 hours and a day is 7.5 hours.

(d) Any absence from work with pay such as sick leave, vacation, bereavement leave, etc. does not affect the calculation of vacation accrual and shall be considered as time worked.

(e) Leaves of absence without pay shall not be considered as time worked for the purpose of service or vacation accrual.

(f) Normally Human Resource Services will process the vacation renewals by April 30th of each year. By May 1st of each year, departments will be advised of the
availability of the new vacation entitlement information in the Human Resource Information System. Accrued vacation time is available to use as of April 1st.

2.2 Vacation in Advance and Vacation Carryover

(a) Employees may request written approval to take up to five (5) working days of vacation in advance provided that he/she has earned the equivalent vacation credits.

(b) Up to ten (10) working days of vacation may be carried over from the normal vacation year to the next vacation year.

(c) Employees may request approval to use current year vacation entitlements at any time. After January 1st of each vacation year (April 1 - March 31) departments are responsible for scheduling unused current year vacation entitlement which is in excess of the ten (10) day carryover limit permitted. Except in the case of extended sick leave, maternity or parental leave, vacation carryover in excess of the carryover limits will not be permitted. Vacation entitlement in excess of the carryover limits will be scheduled for the employee and will not be paid out to an employee.

2.3 Sick Leave and Bereavement Leave

In the event that an employee is hospitalized for twenty-four (24) hours or more or is bedridden for three (3) or more days during his/her vacation, sick leave may be substituted for vacation leave in accordance with section 10 of this Employee Handbook and the University's Sick Leave policy. An employee is not entitled to bereavement leave during periods of vacation.

2.4 Vacation on Termination of Employment

(a) Should a regular employee be laid off, resign, retire or for any other reason including long term disability have his/her employment interrupted or terminated, the vacation entitlement and vacation accrual shall be paid to the employee. Vacation entitlement shall be paid based on the regular hourly rate while vacation accrual shall be paid in accordance with the chart above. This provision shall not apply to an employee who is laid off for a specific and temporary period of time or an employee who is on leave of absence without pay from his/her position.

(b) For a leave of absence without pay for a period over 6 months, the vacation entitlement shall be paid to the employee while the vacation accrual shall be kept and be transferred to the employee's vacation entitlement during the calculation of vacation entitlement for the next vacation year in April.
Hours of Work

Hours of work for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff Policy*, available online at:

[http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html](http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html)

Where there is a discrepancy between the Employee Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff Policy*, this Employee Handbook shall prevail.

3.1 Hours of Work

(a) The standard hours of work are 37.5 hours per week.

(b) The standard daily hours will be seven and one-half (7 ½) consecutive hours, between 08:30 and 17:00, each day from Monday to Friday.

3.2 Breaks

(a) The standard daily hours are exclusive of a one hour lunch period scheduled between 12:00 - 13:00.

(b) There shall be a paid fifteen (15) minute break in the morning and a paid fifteen (15) minute break in the afternoon.

3.3 The standard yearly hours will be one thousand nine hundred and fifty (1950).
Compensation

Compensation for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the *Salary Administration for Medical/Dental Practitioners and Administrators Excluded from Bargaining Units Policy*, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/882.html

Where there is a discrepancy between the Employee Handbook and the *Salary Administration for Medical/Dental Practitioners and Administrators Excluded from Bargaining Units Policy*, this Employee Handbook shall prevail.
Nunavut Northern Allowance

5.1 The Annual rates for Nunavut Northern Allowance:

<table>
<thead>
<tr>
<th>Community</th>
<th>October 1, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rankin Inlet</td>
<td>$18,517</td>
</tr>
</tbody>
</table>

5.2 Nunavut Northern Allowance will be paid pro-rated at each pay period.

5.3 The employee is not eligible to receive the Nunavut Northern Allowance while on leaves of absence without pay.
Duty Travel

Travel and business expense claims for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the Travel and Business Expense Claims Policy, available online at:


and the Hours of Work and Overtime for Excluded Students and Out of Province Support Staff policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html

Where there is a discrepancy between the Employee Handbook and these policies, this Employee Handbook shall prevail.

6.1 Where an employee is required and authorized to travel on behalf of the Employer he/she shall be paid:

(a) when the travel occurs on a regular workday, as though he/she were at work for all hours travelled; with time and a half overtime rates for all hours in excess of the regular 7.5 hour work day for the first four hours and double time for the subsequent 8 hours.

(b) when the travel occurs on a day of rest or designated paid holiday, at the applicable overtime rate for all hours travelled, with a minimum of four (4) hours pay at the straight time rate and a maximum of eight (8) hours at the applicable overtime rate. (Note: Saturday and Sunday maximum total submission is 8 hours at the applicable overtime rates.)

(c) when the travel occurs on the second consecutive day of rest, double time (2) will be paid for all hours worked, to the maximum amount of eight (8) hours as described in section 6.1(b)).

6.2 For the purpose of this Article, hours travelled includes a one (1) hour check-in period at airports [two (2) hours for airports in communities outside of Nunavut and the Northwest Territories], bus depots, or train stations as well as a one (1) hour check-out period at each overnight stopover and at the final destination. Hours travelled also include time spent waiting for connecting flights, trains or buses, but is exclusive of overnight stopovers.

6.3 The Employer will make every reasonable effort to restrict travel outside of the employee’s headquarters that requires absence from home beyond a period, which includes two (2) weekends.
6.4 Where an employee is absent from home on a designated paid holiday or day of rest and does NOT work, he/she shall receive cash payment at time and one-half (1.5) his/her rate of pay or be granted the equivalent leave with pay.
Overtime

Overtime for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the Hours of Work and Overtime for Excluded Students and Out of Province Support Staff Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html

Where there is a discrepancy between the Employee Handbook and the Hours of Work and Overtime for Excluded Students and Out of Province Support Staff Policy, this Employee Handbook shall prevail.

7.1 Therapists must prioritize their caseloads so that all work is completed in regular work hours and so that overtime is avoided if at all possible. Regular hours of work in the week may be flexed with prior approval, or at the manager’s request, to allow for work outside of regular hours of work (ie. evening education session being offered, flight schedules outside of normal work hours).

7.2 All overtime must be pre-approved and shall be submitted on the overtime claim sheet.

7.3 An employee who is travelling on duty travel to communities outside of normal work hours or is requested to work overtime will be paid as per the following:

(a) at time and one-half (1.5) for the first 4 hours and,

(b) at double time (2) for all hours of overtime worked after the first four (4) consecutive hours of overtime, and double time (2) for all hours worked on the second or subsequent day of rest, provided the days of rest are consecutive.

(c) In lieu of 7.3(a) and 7.3(b) above, the employee may request equivalent leave with pay at the appropriate overtime rate, to be taken in accordance with section 8 of this Employee Handbook.

<table>
<thead>
<tr>
<th>Overtime Submission Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Submitted By:</strong></td>
</tr>
<tr>
<td><strong>Type of Overtime</strong></td>
</tr>
<tr>
<td>Pre-approved overtime (1.5x)</td>
</tr>
<tr>
<td>Not working and not traveling, while on duty on first (Sat) or second day of rest (Sun) (1.5x) MAX 7.5 hours</td>
</tr>
<tr>
<td>First 4 hours of duty travel after the regular workday (1.5x)</td>
</tr>
<tr>
<td>The first 4 hours of duty travel on the first day of rest (Saturday) (1.5 x)</td>
</tr>
<tr>
<td>All hours on duty travel after the first 4 hours (double time)</td>
</tr>
<tr>
<td>All hours of duty travel on the second day of rest (Sunday)</td>
</tr>
<tr>
<td><strong>Total Hours of Overtime</strong></td>
</tr>
</tbody>
</table>

Note: please enter time in 24 hour time units (hh:mm)

*includes up to 1 hour check in and up to 1 hour check out

**Duty travel on day of rest: minimum 4 hours straight time rate submitted, or max 8 hours at applicable Overtime rate, whichever is greater
Banking Days

Excess hours of work for regular employees of the Therapy Services – Inuit Health Program shall be banked in accordance with this Employee Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff* Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/790.html

Where there is a discrepancy between the Employee Handbook and the *Hours of Work and Overtime for Excluded Students and Out of Province Support Staff* Policy, this Employee Handbook shall prevail.

8.1 Where an employee is required to work overtime he/she may, if the Employer agrees, elect time off instead of payment to a maximum accumulation of forty (40) hours at any point during the fiscal year.

8.2 Such time off shall be equivalent in hours to the pay for such overtime that would have been calculated at overtime rates. The employee shall make the election (choose to be paid out or bank hours) at the time of completing the overtime claim sheet.

8.3 The time off will be taken at a time requested by the employee unless in the opinion of management the time requested would be disruptive to the operation of the department. All accumulated hours worked over days forty (40) hours shall be paid as overtime.
The University of Manitoba Christmas Closing schedule shall be observed in accordance with this Employee Handbook and the *Holidays* Policy, available online at:

[http://www.umanitoba.ca/admin/governance/governing_documents/staff/1237.html](http://www.umanitoba.ca/admin/governance/governing_documents/staff/1237.html)

Where there is a discrepancy between the Employee Handbook and the *Holidays* Policy, this Employee Handbook shall prevail.

9.1 For the Christmas - New Year’s Break, regular employees of the Therapy Services – Inuit Health Program who qualify for the half (½) day holidays before Christmas Day and New Year’s Day, Boxing Day, Floating Holiday and New Year’s Day as paid holidays shall also be entitled to three (3) additional days paid vacation.

9.2 The three (3) days paid Christmas - New Year’s Vacation Entitlement shall normally be taken in conjunction with the annual Christmas - New Year’s Break on such days as designated by the University by March 1st proceeding the Christmas - New Year’s Break in each year.

9.3 If alternate arrangements, with respect to the day(s) the aforementioned holidays and/or vacation entitlement are observed, are necessary due to the nature of the operation of any given department or area of the University, said arrangements shall be subject to approval and the affected employee(s) shall be given ten (10) working days' notice of the approved alternate arrangements.

9.4 The alternate day(s) off with pay shall be taken at another time in the current vacation year as mutually agreed between the supervisor and the employee(s).
Sick Leave

Regular employees of the Therapy Services – Inuit Health Program shall follow the *Sick Leave Policy*, available online at:

[http://umanitoba.ca/admin/governance/governing_documents/staff/780.html](http://umanitoba.ca/admin/governance/governing_documents/staff/780.html)
Leave of Absence

11.1 General Leave

Regular employees of the Therapy Services – Inuit Health Program shall follow the *Leave of Absence* Policy, available online at:

http://umanitoba.ca/admin/governance/governing_documents/staff/322.html

Where there is a discrepancy between the *Leave of Absence* Policy and the territorial legislation of Nunavut, the legislative requirements shall prevail.

11.2 Maternity and Parental Leave

Regular employees of the Therapy Services – Inuit Health Program shall follow the *Maternity and Parental Leave* Policy, available online at:

http://umanitoba.ca/admin/governance/governing_documents/staff/323.html

Where there is a discrepancy between the *Maternity and Parental Leave* Policy and the territorial legislation of Nunavut, the legislative requirements shall prevail.

11.3 Compassionate Care Leave

Regular employees of the Therapy Services – Inuit Health Program shall follow the *Leave of Absence* Policy, available online at:

http://umanitoba.ca/admin/governance/governing_documents/staff/322.html

Where there is a discrepancy between the *Leave of Absence* Policy and the territorial legislation of Nunavut, the legislative requirements shall prevail.

11.4 Temporary Absences from Work

Regular employees of the Therapy Services – Inuit Health Program shall follow the *Temporary Absences from Work* Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/730.html

11.5 Voluntary Days Off

http://umanitoba.ca/admin/human_resources/VDO.html
Relocation

Relocation costs for regular employees of the Therapy Services – Inuit Health Program shall be paid in accordance with this Employee Handbook and the *Recruitment Relocation Allowances* Policy, available online at:


Where there is a discrepancy between the Employee Handbook and the *Recruitment Relocation Allowances* Policy, this Employee Handbook shall prevail.

Relocation coordination is the responsibility of the employee and related costs will be reimbursed on a dollar amount as follows:

12.1 Inward travel from point of hire or port of entry, inward baggage cost to a maximum of $1,800.00 (single), plus $675.00 per dependent spouse or first dependent, plus $150.00 for second and subsequent dependents (inward moving receipts must be submitted no later than 3 months after employment start date).

12.2 Outward travel to point of hire or port of entry, plus outward baggage costs of $150.00 per month of service, maximum 24 months or $3,600 (outward moving receipts must be submitted no later than 3 months after end of employment).

12.3 Items that do not qualify for relocation reimbursement include: automobiles, motorcycles, boats, trailers, kayaks, snowmobiles, all-terrain vehicles, foodstuffs (perishable & non-perishable goods), livestock or pets, building material (lumber, cement blocks, rocks, etc.), ammunitions, any goods restricted by law or dangerous goods, or communication equipment including satellite dishes.
Household Allowance

13.1 Regular employees of the Therapy Services – Inuit Health Program may be eligible for a household allowance (the "Household Allowance") of $400 per month if living in private, non-subsidized accommodations, on the following basis:

(a) The Household Allowance is a subsidy available on a per household basis. It is available to all regular employees who are not already receiving a similar allowance.

(b) The applicant must own and occupy the unit as their principal residence, or pay the full rental cost of the unit.

(c) Employees may not live in any form of subsidized housing; for example, territorial or federal staff housing or public housing, regardless of the rental rate.

(d) The employee is not eligible to receive the Household Allowance while on leaves of absence without pay.

13.2 For more information please see the following website from the Government of Nunavut:

http://www.gov.nu.ca/finance/information/household-allowance
National and Provincial Registration

14.1 Regular employees of the Therapy Services – Inuit Health Program must be currently registered to practice with good standing in any one Canadian province.

14.2 Licensing with a provincial college and national association is required of employees and will be reimbursed when original receipt is provided.

14.3 For new regular employees their licensing fees will also be pro-rated for time employed by the NMU.

14.4 Professional Liability Insurance is not reimbursed by the NMU, unless the current policy held by the University of Manitoba provides insufficient proof of insurance for the therapists licensing province, i.e. Ontario requires that all therapists have proof of sexual abuse counseling fund for clients as part of their liability insurance and at this point the University of Manitoba does not provide this.

14.5 All original receipts are required for reimbursement through the University of Manitoba’s Concur System.
Continuing Education

Continuing education for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the Support Staff Learning and Development Policy, available online at:


Where there is a discrepancy between the Employee Handbook and the Support Staff Learning and Development Policy, this Employee Handbook shall prevail.

15.1 The Inuit Health Program supports employees with continuing education that relates to clinical services. Cultural education regarding Inuktitut culture and language training for employees is also supported.

15.2 Regular employees of the Therapy Services – Inuit Health Program may also seek out non-formal opportunities for developing skills and knowledge such as: Consulting with clinical specialists and/or researchers; on-site specialty treatment clinics; and observing specialty clinics or treatment methods at other health care facilities.

15.3 The therapist attending educational events outside the facility may apply for educational leave and/or funding, and/or flights as required by submitting an Application for Professional Development Funding Form. The benefits are based on the date of the course, and are pro-rated if less than a full year of service has been worked. This benefit cannot be carried forward to the next year of service.

15.4 Employees are eligible for up to a maximum of 10 continuing education days per fiscal year under the current Service Purchase Agreement with the Government of Nunavut. These days are solely for approved courses, conferences, or job shadowing in a specialty area, in order to gain caseload relevant knowledge and experience in professional practice.

15.5 Continuing Education funds (up to a maximum of $1,200 per fiscal year under the current Service Purchase Agreement with the Government of Nunavut) can be used for course fees, conference fees and additional costs during the event (accommodations, additional travel costs, food and taxis). Regular employees of the Therapy Services – Inuit Health Program may use the University of Manitoba per diem rates. Regular employees of the Therapy Services – Inuit Health Program may also use the funds to purchase text books for their own continuing education. All receipts must be submitted through Concur.

15.6 Regular employees of the Therapy Services – Inuit Health Program are eligible for 2 flights (Rankin Inlet-Winnipeg return or up to the equivalent value of this flight) per fiscal year to attend educational opportunities, as follows:
(a) Flights to other locations are only paid up to the value of the flight from Rankin – Winnipeg return, and costs over this amount are payable by the employee. Cheques can be written to University of Manitoba as per approval from the travel services department director at (204) 474-9800. Cheques will be credited to the FOAP number used to purchase the flight.

(b) All flights must be booked through the NMU office.

(c) Out of country continuing flights will not be approved at this time.

(d) Continuing Education Flights cannot be carried over from one fiscal year.

(e) Fiscal year flights are according to the date of the flight and not the date the flight was booked.

(f) Travel time, which is outside of the normal work day or work week, to locations off campus to attend voluntary professional development (including conferences) shall be considered to be voluntary travel and therefore not work time. Such time which occurs during the normal work day or work week may be considered as continuing education time.

15.7 All Application for Professional Development Funding Forms will be reviewed by a committee comprised of the Medical Rehabilitation Program Manager, the Medical Director of the Inuit Health Program, and a representative from the School of Medical Rehabilitation. Approval of requests will be a consensus based decision by the committee, taking into account the following considerations:

(a) Knowledge gained will be specific to caseload areas.

(b) Coverage for therapist caseload.

(c) Continued Service Purchase Agreement funding approval.

15.8 The Medical Rehabilitation Program Manager will provide a letter indicating if the Application for Professional Development Funding has been approved or denied and the reason for the decision. Upon receiving written approval, coordination of registration for courses and accommodations are the responsibility of the therapist.

15.9 After participating in educational events, therapy employees shall share their knowledge with others in the facility through such means as oral presentations, written reports and/ or documentation of skills acquired or improved and their application in the work setting.
Taxable Travel Benefit

16.1 Regular employees of the Therapy Services – Inuit Health Program will receive a taxable travel benefit of $3,000 per fiscal year and will be paid pro-rated at each pay period.

16.2 The employee is not eligible to receive the Taxable Travel Benefit while on leave of absence without pay.
Booking and Changing Flights

Travel and business expense claims for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the *Travel and Business Expense Claims* Policy, available online at:


Where there is a discrepancy between the Employee Handbook and the *Travel and Business Expense Claims* Policy, this Employee Handbook shall prevail.

17.1 Booking Flights

(a) The NMU will book travel for regular employees of the Therapy Services – Inuit Health Program, using the most economical fares available at the time for travel to and from Nunavut. Change fees will be incurred when changes are made after the flight is booked.

(b) Regular employees of the Therapy Services – Inuit Health Program shall confirm all community visit dates prior to the community visit schedule being submitted to the NMU office. After community visit flights are booked by the NMU, any changes to flights will incur fees for the department. Employees shall review flight options, confirm travel dates, accommodation and other travel details prior to flights being booked, to help avoid change fees.

(c) The NMU does not book personal flights for employees, as the Taxable Travel Benefit is given to subsidize personal flight costs.

(d) The NMU will not pay additional fees associated with stopovers requested by the employee. If an employee requests a stopover *en route* to or from Nunavut, they can do so but the additional cost will be billed back to the individual employee. Cheques will be credited to the FOAP number that was used to purchase the flight. If a stopover is necessary due to the nature of airline scheduling, then the NMU will cover the cost.

17.2 Changing Flights

(a) If changes to a flight are made for operational reasons (e.g. employee is requested to stay another day on community visit; or an employee is delayed due to bad weather) then the NMU will pay the change fees.

(b) Regular employees of the Therapy Services – Inuit Health Program do not need additional authorization from the Inuit Health Program office to make changes to a flight and can contact the travel agent directly if Inuit Health Program office
employees are unavailable (i.e. not in the office, or on a weekend, etc.) if the travel changes are related to weather or an airline schedule change. Any other changes, (i.e. clinical or personal changes requested by employees or other reasons) will need to be approved through Inuit Health Program office or medical rehabilitation program manager as appropriate.

(c) If an employee requests changes to work flights for personal reasons, not including illness or bereavement, the employee will be responsible for the change fees.

(d) If travelling for personal reasons, the NMU will not be responsible for costs incurred with delays in travel relating to weather or airline scheduling changes. Employees are responsible for accommodation and travel costs associated with any delays during personal travel. If an employee is not able to report for work as scheduled after vacation days, the extra time will be personal time taken from either vacation, banked time or unpaid time.

17.3 Miscellaneous

(a) NMU often cannot purchase and book connecting flights beyond Rankin – Winnipeg routing for continuing education flights. Therefore, it is recommended that employees research and purchase trip delay/cancellation insurance to help offset any personal costs associated with changing connecting flights due to delays from airline carriers due to weather and airline scheduling changes. Employees can request pre-approval to purchase these flights on own credit card to qualify for credit card cancellation insurance if preferred and approved by the University.

(b) If connecting flights are delayed, employees should call Carlson Wagonlit to inform them, so flight changes can be made.

(c) If an employee is rerouted to Churchill during work travel due to weather and are required to stay in Churchill overnight, the employee may be able to stay in a transient apartment. This can be done by calling Rebecca Allen during working hours at 204-675-8330 or the Churchill hospital at 204-675-8881 and ask for ward to get keys. In an emergency, Rebecca can also be reached on her cell at 431-232-3550. If the apartment is unavailable or you cannot get in touch with someone to get the keys, employees can get a hotel and expense the amount in Concur.
Expense Claims

Travel and business expense claims for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the Travel and Business Expense Claims Policy, available online at:


Where there is a discrepancy between the Employee Handbook and the Travel and Business Expense Claims Policy, this Employee Handbook shall prevail.

18.1 Travel and other business expenses for employees will be reimbursed through Concur.

18.2 Documentation of expenses must be comprehensive and the original detailed receipts or other original documents must be scanned or faxed and attached to the electronic Claim.

18.3 All original receipts are required and need to be submitted with the Expense Reports in Concur. Employees are encouraged to photocopy receipts in case originals are lost.

18.4 In the case of a lost or missing receipt the employee must complete a Missing Receipt Affidavit in order to claim the expense. If the claim is missing any supporting receipts or documentation an affidavit attesting to the validity of the expense must be added to facilitate timely processing of the claim.

18.5 The employee must print the Receipt Submission Report, attach the original receipts, and submit these to Travel Services. Failure or refusal to provide Receipt Submission Reports along with necessary documentation may result in suspension of reimbursement until documentation is brought up to date.

18.6 The claim should include all relevant expenses, including but not limited to travel, accommodations, meals, and registrations. Where relevant it should also include the travel itinerary and conference agenda.

18.7 When travelling on community visits, employees can:

(a) purchase their personal meals at the hotel and paid with room at checkout.

(b) claim a $75/day per diem without receipts using expense reports in Concur. If travelling for less than a full day, or eating some meals at the hotel, the following meal per diem rates can be submitted: Breakfast $15, Lunch $25, Supper $35.

(c) claim meals with receipts for groceries or restaurant meals up to $100 / day.

(d) Meals with receipts and per diems cannot be claimed together in the same day.
18.8 Employees must indicate if the expense claim is for continuing education and related to an approved Application for Professional Development Fund request.

![Missing Receipt Affidavit Form](image)
19.1 The therapist must at all times adhere to the standards of professional conduct as defined by the Code of Ethics and Rules of Conduct of their professional body. This is accomplished by the therapist reviewing their professions Code of Ethics and Rules of Conduct.

19.2 Any therapist who does not adhere to the above standards will be disciplined by his/her immediate supervisor.

19.3 The rules of professional conduct are in place to ensure that the behavior of the therapist reflects the ethical principles and values of their profession (CPA, CAOT, SAC) and also to ensure that the rights of the clients are respected.
Probationary Review and Performance Assessments

Probationary review and performance assessments for regular employees of the Therapy Services – Inuit Health Program shall be in accordance with this Employee Handbook and the Performance Planning and Review for Support Staff Policy, available online at:

http://www.umanitoba.ca/admin/governance/governing_documents/staff/590.html

Where there is a discrepancy between the Employee Handbook and the Performance Planning and Review for Support Staff Policy, this Employee Handbook shall prevail.

20.1 The Performance Assessment is an on-going process for employees that provides:

(a) a method to link individual and organizational goals and assist individual growth and development
(b) sustained dialogue on work performance
(c) a record of job performance
(d) recognition of faculty member/employee performance

20.2 New regular employees will complete a one month and three month review, followed by a 6 month probationary review for the University of Manitoba, followed by a 12 month performance assessment. After the first year of service, employees will complete annual performance assessments on or near their original date of hire.