



Hamlet of Gjoa Haven Human Resources Policy and Procedure Manual

ADOPTED BY COUNCIL MARCH 31, 2026



A message from Mayor Quqshuun

Welcome to the Hamlet Team!

When we work at the Hamlet, we bridge two worlds. We have to find a balance to follow the Hamlets Act, and Canadian law here in the Nunavut Territory. Hamlet employees help us have a modern community, with modern services, for our everyone that lives here.

Your elected council gives direction to the CAO, who then follows the policies and procedures in this booklet (and your union collective agreement) to make sure everyone is treated fairly, and that the work of the Hamlet meet's the community's goals.

Our Hamlet team strives to adhere to Inuit Values and principles, which are on the next page.

To me, IQ guidelines really mean to respect everyone.

Pijitsirniq meaning concept of serving the people in the community.

IQ principles is also about setting expectations for supportive behaviour, strong relationship-building and consensus-building.

I invite you to bring your very best to your role. Help us to work for the common good, collaborate, and bring your ideas to our leadership, so we can make Gjoa Haven the great place to live that we all wish for.

Mayor Raymond Quqshuun Sr

A message from your Chief Administrative Officer

Welcome to the Hamlet of Gjoa Haven!

The Hamlet exists to serve our community – and we are happy to have you on our team.

Each position at the Hamlet plays an important part in what we do to build a sustainable community that is a great place to live. Hamlet employees are “public servants,” and together we serve community members with programs and services that affect the quality of life of Gjoa Havenmiut.

To support you in your role, we have prepared this Policy and Procedure Manual. This manual provides you with information about our policies, procedures, and expectations. It contains everything from our Code of Conduct and customer service expectations to guidelines on internet use and maintaining confidentiality. You'll find detailed procedures on work hours, attendance, and overtime, as well as information on leaves of absence, professional development, and performance evaluations.

Please read through this manual and get familiar with its contents. Understanding and following these policies and procedures will help you succeed in your role and contribute to the overall success of the Hamlet.

If you have any questions or need further clarification on any of the policies, please do not hesitate to reach out to your supervisor or the Human Resources department.

Jennifer Wakegijig
Chief Administrative Officer



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HGH HR-001 – Code of Conduct

Section: 001 Human Resources

Subject: 001 Code of Conduct

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Code of Conduct policy for the Hamlet of Gjoa Haven (“Hamlet” or “Employer”) outlines the expectations for how employees are expected to conduct themselves to create a positive and professional workplace culture. This is a priority in supporting the Hamlet in meeting our goals for the community. This policy should be honored as a guide to conduct. It is general, and not all-inclusive. This Code of Conduct is also intended to work in conjunction with the Collective Agreement and should not be referred to in isolation.

Policy Requirements

Our Code of Conduct is a resource in our commitment to integrity and reflects good governance. The Code is designed to ensure compliance with our legal and ethical obligations. It underscores the personal responsibility each of us bears to act with integrity and to speak up if we see something that doesn’t seem right.

If you are ever unsure what to do, you may want to ask for guidance from your manager, but don’t be afraid to rely on your own judgement, especially when you need to make quick decisions. Never hesitate to ask questions, raise concerns, or seek the guidance you need.

Ask yourself: Is my approach consistent with the Code? Is it consistent with our values? Is it legal? Would I be happy if my colleagues, family and friends knew about it?

Professionalism

All Hamlet employees are expected to conduct themselves professionally by demonstrating the following behaviours:

- Arrive promptly and be ready to start work at your scheduled time.
- Communicate promptly with your supervisor when unable to work.
- Maintain a positive and respectful attitude towards all colleagues, supervisors, and members of the public.
- No use of personal mobile devices during paid time (unless required for your role).
- Raise concerns regarding the workplace directly to management and not on social media. This allows any issues to be resolved in a constructive manner.



Additional Points

- Dress appropriately for the workplace.
- Be honest and transparent in all communications.
- Take responsibility for your actions and be accountable for your work.
- Exhibit a strong work ethic by being reliable and committed to your duties.
- Support and assist colleagues when needed, fostering a collaborative work environment.
- Avoid engaging in gossip or spreading rumors that could harm the reputation or morale of colleagues.
- Handle conflicts professionally and seek to resolve them through appropriate channels.
- Use Hamlet resources, including time, equipment, and materials, responsibly and efficiently.

Raising Concerns

If you are concerned about anything that may not be allowed under the Code or applicable laws, you should raise it promptly. If you are unsure about something, the best person to raise it with is usually your direct manager. If you are uncomfortable doing this, you can report it to the Chief Administrative Officer.

Protection for Speaking Out

We will make sure you don't face any retaliation for raising your concerns about an issue brought in good faith.

Compliance with Laws, Rules, Regulations, Procedures, and Policies

Obedying the law, both in letter and in spirit, is the foundation upon which our ethical standards are built. All employees and management must comply with all laws, rules and regulations applicable to the Hamlet of Gjoa Haven.

Equal Employment

It is the policy of the Hamlet of Gjoa Haven to ensure equal employment opportunity without discrimination or harassment on the basis of race, colour, ancestry, ethnic origin, citizenship, place or origin, creed, religion, age, disability, sex, sexual orientation, marital status, family status, pregnancy, lawful source of income, conviction for an offence for which a pardon has been granted, gender identity, gender expression, political belief, family affiliation, social condition, union membership or activity, or for exercising their rights under the Collective Agreement.

Nothing in this provision is intended to restrict the Employer's right to establish a preferential hiring program for Inuit.

The protected grounds above are as outlined in Article 10 of the Collective Agreement and per the Nunavut Human Rights Act. We have made some additional clarifications to ensure our employees are treated fairly.



Conflicts of Interest

A “conflict of interest” may exist whenever the private interests of any employee, manager, or director conflicts in any way (or even appears to conflict) with the interests of the Hamlet of Gjoa Haven. The best interests of the Hamlet of Gjoa Haven are expected to be foremost in the minds of employees as they perform their duties. No employee shall be, potentially be, or appear to be, subject to influences, interests, or relationships, which conflict with the best interests of the Hamlet.

- Employees may not make unauthorized use of information they have acquired as a result of their employment, or of any property or facilities owned by the Hamlet of Gjoa Haven.

The Conflict of Interest Policy (HGH HR-005-Conflict of Interest) has further information regarding these expectations and requirements.

Outside Employment

This policy and procedure regarding the accepting or maintaining of other employment and/or operating a business outside of their regular employment with the Hamlet. For Bargaining Employees, please refer to Article 8 of the Collective Agreement regarding Restrictions on Outside Employment. The following procedure will be followed in conjunction with the Collective Agreement.

1. Employees may not carry on any business or accept or maintain other employment where there may be an actual or perceived conflict between their private interests and the duties that they are required to perform with the Hamlet of Gjoa Haven.
2. Employees must refrain from utilizing work time with the Hamlet to advance the interests of their personal business or secondary employment. Time dedicated to work should be solely devoted to fulfilling the responsibilities outlined by the Hamlet, maximizing productivity, and contributing to the collective success of the Hamlet.
3. Before engaging in any business or employment outside of their regular duties, an employee must obtain the written approval of the Chief Administrative Officer (CAO).
4. If the CAO believes there is an actual or perceived conflict of interest, they may deny the employee’s request.
 - The CAO may make it a condition that the employee’s firm may not bid on, or be awarded, business contracts with the Hamlet of Gjoa Haven.
 - The CAO will notify the employee in writing stating the reasons for denying the request.
5. If the request is approved, a copy of the approval will be provided to the employee and one copy will be placed on the employee’s Personnel File.
6. Employees must disclose any new outside business or employment to the Hamlet. New employees must disclose outside business or employment upon hire.

The Outside Employment Policy (HGH HR-006-Outside Employment) has further information regarding these expectations and requirements.



Kickbacks and Gratuities

The Hamlet considers it to be unethical for any employee to accept or offer payment, gift, gratuity, or employment to or from vendors, contractors, or government officials as an inducement for preferential treatment. All offers for kickback and gratuity shall be reported to the CAO.

Gifts or other forms of gratuity offered through traditional or customary practices shall not be considered as a 'kickback' or a personal gain.

General Expectations

The following are general expectations of employees.

- Maintain the highest ethical standards.
- Comply with all relevant legislation, policies, and procedures.
- Raise concerns to management if observed behaviour not consistent with the Code.
- Ensure that no person(s) under the employ of the Hamlet of Gjoa Haven shall ever be discriminated upon as a result of any protected grounds outlined in this policy.
- Avoid being in a position of conflict of interest and notify management immediately of any potential conflict of interest.
- Exercise the utmost discretion with respect to confidential information. Any business of the Hamlet must not be disclosed to third parties except where required by law and, where such information is not known to the public generally, must not be used by the employee for personal benefit or the benefit of family, friends, or associates.
- Demonstrate respect and regard for residents, employees, and management.
- Act in a friendly, courteous, and professional manner with all co-workers.
- Contribute to the efforts of the team and help wherever required.
- Be honest, trustworthy, reliable, and dependable in fulfilling all duties.
- Take direction from and work cooperatively with supervisors.
- Employees are expected to refrain from:
 - Using loud, abusive, or profane language.
 - Willfully damaging Hamlet of Gjoa Haven property.
 - Being intoxicated while on duty, whether by alcohol or other substances.
 - Lobbying or soliciting for a cause, a political agenda, or business patronage on Hamlet of Gjoa Haven property.

Employees who fail to comply with this policy may be subject to disciplinary action up to and including termination of employment for cause. See Article 33 of the Collective Agreement or Policy HGH HR-015-Termination of Employee.

References

- Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



HGHR-002 – Customer Service

Section: 001 Human Resources

Subject: 002 Customer Service

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Customer Service policy for the Hamlet of Gjoa Haven outlines the customer service expectations for employees.

Definitions

Customer Service is the assistance and advice provided by employees of the Hamlet of Gjoa Haven to those people who use its services, including walk-in community members and telephone callers.

Policy Requirements

1. Employees will greet walk-in community members to all offices/facilities and will attempt to address their needs in person, or by referring them to the correct department.
2. Elders and community members with disabilities will be provided appropriate assistance by employees and will be given appropriate priority to their needs.
3. Walk-in community members will be treated as priority by employees, who will set aside their work and deal with the community members without delay.
4. Telephone calls made by community members will be greeted by the employee answering the phone in a courteous manner.
5. Employees are required to make their best effort to satisfy the needs of the community member, and to provide as much verbal, and/or written information as is required. The primary responsibility of the Hamlet is to provide the best quality of service possible to its community members, within the limits of funding and services available.
6. If there is a complaint or a community member considers themselves to have been mistreated by employees they are encouraged to speak with the CAO, who will be responsible to investigate the complaint, and resolve the matter as soon as possible.



High HR-003 – Internet and Technology Use

Section: 001 Human Resources
Subject: 003 Internet and Technology Use Policy
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

This policy establishes guidelines for the responsible and ethical use of the Hamlet's Internet and Information Technology resources. Employees are expected to adhere to this policy to maintain a secure and productive digital environment.

The Hamlet also recognizes the importance of information security and protecting its Information Technology (IT) assets. The Hamlet is committed to preserving the confidentiality and integrity of its IT assets and uses reasonable, practical, and effective security measures to protect against unauthorized use, modification, disclosure, and destruction of its IT assets.

Additionally, employees are expected to use personal mobile phones responsibly. Personal mobile devices should not be used during paid working hours unless it is required for your role. This ensures that all employees remain focused and productive while on the job.

Regarding social media, employees are encouraged to engage in responsible and respectful communication. Any workplace-related concerns should be raised directly with management and not on social media platforms. This approach allows for constructive resolution of issues within the appropriate channels and maintains a positive professional environment.

Definitions

Information Technology (IT) is the use of systems (especially computers and telecommunications) for storing, retrieving, and sending information within the Hamlet of Gjoa Haven.

IT Assets includes all hardware, software, network infrastructure, and any other technology resources owned or provided by the Hamlet of Gjoa Haven.

Policy Requirements

The following represents overall usage rules regarding access to the Internet (using the Hamlet's IT assets) and the Hamlet's Information Technology (IT) assets.



Bargaining Employees are to refer to Article 10 of the Collective Agreement which outlines requirements for a respectful workplace. Generally, when using Hamlet IT assets, employees are to comply with the requirements of the Collective Agreement regarding harassment, bullying, and workplace violence.

Usage of Personal Mobile Phones and Personal Usage of Other Devices

- During work hours, all staff members are prohibited from using personal mobile phones unless they have been issued a mobile phone essential for their job function or have received explicit authorization from their supervisor for work-related purposes.
- This restriction includes any non-essential use, such as personal calls, texting, or browsing. However, staff members are permitted to utilize their personal devices during scheduled breaks, provided such usage does not interfere with their duties or productivity.

Inappropriate Content

- Employees must not post, share, or distribute material that is unlawful, harassing, libelous, defamatory, profane, abusive, threatening, harmful, vulgar, obscene, sexually suggestive, hateful, invasive of privacy, or otherwise objectionable.

Spam and Unsolicited Communication

- Posting, sharing, or distributing spam, including unsolicited non-work-related email messages, inappropriate news group postings, false commercial messages, junk mail, and chain mail is strictly prohibited.

Accessing Inappropriate Sites

- Deliberate access to internet sites containing sexually explicit or pornographic material, gambling activities, or materials considered harassing, degrading, or discriminatory is not allowed.

Unauthorized Access to Confidential Information

- Employees must not provide access to confidential information belonging to the Hamlet of Gjoa Haven or affiliated government bodies without proper authorization from the Chief Administrative Officer, Director of Finance, or the currently presiding Mayor.

Malicious Software

- Knowingly posting, sharing, uploading, or distributing viruses or malware on Hamlet Information Technology hardware or online domains is strictly prohibited.

Internet Conduct

- Engaging in activities that violate generally accepted standards of Internet conduct, such as flaming, denial of service attacks, web page defacement, port and network scanning, and unauthorized system penetrations, is not allowed.



Identity Appropriation

- Employees must not engage in any activity that constitutes deliberate appropriation of another person's identity. Sharing or revealing passwords or access credentials, even one's own, without proper authorization is strictly prohibited.

Destruction of IT Resources

- Intentionally destroying or maiming Hamlet Information Technology hardware or resources is strictly forbidden.

E-mail Rules

Every employee who uses computers in the course of their regular job duties will be granted a business email address and related privileges. All business communications sent by email are to be sent and received using a Hamlet email address. The following are further rules regarding e-mail usage:

- Employees are expected to treat e-mail in the same manner as they would any other communications that are representative of the organization.
- Do not forward or post e-mail messages that you have received to others without the original author's permission.
- E-mails received that contain confidential information are not to be forwarded to others or made public.
- Do not send content that would compromise the Hamlet's integrity as the sender or the integrity of the receiver if it were viewed by others.
- Do not continue to copy others if the messages have become a private two-way conversation.
- Be aware when addressing e-mail and ensure you are not sending to a "group" as some email group addresses may look like it is just one individual.
- Never send credit card numbers, passwords, or other sensitive information through email as it may be intercepted.
- Personal usage of our email systems is permitted as long as such usage does not negatively impact the computer network and such usage does not negatively impact job performance.
- Never open email attachments from unknown senders, or when such attachments are unexpected.

Network Access

Employees should make reasonable efforts to avoid accessing network data, files, and information that are not directly related to their job function. The existence of access capabilities does not imply permission to use this access.



Unacceptable Use

The following shall constitute prohibited use of the network. This list is not exhaustive but is included to provide a frame of reference for types of activities that are deemed unacceptable. Employees may not use the network and/or systems to:

- Engage in activity that is illegal under provincial, federal, or international law.
- Engage in activities that may cause embarrassment, loss of reputation, or harm to the Hamlet of Gjoa Haven.
- Disseminate defamatory, discriminatory, vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene, or otherwise inappropriate messages or media.
- Cause an invasion of privacy.
- Cause disruption to the work environment or create a hostile workplace.

Personal Use

Personal usage of computer systems to access the Internet is permitted during lunch, breaks, and before/after office hours, as long as such usage follows pertinent guidelines elsewhere in this document and does not have a detrimental effect on the Hamlet or on job performance.

Limited and reasonable personal use of IT resources is permitted provided such use does not:

- Compromise the performance of an employee's duties.
- Compromise the operations of the Hamlet of Gjoa Haven.
- Cause the Hamlet to incur costs.
- Damage the reputation of the Hamlet of Gjoa Haven.

Monitoring and Privacy

Employees should not expect privacy when using the network or other resources. Such use may include but is not limited to transmission and storage of files, data, and messages. The Hamlet maintains the right to monitor any and all use of the computer network. To ensure compliance with policies this may include the interception and review of any emails, or other messages sent or received, inspection of data stored, on personal files directories, hard disks, and removable media.

Reporting of Security Incidents

If a security incident or breach of any security policies is discovered or suspected, employees must immediately notify management. Examples of incidents that require notification include:

- Suspected compromise of login credentials.
- Suspected virus/malware/trojan infection.
- Loss or theft of any device that contains confidential information.
- Any attempt to obtain an employee's password over the telephone or by email.
- Any other suspicious event that may impact information security.



Social Media

Employees should be aware that content may reflect the reputation of the Hamlet of Gjoa Haven and themselves. There is no room for prejudice, discrimination, or hatred in our organization or on social media. We support participation on social media but asks that employees exercise sound judgment and show respect for all individuals with whom employees interact.

- Employees must adhere to the Code of Conduct and all policies when using social media to reference the Hamlet of Gjoa Haven.
- Employees are to avoid any comments that could be viewed as disparaging comments about the Hamlet of Gjoa Haven or its employees.
- Employees are to follow our policies regarding Harassment, Bullying, and Violence and to avoid any such behaviours against other employees, Mayor and Council, and members of the public.
- Employees must be aware of the effect their actions may have on their image, as well as our image.
- Prohibited social media content includes posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, or libelous.
- Employees are not to publish, post or release any information that is considered confidential or not public.
- Employees must receive appropriate authorization to use third party copyrights, copyrighted materials, trademarks, service marks or other intellectual property.

Employees are generally expected to:

- Be Responsible – Personal use should be limited to non-work hours, breaks and lunch periods. Excessive use of personal email or social media while at work will be considered a performance issue.
- Protect themselves – Be careful about what personal information is shared online. The majority of social media sites are public and accessible by community members. Employees should be mindful not to compromise their own personal privacy/security by what they post.
- Avoid misconceptions – Unless an employee is an assigned spokesperson, they should take care to avoid giving the impression that they are a spokesperson for the Hamlet of Gjoa Haven. Employees should ensure that their views expressed are theirs alone and that they do not reflect our views.

Representing the Hamlet of Gjoa Haven

- Employees must communicate in a manner that is consistent with their specific roles or responsibilities.
- Employees must not use our logo as a profile picture or background image in any personal account to avoid being mistaken as an official representative.



- No employee shall engage with the media through social media in the event of a crisis or emergency and will direct all media inquiries to a media relations spokesperson.

All communication and media requests for interviews with employees, or inquiries into administrative matters will be processed through the Chief Administrative Officer.

Only designated spokespeople are authorized to address media inquiries and release communications. When a designated spokesperson is addressing media inquiries or releasing communications through social media or media platforms, they will do so within the limit of their expertise. If information is requested that is beyond the spokesperson's knowledge or expertise, an appropriate subject matter expert will be consulted.

While handling media inquiries or making statements on behalf of the Organization, designated spokespeople are to convey the official position of the Hamlet, opposed to their own personal opinion.

Technological Change

When selecting, provisioning, and installing new equipment, software, and materials, the Hamlet commits to providing at least four months' notice before any major technological change that could affect employment status under the Collective Agreement. Upon notifying Bargaining Employees of an impending technological change, both parties agree to collaborate on solutions and administrative procedures to address any issues arising from the change.

- The Hamlet will make every effort to retain employees who might otherwise face redundancy due to technological advancements.
- Should retraining be necessary, the Hamlet will strive to provide appropriate training opportunities to affected employees.

Related Forms

Electronic Equipment and Telecommunications Use Acknowledgement Form

References

- Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



HGH HR-004 – Confidentiality

Section: 001 Human Resources

Subject: 004 Confidentiality

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

Employees will acquire confidential information that relates to the conduct and operations of the Hamlet of Gjoa Haven. The information is the exclusive property of the Hamlet of Gjoa Haven and employees must maintain the confidentiality of the information. As per Article 7 of the Collective Agreement, the Hamlet sets this requirement for confidentiality on a fair and reasonable basis, and in good faith. Maintaining confidentiality is important as it fosters trust, safeguards sensitive information, and upholds ethical standards, ensuring the integrity of relationships and operations.

Definitions

Confidential information includes, but is not limited to, verbal and written communications, computer programs and messages, photographs, financial and accounting records, human resources information and any other documentation or information. It is considered any information that should not be released to any external parties or internal parties whose position in the Hamlet is not privy to such information. The information is, in a reasonable person's view, considered sensitive and should be protected.

Policy Requirements

1. Employees are required to sign an Oath of Confidentiality before assuming their duties.
2. Confidential information must not be disclosed to persons who are not Employees of, or not employed by, the Hamlet of Gjoa Haven and/or employees of the Hamlet of Gjoa Haven who are not privy to such information.
3. Employees may not make unauthorized use of information they have acquired as a result of their position or of any property or facilities owned or operated by the Hamlet of Gjoa Haven.
4. Employees may not, except as authorized or required by their duties, reveal any confidential information concerning the Hamlet of Gjoa Haven which may come to their knowledge as a result of their position.



5. Employees must keep confidential all information entrusted to them and not use or attempt to use any such information in any manner to their advantage or to the advantage of their family or other business or personal relationships.
6. Before disclosing any confidential or potentially confidential information, an Employee must obtain the written approval of the Chief Administrative Officer.
7. Failure to adhere to this policy may result in disciplinary action up to and including termination, in accordance with Article 33 of the Collective Agreement.

Breaches of Confidentiality

Employees have a responsibility to maintain confidentiality with respect to confidential information. This responsibility applies during employment and continues after an employee's employment has terminated.

Breaches of confidentiality, whether or not the use of such confidential information monetarily or otherwise benefits the employee (or their family, friends, personal associates), is strictly prohibited and could result in disciplinary action up to and including termination with cause and/or legal action. A breach has occurred when:

- There is unauthorized or inappropriate collection, access, use, disclosure, or destruction of confidential information; and/or
- Confidential information has been disclosed to sources not authorized to be recipients of the information.

Procedures for Breaches in Confidentiality

Procedure for Employees:

- Any employee who identifies or is notified of an incident where an actual or suspected breach has occurred shall report the breach immediately to their immediate manager and to the CAO.
- If the employee is notified by a third party over phone or email about an incident where an actual or suspected breach has occurred, the employee shall respond immediately, and ask the third party to return all relevant information regarding the breach as required.
- The employee will participate in the ongoing investigation and review of the incident as required by the CAO.

Procedure for CAO:

- Determine the level of sensitivity of the breach and initiate the appropriate response protocol. Take immediate steps to contain the breach.
- Notify Mayor and Council as required.
- Determine appropriate notification to affected parties of the breach and to any other entities that are required to receive notice.



- Complete a thorough investigation to determine the underlying root cause for the incident, assess the impact, and report the findings, and will develop and implement remedial action plans to prevent or mitigate the likelihood of future breaches as required.
- Participate in the ongoing investigation, review, response, and resolution of the breach.
- Take all necessary steps to facilitate the appropriate and timely reporting of breaches, including monthly reports of each breach or potential breach and the action plan to remediate root causes of each breach.

Related Forms

Confidentiality Form

References

Article 7 of the Collective Agreement on Managerial Responsibilities



HGH HR-005 – Conflict of Interest

Section: 001 Human Resources

Subject: 005 Conflict of Interest

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

Employees of the Hamlet of Gjoa Haven are prohibited from involvement in activities, which could constitute a conflict of interest with their employment and/or duties.

Definitions

A “conflict of interest” may exist whenever the private interests of any employee, manager, or director conflicts in any way (or even appears to conflict) with the interests of the Hamlet of Gjoa Haven.

Policy Requirements

The best interests of the Hamlet of Gjoa Haven are expected to be foremost in the minds of employees as they perform their duties. No employee shall be, potentially be, or appear to be, subject to influences, interests, or relationships, which conflict with the best interests of the Hamlet.

1. Employees may not request or accept payment, gifts or any other benefit for completing their employment duties other than the remuneration and benefits accruing to their position.
2. Employees may not make unauthorized use of information they have acquired as a result of their employment, or of any property or facilities owned by the Hamlet of Gjoa Haven.
3. An employee who contravenes this policy may result in disciplinary action up to and including termination, in accordance with Article 33 of the Collective Agreement.

The Conflict of Interest Policy and Code of Conduct contain similar terms regarding conflicts of interest.

Related Forms

HGH HR-001-Code of Conduct



HGH HR-006 – Outside Employment

Section: 001 Human Resources
Subject: 006 Outside Employment
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

The Outside Employment policy for the Hamlet of Gjoa Haven outlines procedures and guidelines for accepting or maintaining other employment and/or operating a business outside of their regular employment with the Hamlet.

For Bargaining Employees, please refer to Article 8 of the Collective Agreement regarding Restrictions on Outside Employment. The procedure outlined below will be followed in conjunction with the Collective Agreement.

Definitions

Outside Employment refers to any paid or unpaid work, business activities, or volunteer services that an employee engages in outside of their regular employment with the Hamlet of Gjoa Haven. This includes, but is not limited to, part-time jobs, freelance work, consultancy services, entrepreneurial ventures, and any other professional engagements or commitments.

Policy Requirements

1. Employees may not carry on any business or accept or maintain other employment where there may be an actual or perceived conflict between their private interests and the duties they are required to perform with the Hamlet of Gjoa Haven.
2. Employees must refrain from utilizing work time with the Hamlet to advance the interests of their personal business or secondary employment. Time dedicated to work should be solely devoted to fulfilling the responsibilities outlined by the Hamlet, maximizing productivity, and contributing to the collective success of the Hamlet.
3. Before engaging in any business or employment outside of their regular duties where there is a real or perceived conflict of interest, an employee must obtain the written approval of the Chief Administrative Officer (CAO).
4. If the CAO believes there is an actual or perceived conflict of interest, they may deny the employee's request.
 - The CAO may make it a condition that the employee's firm may not bid on, or be awarded, business contracts with the Hamlet of Gjoa Haven.



- The CAO will notify the employee in writing stating the reasons for denying the request.
5. If the request is approved, a copy of the approval will be provided to the employee and one copy will be placed on the employee's Personnel File.
 6. An employee who contravenes this policy may be subject to disciplinary action up to and including termination, in accordance with Article 33 of the Collective Agreement.

The Outside Employment Policy and Code of Conduct contain similar terms regarding outside employment.

Related Forms

HGH HR-001-Code of Conduct

References

Article 8 of the Collective Agreement regarding Restrictions on Outside Employment.



HGHR-007 – Hours of Work and Attendance

Section: 001 Human Resources
Subject: 007 Hours of Work and Attendance
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

Employees are expected to consistently attend work during their designated regular hours of work unless on authorized leave. This policy outlines requirements for hours of work and attendance management, and the proper authorization process for absences.

Definitions

Regular Work Hours are the standard hours during which employees are expected to perform their job duties. This includes specific start and end times as determined by the Hamlet of Gjoa Haven.

Part Time Hours are less than the standard hours of work scheduled in a week for full time employees.

Rest Periods are designated periods during the workday when employees are allowed to rest or attend to personal matters.

Lunch Period is a longer break during the workday intended for employees to have a meal, typically not included in the calculation of regular work hours.

For the purposes of this policy, **“Timesheets”** refers to the organization’s electronic timekeeping system (PayClock), which records employee work hours through biometric time capture (thumb scan) upon arrival at and departure from the workplace. All references to timesheets within this manual include the electronic records generated by this system.

Policy Requirements

Employees are generally required to work a scheduled workweek of 40 hours (8 regular work hours per day x 5 days per week), exclusive of a one-hour lunch period each day (individual hours of work may vary as per department requirements). Each regular workday, employees are entitled to a paid one-hour lunch period. Schedules and lunch periods for Part-time, Casual, and for employees on a modified work schedule will be established on an individual basis.

For Bargaining Employees, Article 24 of the Collective Agreement outlines hours of work, lunch periods, and breaks to be used in conjunction with this policy.



1. Employees will be informed of their regular hours of work in their Letter of Offer.
2. In the absence of authorized leave (e.g., vacation leave, sick leave), employees are required to attend work during their regularly scheduled hours.
3. Employees are expected to take their lunch periods and rest periods at a consistent time each day, or as close to their normal lunch and rest period as possible. Management will make every effort to arrange meal periods and rest periods at a time convenient for the employee.
4. Management is accountable for maintaining accurate attendance records for all employees.
 - a. Attendance registers will include details of attendance and absences, with sufficient information to support salary payments and credit accruals.
5. The Hamlet will arrange a daily work schedule that best reflects the needs of the particular position. However, the Hamlet will also make reasonable efforts to accommodate employee requests for modified schedules, flexible work schedules, and remote work, based on their individual circumstances.
6. An employee who is unable to report to work or who is going to be late for any reason must call their direct manager to explain the reason. If the employee cannot reach their direct manager, they must call reception of the Hamlet office and leave a message for their direct manager.
 - a. An employee who is unable to report to work must do so no later than 30 minutes prior to the start of their shift, unless an emergency prevents them from doing so.
7. All employees shall be setup on bi-weekly electronic timesheets, which summarize their hours worked, overtime hours, and leave taken. Time worked will be captured on the Hamlet's time management system, Payclock, through a thumb scan.
 - a. Employees are required to clock in and out as they arrive to and leave from work. Timesheets will be approved each pay period by the supervisor/manager.
8. All employees shall ensure that all leave from work is approved by their manager (or delegate). The leave request shall be submitted through our online leave management system, Rise HR. If timesheets and leave requests are not submitted on time, payroll processing may be delayed until the proper requirements have been met.
9. Tardiness and absenteeism will be addressed through our Discipline Policy and Section 33 of the Collective Agreement for Bargaining Employees. Habitual tardiness and absenteeism may result in discipline, up to and including termination of employment.
10. Any employee who is absent without an approved leave request, and who does not report their absence to their direct manager, will be considered Absent Without Leave



(AWOL) and will not be paid for the period of AWOL, except in extenuating circumstances.

- a. Any employee who is AWOL for four (4) or more days will be considered to have abandoned their position, unless there are extenuating circumstances preventing the employee from contacting their manager or attending work.
- b. When an employee is on unauthorized leave, it is considered a lack of professionalism and may impact the performance review and rate increase.

11. Hours of work as described in the Collective Agreement:

Employee Group	Work Hours	Notes
Administrative, Facility Maintainers, Public Works Clerk	9:00 a.m. – 5:00 p.m., Monday to Friday	Standard 8-hour workday
Operational/Maintenance (not otherwise listed)	8 hours per day, 5 days per week	
Recreation and Arena Employees	70 hours per pay period, 7 hours/day (excluding 1-hour meal), 2 days rest/week	
Heavy Equipment Operators, Garbage Truck Drivers and Garbage Truck Swampers	8 hours per day, 5 days per week	
Water/Sewer Drivers and Swampers	80 hours biweekly	Max 5 consecutive work days, min 2 days rest, schedule posted 14 days in advance for 2 pay periods minimum
Janitor, Part-time, Casuals	As required, up to 8 hours/day or 40 hours/week	Overtime applies beyond 8 hours/day or 40 hours/week

Hours of Work – Non-Union Employees

For non-union employees, the standard hours of work will be outlined in the Letter of Offer. The Letter of Offer forms part of the terms and conditions of employment and provides clarity on expected hours of work, including regular daily and weekly hours and work schedule.

Any changes to hours of work will be communicated in writing and will require an updated Letter of Offer or written confirmation. Non-union employees are expected to work the hours outlined in their Letter of Offer to meet operational and performance requirements.



References

- Article 24 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven
- Article 33 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



HGHR-008 – Timesheet Policy

Section: 001 Human Resources

Subject: 008 Timesheet Policy

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

This policy outlines the procedures for timekeeping through timesheets, ensuring accuracy, transparency, and compliance with operational standards.

Definitions

For the purposes of this policy, **“Timesheets”** refers to the organization’s electronic timekeeping system (PayClock), which records employee work hours through biometric time capture (thumb scan) upon arrival at and departure from the workplace. All references to timesheets within this manual include the electronic records generated by this system.

Policy Requirements

1. Payment Basis:
 - All non-management employees will be compensated based on time worked, while management employees receive a salary.
2. Time Recording Methods:
 - Daytime employees are required to use the timesheet system (Payclock), which will be approved by their supervisor before payroll processing.
3. Integrity of Time Records:
 - No employee is permitted to tamper with or alter any information recorded on a timesheet.
 - Employees must seek approval of their supervisor for any necessary changes on their timesheet.
 - Supervisors are responsible for approving any changes to timesheets for the employees they oversee before submission to payroll.
 - Tampering with timesheets may result in disciplinary action up to and including termination of employment, in accordance with Article 33 of the Collective Agreement.



4. Adherence to Operating Hours:

- Operating hours will be strictly enforced, with no early sign-ins or late sign-outs permitted without pre-approved overtime authorization. Lateness will be deducted in 15-minute increments.

5. Leave and Missing Time:

- Any time not accounted for on timesheets must be supported by the appropriate Leave request, specifying the type, date, and duration of leave.

6. Timesheet Alterations:

- No employee is authorized to alter or change the PayClock settings without approval from their supervisor.



HGHR-009 – Overtime

Section: 001 Human Resources

Subject: 009 Overtime

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Overtime policy for the Hamlet of Gjoa Haven outlines procedures and guidelines with respect to overtime work. The Hamlet will compensate eligible employees with overtime pay or time in lieu of pay based on the requirements of the Collective Agreement and as stated in the Nunavut Labour Standards Act.

The purpose of the Overtime Policy is to ensure overtime is administered consistently and fairly, recorded accurately, and paid correctly. Although the Hamlet's expectation is that employees would normally be able to accomplish the day-to-day activities required for their position during normal business hours, on occasion, circumstances may arise that require overtime hours.

Definitions

Exempt Employees: Employees who are not subject to the overtime requirements of the Nunavut Labour Standards Act.

An Exempt Employee will not be paid overtime for hours worked in excess of the employee's normal hours of work per week, and/or in excess of the thresholds applicable to Non-Exempt Employees under the Nunavut Labor Standards Act, and/or in excess of hours specified under this policy.

Non-Exempt Employees: Overtime compensation is available to all employees who are considered Non-Exempt from the provisions specified in the Nunavut Labor Standards Act. Non-Exempt employees include those working in a non-managerial capacity and those working in a non-designated profession. All Bargaining Unit Employees are considered to be Non-Exempt.

Regular Work Hours is the standard hours during which employees are expected to perform their job duties. This typically includes specific start and end times as determined by the Hamlet of Gjoa Haven.

Overtime is any hours worked in excess of the regular work hours, which are eligible for additional compensation according to the Hamlet's policies and the Collective Agreement. For part-time employees, overtime means work performed in excess of the regular hours of a fulltime employee.



Time Off in Lieu is time off granted to an employee instead of overtime pay for hours worked beyond regular work hours, subject to approval by management.

Call Back Pay is the same as a call out. An employee is not entitled to call-back pay where they are required to attend work outside their regular hours of work and are notified of this requirement prior to the end of their regular hours of work.

Policy Requirements

The management team is required to regulate the use of overtime and to ensure that employees are using their regular working hours efficiently and effectively.

An employee's direct manager is responsible for monitoring and managing their employees' hours of work, rest periods, and overtime work, providing advance authorization for employees to work overtime where appropriate, and for reviewing and approving an employee's overtime record in a timely manner.

General Rules

- Article 25 of the Collective Agreement outlines general provisions for overtime along with overtime calculations.
- All overtime is to be initiated and pre-authorized by the employee's direct manager, or if necessary, by the CAO. No overtime hours can be claimed without prior authorization and documentation of the actual overtime hours worked.
- The employee must complete the Overtime Request and Authorization Form which is then sent to their direct manager for review and approval.
- At management discretion, per the Collective Agreement, banked time off in lieu of overtime pay may be taken.
- Banked days off in lieu of overtime pay must be scheduled at a time that is mutually agreed upon by the Non-Exempt employee and their direct manager.

Standby Pay

- When the Employer requires an employee to be available for standby duty during off duty hours, the employee shall be compensated by a standby payment of forty (\$40.00) dollars per day.
- A mobile radio telephone system or cellphone will be made available for those employees on standby duty.

References

- Article 24 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven
- Article 33 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



In the event that the employee does not pay their portion of the premiums, the Hamlet maintains the right to cancel entitlement to benefits and discontinue remitting the employer portion of premiums.

Reinstatement Following Leave of Absence

Upon return from a leave of absence an employee will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms or be provided alternative work of a comparable nature at not less than the earnings and other benefits that had accrued when the leave started. The employee is entitled to all increases in wages and benefits which they would have received if not on leave.

Upon the employee's return-to-work, all benefits the employee held previous to their absence will be continued without restriction of coverage.

Postponement of Return to Work

Employees who need to extend their leave beyond the approved term must provide a minimum of four (4) weeks' written notice (when the original leave was longer than 4 weeks). A second Leave of Absence Request Form must be completed and submitted for approval.

Voluntary Termination of Employment

Employees who do not wish to resume employment after leave must provide written notice of intention to terminate employment. If an employee does not provide written notice and does not show up for work on the scheduled return-to-work day and continues to be absent up to four (4) days after the scheduled return-to-work date, the Hamlet will provide confirmation of resignation letter to the employee citing job abandonment.

Duty to Cooperate During a Leave of Absence

Employees granted a leave of absence must cooperate during the term of their absence. Employees have a duty to communicate throughout the leave. This duty involves, at a minimum, responding to calls, messages, notes and other attempts to communicate with them as soon as reasonably possible and in no event later than three (3) business days after such calls are made.

"Responding" means speaking directly with a representative the Hamlet; simply leaving a voice mail message after business hours does not count as a response.

The employee also has a duty to provide requested information. If requested, employees must provide information that the Hamlet thinks is appropriate and necessary to verify their right to any continuing eligibility for leave.



Sick Leave Administration

Employees are responsible for completing any and all recommended treatment as per the instructions of their medical practitioner including all rehabilitation activities. The employee will be responsible to ensure that the employer is informed of both negative and positive changes to progress of rehabilitation. The employee will work in conjunction with the benefit insurer (if applicable) as required for the successful reintegration of the employee to work.

The Supervisor is responsible for the employee's reintegration into the organization and will ensure that the recommendations of the individuals' medical practitioner are being met at all times.

Human Resources is responsible for follow-up and case management in conjunction with the benefits provider.

Employees who are proceeding to a medical center outside of Gjoa Haven, shall be granted leave of absence with pay which is not to be charged against sick leave credits for the lesser of four (4) days or the actual time taken to travel from their post to a medical center and return.

Notification of Sick Leave, Required Documentation, and Accommodation

Employees who are away from work on a non-work-related illness, injury or disability are to continue to notify their manager of their absence on a daily basis, unless an alternative communication schedule is agreed upon.

If the absence persists for a period of three (3) business days or more, the employee shall report the nature of their absence to Human Resources by the end of the third business day of the onset of symptoms (or from the date of incident from any injury).

- At the end of the third business day, a doctor's note will be required from the employee in order to sustain their absence from work.

If absence goes beyond one (1) week, the employee is required to have a registered medical practitioner complete a Return-to-Work Following Illness Form or where necessary a note of doctor clearance will be accepted.

- Upon determining the employee's requirement for leave, the employee will be provided with benefit forms for Short Term Disability as required.

Throughout an absence longer than three (3) days, Human Resources will be responsible for all communication with the benefits provider (as applicable) and the employee.

- They will maintain communication with the employee at all milestones as dictated by the medical practitioner and benefit providers documentation (i.e. Follow-up doctor appointments or benefit completion/reassessment dates).



Throughout a medical leave, whether it is through disability insurance or not, the employee will be required to provide continuous documentation to sustain an absence from work. The employee will be held responsible for ensuring their documentation is current. In the event the employee remains medically unable to return-to-work beyond what is stated in their current documentation, the employee is required to contact HR within a twenty-four (24) hour period upon expiration of their current documentation and arrange for new documentation to be immediately provided.

No employee shall return to work unless proper documentation is received from a medical practitioner. Where the employee has been off work for one (1) week or more, and prior to return to work, we will require medical documentation which clears the employee to resume modified or full duties.

- Upon receipt of updated medical documentation which clears an employee for modified duties, we will make every reasonable effort to accommodate the employee with suitable job duties which do not violate the employee's updated restrictions.
- Upon the receipt of updated medical documentation which clears an employee for full duties, we will reinstate the employee to their former position or a comparable position (if the former position does not exist).
- The employee will be compensated at a rate of pay no less than when their leave began, unless during a leave period, the wages and benefits of a group of employees are reduced as part of a reorganization plan. In which case, the employee who is reinstated in that group will receive no more than the wages and benefits that the employee would have received if he or she had been at work during the reorganization. Similarly, if wages and benefits for the employee's group are increased during the leave, the employee would be entitled to the increases upon return-to-work.

Vacation Leave

The purpose of the Vacation Policy is to provide a consistent approach to managing vacation and to reinforce the commitment to work-life balance for employees by ensuring that employees are provided an opportunity to take a period of rest from their employment to renew and rejuvenate themselves.

It is the joint responsibility of management and the employee to ensure that vacation is scheduled and taken at a mutually agreeable time. Management shall use its discretion in approving vacation, based on the occurrence of peak workloads, employee's length of service and such other factors relevant to the operation of the Hamlet and personal circumstances of the employee.

The Employee is responsible for taking their accrued vacation each year and ensuring they follow the proper protocol for requesting vacation.



The Supervisor/Manager is responsible for;

- Managing the vacation scheduling of their department, ensuring employees schedule their vacation time, and approving/denying requests for vacation.
- Supporting employees in scheduling vacation to meet operational requirements and ensuring employees are able to take their allotted time.
- Scheduling vacation for any employees who have not scheduled vacation.
- Reviewing regular vacation reports and monitoring vacation usage.

Vacation Leave Entitlements and Approvals

Employees will earn annual vacation based on their years of service. See below for entitlement. For Bargaining Unit Employees, we have referenced Article 19 of the Collective Agreement. Employees will earn vacation on an accrued basis commencing on their first day of employment.

Employees will accrue annual vacation leave at the following rates, for each month in which they receive ten (10) days of pay. Employees must receive ten (10) days of pay in a given month to accrue at the rates below.

Time Employed	Monthly Accrual Rate	Total Possible Annual Accrual
<3 Years	1.25 days per month	15 days
3-10 Years	1.67 days per month	20 days
10-18 Years	2.08 days per month	25 days
>18 Years	2.5 days per month	30 days

Vacation Leave will accrue throughout the year and may be used at any time during that year on the approval of the direct manager. Employees must submit a Leave of Absence Request Form and submit it to their direct manager for approval prior to taking any time off. This form shall be kept in their personnel file.

Vacations are to be scheduled so as not to interfere with operations. At least 14 days written notice (except when vacation duration is less than four days) is required for each employee who wishes to take annual vacation leave. For periods of leave less than four (4) days, an employee will be required to submit a written request at least 24 hours in advance, whenever possible.

- Requests to use vacation shall not exceed the number of vacation days accrued to the date of request, unless agreed to in advance by the respective manager. Up to five (5) days may be permitted with management discretion.



If a holiday falls on a day of rest, the Hamlet will typically be closed on the following business day.

Should a holiday fall during an eligible employee's vacation period, the employee will be paid for the holiday and the Employee's vacation balance will not be impacted.

Holiday Pay

An employee who is paid based on a regular work schedule shall, for a general holiday on which the employee does not work, be paid at least the equivalent of the wages the employee would have earned at the regular rate of wages for the normal hours of work of the employee.

An employee who works an irregular work schedule shall, for a general holiday on which the employee does not work, be paid at least the equivalent of his or her daily wages, based on the average of his or her daily wages for the four weeks that the employee worked immediately preceding the week in which the general holiday occurs.

Pay for Work on Statutory Holiday

An employee who is required to work on a day on which they are entitled to holiday pay shall be paid, in addition to the holiday pay for that day, wages at a rate equal to at least double their regular rate for the time that they work on that day.

A casual employee who works on a designated paid holiday shall be entitled to double time for every hour worked, provided that the employee works the entire shift as required.

IQ Days

In recognition of Inuit Qaujimajatuqangit the employer shall dedicate one regular working day annually, usually in the spring, as IQ Day. The purpose of this developmental day is for all employees to participate, with the assistance of elders, in activities that reinforce the IQ, develop a greater understanding of Inuit culture and build stronger interpersonal relationships. Attendance at IQ Day shall be mandatory for all employees. Employees electing not to participate are required to report to work.



HGH HR-011 – Professional Development

Section: 001 Human Resources

Subject: 011 Professional Development

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Hamlet of Gjoa Haven encourages employees to further their professional and technical knowledge and skills through appropriate education, training and development.

An employee may request leave and/or financial assistance to take training/education courses to better their qualifications. This must receive the approval of the CAO. Training that the employee requests to better their qualifications may be approved with or without pay, and given the length of time required, may request leave.

The Hamlet is committed to developing and maintaining a highly skilled workforce and will consider all requests for training and development. To aid and encourage employees to complete courses that are job related and/or deemed beneficial to their positions, the Hamlet may provide educational assistance. Educational assistance is provided to employees based on the following factors:

- The relevance of the course to the employee's present duties or future developmental needs.
- The contribution the employee can make as a result of taking the course.
- Special circumstances such as the professional requirement to maintain an accredited designation.
- The effect of the employee's absence from the workplace (participation in any course should not interfere with an employee's job performance or responsibilities).
- Inability to receive government funding.

Policy Requirements

- All requests for educational reimbursement must be submitted prior to the enrollment using the Educational Assistance Program Application.
- The course or program must be related to the present work duties or the anticipated career plan for the employee.
- Employees must successfully complete their probationary period before they will be eligible for educational assistance.



- For employees that are pursuing developmental opportunities, prior to receiving the educational assistance, they will be asked to sign an Educational Assistance Agreement. This agreement will outline the conditions of receiving the financial support.

Applying for Professional Development and Educational Assistance

Employees interested in attending employment-related professional development activities are required to submit a Educational Reimbursement Application to Human Resources for approval.

In cases of an annual renewal for Professional Certification, the CAO will be required to sign off on the employee's individual expense claims prior to it going to Finance for reimbursement.

Approval Process

The employee should discuss their career and educational goals with their immediate supervisor to determine the relationship of their plans with the goals of the department. Coursework should align with the employee's written Individual Development Plan (IDP).

The employee must complete the Educational Reimbursement Application and submit it to Human Resources for approval prior to registration for the course. The application will be provided to the CAO for review and approval.

Eligible Programs/Courses

- Courses for credit, provided that such course work leads to a degree or professional designation (CPA, PE, PMP, etc).
- Correspondence courses, workshops, seminars and conferences, provided they meet the eligibility criteria of this policy.
- Review courses to prepare an employee for professional certification exams, such as CPA, CFA, PMP, or PE; as well as the certification exam itself.

Reimbursements and Other Guidelines

- Financial support and the amount of fee reimbursement will be determined and approved by management and the CAO.
- Employees will be eligible to use their personal leave time to study or write an exam.

Fees Not Eligible for Reimbursement

- Related expenses such as books, fees, travel, and parking are not eligible under this Policy, unless approved by the CAO.
- Employees who do not successfully complete a course will not be eligible to expense the same course again.



- Fees covered by government funding.

Steps Upon Course/Program Completion

Upon completion, all receipts, certificates, and an unofficial transcript (if applicable) must be submitted.

Repayment Structure

A formal Reimbursement Agreement may be required when the Hamlet pays for education and/or professional development. If a Reimbursement Agreement is required, the Employee must review the Reimbursement Agreement and acknowledge with their signature once the exact costs are defined, but before the fees are paid.

Related Forms

Training Form Template



HGH HR-012 – Performance Evaluation

Section: 001 Human Resources

Subject: 012 Performance Evaluation

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

A comprehensive performance evaluation is conducted for each employee before the completion of their probationary period and prior to their anniversary date. Subject to the Collective Agreement and satisfactory performance, wage increases at the conclusion of the performance evaluation period will take effect in the pay period that their work anniversary falls.

Performance evaluations are important for continuous improvement, growth, and success. The performance review process is an opportunity for employees and managers to openly communicate, collaborate, and reflect on past accomplishments, set individual and team goals for the future, and align individual performance with organizational objectives.

The annual performance evaluation system must provide for a standard form, performance standards, and formal procedures and evaluation processes that maintain internal consistency.

Policy Requirements

Performance Management formalizes expectations and defines success, improvement areas, goals, development opportunities and action plans to Employees.

General Process Overview

1. Performance Evaluations serve as a constructive tool to provide employees with effective feedback regarding their job performance. The focus is on acknowledging areas of strength and identifying opportunities for improvement.
2. Performance Evaluations will be conducted at least once each year for every employee.
3. The Supervisor is responsible for completing the performance evaluation form, which serves as the basis for training and development initiatives throughout the year.
4. Employees will be given the opportunity to review and discuss the evaluation, as well as express their career development goals. The employee will be given the opportunity to discuss, read, and acknowledge the contents have been received and understood.
5. In cases of unsatisfactory performance, employees will be informed of specific areas requiring improvement, and measures will be developed to assist in their enhancement.



- a. A follow-up evaluation will be conducted within three months (or more frequently) if necessary.
6. Employees will have an opportunity to provide comments on the evaluation, including areas of disagreement.
 - a. Per Article 30 of the Collective Agreement, the employee may refer to the grievance procedure in Article 32 of the Collective Agreement to rectify any perceived violations or discrepancies in their performance appraisal.
7. The performance evaluation form will be presented to the Chief Administrative Officer for final approval.
8. A copy of the evaluation will be placed in the Employee's Personnel File, and another copy will be provided to the employee for their records.

Annual Review

During the review period, there will be a meeting between the employee and manager, where the manager will debrief the employee and provide detailed feedback regarding the employee's performance and areas of development. During this meeting, the employee will also provide their perspective on their performance. All completed evaluations will be sent to the CAO for final review and feedback.

It is the responsibility of the CAO and Human Resources to ensure that performance reviews are scheduled and conducted for each employee each year. These performance appraisals shall reflect the job requirements and required competencies for each position. The performance appraisal will also include agreed upon goals for the next evaluation period.

Performance evaluations will assess employee performance, set goals for the upcoming year, and provide an opportunity for feedback and development planning. Based on the results of these evaluations, any approved wage increases will take effect. In the event that performance evaluations are delayed for any reason, any resulting wage increases will be retroactive. This ensures that all employees receive timely recognition and compensation for their performance, regardless of any administrative delays in the evaluation process.

Service Awards

Once every year the Hamlet will hold an event where employees will be recognized for their long services or achievements, and, at the Employer's discretion, recognized employees may be awarded commendations, certificates, plaques or gifts.

Related Forms

Performance Evaluation Form Template



HGHR-013 – Probation

Section: 001 Human Resources

Subject: 013 Probation

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

All new employees and employees transferring or being promoted to a new position will be subject to a probationary period as outlined in this policy.

Definitions

N/A

Policy Requirements

1. The probationary period is an opportunity for the Hamlet of Gjoa Haven to determine if the employee is qualified and suitable for the position.
2. Employees will be advised of the length of their probationary period in their Letter of Offer.
For Bargaining Unit employees, the length of the probationary period is outlined in Article 2 of the Collective Agreement. Also, Article 41 outlines further terms of employment regarding the probation period in relation to seniority.
3. The probationary period for all employees is as follows:
 - 3.1. For members of the Bargaining Unit, and per Article 2 of the Collective Agreement, the probationary period is six (6) months.
 - 3.2. The probationary period is twelve (12) months for all new employees in Management, Supervisory and Officer level positions.
 - 3.3. The probationary period is six (6) months for all new employees in all other out-of-scope positions.
 - 3.4. The probationary period is three (3) months for all employees transferring or being promoted to all positions.
4. The direct manager is responsible for advising employees on probation of the standard of performance that is expected and the rules of the workplace within the first week of employment.



5. The direct manager is responsible for monitoring the performance of an employee on probation and:
 - 5.1. identifying problem areas and developing ways in which to assist the employee.
 - 5.2. identifying areas where the employee is performing well.
 - 5.3. will meet with the employee prior to the end of the probationary period to advise the employee of their status.
6. Employees who are on probation are not entitled to salary increments.
7. Employees who are on probation will not be considered for other Hamlet of Gjoa Haven positions without the consent of the CAO.
8. Probationary periods may be extended for employees whose performance does not meet specified standards but who may perform at a satisfactory level with further training, development and/or experience.
9. An employee on probation who is not suitable for the position may be terminated from their employment with the Hamlet of Gjoa Haven.
10. Employees can only be terminated during their probation if the employee has been advised of problems of performance and/or suitability.



HGH HR-014 – Discipline

Section: 001 Human Resources

Subject: 014 Discipline

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

Discipline may be implemented in cases where an employee has demonstrated, but not limited to, poor performance, misconduct, or inappropriate behaviour.

Discipline may be progressive, and the preferred outcome will be to assist the employee to correct the problem or behaviour. It is the employee's responsibility to correct the performance or behaviour.

Definitions

N/A

Policy Requirements

1. Discipline may be taken for a variety of reasons. The following includes reasons why discipline may be administered (these are examples and not an exhaustive list): performance, misconduct, insubordination, inappropriate behaviour or for problems such as being consistently late for work.
2. Discipline is to be used as a means of identifying and correcting a problem.
 - 2.1. It is in the best interest of both the Hamlet of Gjoa Haven and the employee that the problem be corrected at the earliest possible stage of the process.
 - 2.2. Further discipline should only be taken if the problem is not corrected by the employee.
3. Discipline must be discussed in a private and confidential meeting between the Chief Administrative Officer (CAO), the Supervisor and the employee.
 - 3.1. The employee will be provided with the opportunity to have a Representative of the Union in attendance.
 - 3.2. At the disciplinary meeting, the employee must be provided with an opportunity to explain the circumstances surrounding the problem or misconduct.



4. Letters of discipline will be placed in the employee's Personnel File.
 - 4.1. Per Article 30 of the Collective Agreement, the employee may request that the letters be removed from the Personnel File if no further actions have been required after a period of two years from the date of the last disciplinary action.
5. Unless the misconduct warrants an immediate suspension or termination of employment, discipline will be progressive and will normally follow the steps outlined in this policy.
 - 5.1. All discipline administered is done on a with cause basis.
6. Steps for Progressive Discipline
 - 6.1. The following steps will generally be followed when administering progressive discipline. However, Management will maintain the right to administer discipline based on the nature of the issue. The general process for discipline steps are outlined below.
 - 6.1.1. Verbal Warning
 - 6.1.2. Written Warning
 - 6.1.3. Suspension
 - 6.1.4. Termination
 - 6.2. Incidents of misconduct (such as fraud, theft, or breach of specific policies such as use of drugs or alcohol in the workplace, illegal activity, driving without a license, etc.) may warrant an immediate termination.
7. Considerations Regarding Progressive Discipline
 - 7.1. The appropriate disciplinary response will be determined based on the circumstances of each incident and consideration of a number of factors, such as:
 - 7.1.1. the seriousness of the performance or misconduct (including whether it is sporadic or chronic).
 - 7.1.2. impact on the community and/or employees.
 - 7.1.3. the degree to which the employee's actions were willful/culpable.
 - 7.1.4. the extent to which mitigating factors such as provocation, misunderstanding or lack of sufficient training are present.
 - 7.1.5. the employee's past discipline record and length of service.
8. Per Article 32 of the Collective Agreement, employees may file a grievance if they should choose to appeal the discipline administered.

Related Forms

- Sample Corrective Action Letter
- Sample Suspension Letter
- Sample Demotion Letter



References

- Policy HR-024 Termination of Employment
- Article 32 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven
- Article 33 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



High HR-015 – Resignation and Termination of Employment

Section: 001 Human Resources
Subject: 015 Resignation and Termination of Employment
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

The termination of employment is a significant aspect of workforce management at the Hamlet of Gjoa Haven. We aim to ensure fair and transparent procedures for both employees and the organization. This policy outlines guidelines and procedures for termination, encompassing legal requirements, and specific scenarios.

To support with operations of the Hamlet, we request that employees provide at least two weeks of written notice of resignation.

Definitions

N/A

Policy Requirements

Resignations

1. An employee who plans to resign their employment with the Hamlet of Gjoa Haven is expected to provide at least two weeks of written notice of their resignation.
 - Verbal notice of resignation will be accepted if given directly by the employee to the Chief Administrative Officer.
2. The Chief Administrative Officer will accept in writing the letter of resignation or verbal notice of resignation.
 - The Chief Administrative Officer will wait a period of 2 business days before accepting the resignation.
 - A copy of the letter of resignation and a copy of the letter of acceptance of resignation will be placed in the employee's Personnel File.
3. The employee will be asked to complete an Exit Interview form.



4. The employee will be asked to provide a forwarding address for final payment and for T4 income tax purposes.
5. The Payroll Officer will check leave records, make the necessary arrangements for completing a Record of Employment and prepare the final pay.

Terminations

All termination decisions are made based on the best interests of the Hamlet and reflect its needs and financial circumstances at the relevant time. The Hamlet seeks to ensure that employees are treated fairly and in accordance with the Collective Agreement and Nunavut Labour Standards Code in the event that a termination of employment becomes necessary.

Termination of Employment may result from:

1. Expiry of the term of employment originally agreed to by the employee and Hamlet of Gjoa Haven.
2. A decision not to retain an employee at the completion of a probationary period.
3. A determination that there is just cause for termination (ex. misconduct).
4. A decision not to retain an employee upon the provision of notice as set out in the Nunavut Labour Standards Code.

Termination For Cause

Employment will be terminated immediately when an employee is terminated for just cause. The termination may occur as the final step in the Discipline Policy or be issued without prior notice, depending on the circumstances.

Without Cause Termination

For out-of-scope employees, their employment may be terminated, without cause, upon the provision of notice in writing or pay in lieu of written notice. Entitlements for termination pay are based on the Nunavut Labour Standards Code.

Job Abandonment

An employee's failure to report to work after four (4) consecutive days will be deemed as abandonment of the position by the employee. A letter will be written and sent to the employee notifying confirming their resignation of employment due to job abandonment. After each day that the employee does not report to work and does not provide notice, the direct manager will attempt to make contact with the employee.

If there are extenuating circumstances that prevented the employee from making contact, the Hamlet will review and the resignation may be voided. This is at the discretion of the Chief Administrative Officer.



The Hamlet shall make reasonable efforts to contact the absent employee and in addition document daily the means of communication and ensure this information is kept in the employee's personnel file.

References

Nunavut Labour Standards Act



HGH HR-016 – Harassment, Bullying, and Violence Free Workplace

Section: 001 Human Resources

Subject: 016 Harassment, Bullying, and Violence Free Workplace

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Hamlet of Gjoa Haven is committed to a work environment in which all individuals are treated with respect and dignity. We strive for a workplace free from harassment, bullying, and violence and are committed to providing a safe work environment.

Employees have a responsibility to conduct themselves within the spirit and intent of this policy and to contribute toward a workplace environment that is free from harassment, bullying, and violence. We do not tolerate any form of harassment, bullying, and/or violence, and we respond to these issues appropriately, fairly, and confidentially.

This policy outlines expectations regarding harassment, bullying, and violence in the workplace, including on Hamlet premises, during work-related travel, at conferences, training sessions/seminars, all work-related social functions, and during work-related telephone, electronic, and other communications.

This policy extends to conduct that occurs outside of regular work hours when it impacts the work environment or the well-being of employees. Actions such as sending text messages, emails, or social media messages to colleagues that fit the definitions of harassment, bullying, and/or violence, or making negative comments on social platforms, can create a hostile environment that affects an individual's safety at work. Such behavior, even when occurring outside work hours, is a violation of this policy if it influences the workplace or undermines the respectful and safe environment we are committed to upholding.

Roles and Responsibilities

It is the mutual responsibility of all employees and management to ensure we maintain a harassment free workplace. All employees are responsible to conduct themselves in an appropriate, respectful manner and to treat all co-workers, community members, vendors and suppliers with dignity and respect. Any employee who becomes aware of harassment or violence, or a threat to engage in such behavior, is to immediately report the behavior or threat.



Employees must also:

- If required, cooperate with investigators or other authorities in an investigation related to harassment, bullying, and/or violence.
- No employee shall be required to perform work at any worksite under circumstances of workplace violence.
- At least once per year, participate in education and training for harassment, bullying, and violence identification and prevention.

Management is responsible for:

- Ensuring that the work environment is kept respectful and harassment and violence free.
- Recognize the value of individual differences and ensure an inclusive workplace environment that values all members of the team.
- Ensure that employees participate in recommended employee awareness training.

The CAO (or delegate) will be responsible for receiving workplace complaints, conducting investigations, administering disciplinary action, and investigation documentation. In addition, the CAO (or delegate) will advise on policy administration and organize annual training.

Responsibilities of the Hamlet of Gjoa Haven include:

- Implement appropriate controls for workplace violation risks.
- Develop workplace specific procedures to report alleged violations.
- Develop Emergency Response Plans specific to the workplace in accordance with Emergency Preparedness.

Definitions

The definitions outlined in this policy are aligned with the following:

- Nunavut Occupational Health and Safety Regulations – Section 34 and 35
- Article 10 of the Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven
- Canadian Centre for Occupational Health and Safety (CCOHS)

When Nunavut legislation or the Collective Agreement is silent on any of the following definitions, the Hamlet may refer to other pieces of legislation as a benchmark, such as those developed by the CCOHS.

Complainant

A Complainant is a person who alleges they experienced disrespectful behavior, harassment, bullying, and/or workplace violence.



Respondent

A Respondent is a person who has been accused of disrespectful behavior, harassment, bullying, and/or workplace violence.

Harassment

Harassment means a course of vexatious comments or conduct at a work site that

1. is known or ought reasonably to be known to be unwelcome; and
2. constitutes a threat at the work site to the health or safety of an employee.

To constitute harassment, any one of the following must have occurred:

1. repeated conduct, comments, displays, actions or gestures; or
2. a single, serious occurrence of conduct, or a single, serious comment, display, action or gesture, that has a lasting, harmful effect on the employee's health or safety.

Conflict in the workplace is not necessarily harassment. From time to time, disagreements between employees will occur in the workplace. Early resolution of these disagreements re-establishes positive working relationships and reduces the chance the dispute will escalate to 'harassment'.

The following examples of legitimate workplace actions are not harassment when they are carried out in good faith:

- Direct supervision, including discussions about performance expectations.
- Assignment of work, and direction on how it is to be accomplished.
- Requests by managers for updates or status reports.
- One-on-one discussions between managers and employees.
- Decisions about approval or denial of time off.

Sexual Harassment

Sexual harassment means any conduct, comment, gesture, or contact of a sexual nature;

1. That is likely to cause offence or humiliation of an employee;
2. That might, on reasonable grounds, be perceived by that employee as placing a condition of a sexual nature on employment or on any opportunity for training or promotion.

Discrimination

Discrimination is a form of harassment. Individuals are prohibited from discriminating against a co-worker or a candidate for employment based on a protected field as outlined in Article 10 of the Collective Agreement and per the Nunavut Human Rights Act.



The Hamlet of Gjoa Haven is required by the Human Rights Act to ensure equal employment opportunity without discrimination or harassment on the basis of race, colour, ancestry, ethnic origin, citizenship, place or origin, creed, religion, age, disability, sex, gender identity or expression, sexual orientation, marital status, family status, pregnancy, lawful source of income, conviction for an offence for which a pardon has been granted, gender identity, gender expression, political belief, family affiliation, social condition, union membership or activity, or for exercising their rights under the Collective Agreement.

Bullying

Bullying is usually seen as acts or verbal comments that could psychologically or 'mentally' hurt or isolate an employee in the workplace. Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a particular person or group of people. It has also been described as the assertion of power through aggression.

Workplace Violence

Workplace Violence means attempted, threatened or actual conduct of an individual that causes or is likely to cause injury, such as a threatening statement or behaviour that gives an employee a reasonable belief that they are at risk of injury. Workplace Violence includes any incident in which an employee is abused, threatened, or assaulted during the course of their employment and includes but is not limited to all forms of harassment, bullying, intimidation, and intrusive behaviours of a physical or emotional nature.

Reporting an Incident of Harassment, Bullying, and/or Violence

We require the reporting of all incidents of harassment, bullying, and violence regardless of the offender's identity or position. Individuals who have experienced conduct that they believe is contrary to this policy should immediately notify one of the following before the conduct becomes severe or pervasive:

- Immediate Supervisor or Department Manager
- CAO
- Mayor and Council (Only if the alleged misconduct was conducted by the CAO)

If the employee decides to initiate a formal complaint, as much written information as possible should be given. It is important that the complaint be received as soon as possible so that the problem does not escalate. Once a complaint is received, a formal investigation may be initiated. The CAO (or delegate) may conduct the investigation or may decide to retain an independent third party to conduct the investigation. Whether the CAO (or delegate) conducts the investigation or hires someone else will depend on the nature and severity of the conduct and any other relevant factors.



Bargaining Employees may refer to Article 10 of the Collective Agreement, which outlines their right for union support through the complaint process.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to unwanted behaviours from promptly advising the offender that their behavior is unwelcome and requesting that it be discontinued, nor does it preclude them from taking measures or seeking remedies external to the Hamlet (i.e. Occupational Health and Safety).

Response to Complaints and Confidentiality

The Hamlet recognizes that an individual may find it difficult to come forward with a written complaint due to concerns of confidentiality. To protect the reputation of all individuals, confidentiality is assured to every extent possible to both the Complainant and Respondent. When a formal allegation is made, the Respondent will be made aware of who has made the complaint and the contents of the complaint, for a fair process to take place.

Investigations

Any reported allegations of harassment, bullying, and/or violence, will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have witnessed the alleged conduct or may have other relevant knowledge.

As a part of its investigation, we may consult with law enforcement authorities or other resources, as we deem appropriate, and may require professional assessments to determine whether an individual presents a threat to themselves or others in the workplace. The Hamlet has the responsibility to conduct a prompt investigation and select appropriate investigators who are able to conduct an impartial investigation.

Resolutions and conclusions to a complaint will be addressed, resolved, and given the necessary disciplinary actions within a reasonable timeframe of the initial report date. This is dependent on availability and cooperation of all parties.

When an investigation is conducted, the CAO (or Delegate) will:

- Conduct interviews with individuals identified as the complainant, the respondent, and any identified witnesses.
- Gather and review documents, records, or other evidence relevant to the investigation.
- Prepare an investigation report; identifying investigation findings.
- Look for a resolution that provides a safe and respectful workplace for all employees.

The summary of the results of any investigation will be communicated in writing to the Complainant and Respondent. Once the investigation has been completed, both the Complainant and the Respondent will be given a written closure letter.



All records of the investigation will be kept confidential. The investigation documents should not be disclosed unless necessary to investigate an incident or complaint of workplace harassment or violence, take progressive discipline or otherwise as required by law.

Responsive Action

Responsive action may include, but is not limited to, training, counseling, monitoring, development and/or implementation of controls to prevent recurrence and/or disciplinary action.

Retaliation

We will not tolerate any form of retaliation against those who file complaints or otherwise participate in complaints or investigations. These individuals are protected by law.

Retaliation or reprisals are prohibited against any employee who has submitted a complaint or has provided information regarding a complaint. Any retaliation or reprisal is subject to immediate progressive discipline, up to and including termination for just cause. Alleged retaliation or reprisals are subject to the same complaint procedures and penalties as complaints.

Appeals

Any Bargaining Employee who is not satisfied with the outcome of a workplace investigation may appeal the decision using the Grievance Procedure outlined in Article 32 of the Collective Agreement.

Employee Return to Work

If an employee has taken time off due to a complaint related to harassment, bullying, or workplace violence, and is planning on returning to work, the Hamlet will help support the employee by establishing an appropriate return to work plan. We will ensure that the employee feels comfortable and safe in their workplace.

Employee Support

We acknowledge that participating in an investigation can be a difficult process regardless of the role, complainant, respondent, or witness. Any employee seeking support or other resources during this process should feel supported and be aware of internal supports available.

False Accusations

We recognize that false accusations of harassment, bullying, and violence have serious effects on individuals. If an investigation reveals that the Complainant deliberately or maliciously filed a



false complaint, the complaint will be dealt with per the requirements of this policy. A false accusation is different than the inability to substantiate.

Training

All employees are required to participate in annual Respectful Workplace training to ensure their continued awareness and compliance with the policy.

The Hamlet is responsible for identifying and mitigating the following potential workplace elements that can cause or increase the risk of exposure to harassment, bullying, and workplace violence.

- Circumstances external to the workplace, such as family violence, could give rise to harassment and violence in the workplace.
- Reports, records, data related to harassment, bullying, and violence in the workplace.
- The physical design of the workplace.
- Measures that are in place to protect psychological health and safety in the workplace.

In alignment with Article 36 of the Collective Agreement, the Hamlet will conduct a risk mitigation strategy through the Occupational Health & Safety Committee.

Discipline

Failure to follow the provisions of this policy or providing falsified information or malicious intent claims will result in immediate progressive discipline, up to and including termination.

Employees who engage in workplace harassment or violence may be referred for evaluation and treatment as a condition of continued employment. Contractors, suppliers, vendors and third parties who engage in workplace violence will be removed and barred from our premises.

Related Forms

N/A

References

Policy HR-024 Termination of Employment

Article 10 of the Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



HGHR-017 – Drug and Alcohol Policy

Section: 001 Human Resources
Subject: 017 Drug and Alcohol Policy
Effective Date: February 12, 2026
Revision Dates:

Policy Statement

The Hamlet of Gjoa Haven is committed to ensuring the health and safety of its employees, contractors, and the public. The Hamlet of Gjoa Haven recognizes and accepts the responsibility to provide its employees with a safe, healthy, and productive work environment. Employees have the responsibility to report to work capable of performing their tasks productively and safely. The use of drugs, including illegal drugs, the improper use of prescription or non-prescription medication, and the use of alcohol, cannabis, or other intoxicants can have serious adverse effects on the safety of the workplace for employees, contractors, and the public.

Definitions

In this alcohol and drug policy, the following definitions apply:

Alcohol Any substance that may be consumed and that has an alcoholic content in excess of 0.5 per cent by volume.

Conditions for Continued Employment Agreement An agreement made between an employee and the Hamlet of Gjoa Haven, which sets out conditions imposed as part of a rehabilitation program and such other conditions which may be reasonable under the circumstances, including follow up testing.

Drug paraphernalia Includes any personal property which is associated with the use of any drug, substance, chemical or agent the possession of which is unlawful in Canada.

Drugs Includes any drug, substance, chemical or agent the use or possession of which is unlawful in Canada or requires a personal prescription from a licensed medical practitioner, any non-prescription medication lawfully sold in Canada, and drug paraphernalia.

Drug or alcohol dependency is a mental, physical, or psychological dependence on drugs, alcohol, or other impairing substances which is considered by a medical practitioner to be a medical condition/disability as contemplated by the Nunavut Human Rights Act.



Incident An occurrence, circumstance or condition that caused or had the potential to cause damage to person, property, reputation, security, or the environment.

Reasonable Grounds Includes information established by the direct observation of the employee's conduct or other indicators, such as the physical appearance of the employee, the smell associated with the use of alcohol or drugs on their person or in the vicinity of their person, their attendance record, circumstances surrounding an Incident or near miss and the presence of alcohol, drugs or drug paraphernalia in the vicinity of the employee or the area where the employee worked.

Rehabilitation Program A program tailored to the needs of an individual which may include education, counselling and residential care offered to assist a person to comply with the Alcohol and Drug Work Rule.

Substance Abuse Expert (SAE) A licensed medical practitioner; a licensed or certified social worker; a licensed or certified psychologist; a licensed or certified employee assistance expert; or an alcohol and drug abuse counsellor. They have received training specific to the SAE roles and responsibilities, has knowledge of and clinical experience in the diagnosis and treatment of substance abuse-related disorders, and understands the safety implications of substance use and abuse.

Policy Requirements

Responsibility for the successful implementation of the Drug and Alcohol Policy is shared by management and employees.

The Hamlet will provide prevention programs that emphasize awareness, education, and training with respect to the use of alcohol and drugs. The Hamlet will also ensure effective employee assistance services are available to employees.

Drug and Alcohol Rule

An employee shall not attend work or perform work while impaired or under the influence of alcohol and/or drugs. For clarity, this rule requires employees:

- not to attend work while impaired or under the influence of alcohol and/or drugs that are unlawfully sold in Canada.
- not to attend work while impaired or under the influence due to usage of any prescription or non-prescription drugs that are lawfully sold in Canada.

Note – Alcohol is currently prohibited in the Hamlet of Gjoa Haven. Per the Nunavut Liquor Act:

1. All that portion of the Territories that lies within 20 km of the building in the Hamlet of Gjoa Haven commonly known as the Hamlet Office is declared to be a prohibited area.
2. No person shall purchase, sell, transport or possess liquor within the prohibited area described above.



3. Every person who violates any provision of these regulations is guilty of an offence and liable on summary conviction to a fine not exceeding \$500 or to imprisonment for a term not exceeding 30 days or to both.

Exemption from Drug and Alcohol Rule

An employee complies with the Drug and Alcohol Work Rule if they are in possession while at work of a prescription drug (prescribed to them) or a non-prescription drug and:

- the employee is using the prescription or non-prescription drug for its intended purpose and in the manner directed by the employee's medical practitioner or pharmacist or the manufacturer of the drug.
- the use of the prescription or non-prescription drug does not adversely affect the employee's ability to safely perform their duties.
- the employee has notified their supervisor or manager before starting work of any potentially unsafe side effects associated with the use of the prescription or non-prescription drug.

Employees must discuss with the prescribing medical practitioner the nature of their work duties and ascertain any possible side effects of the prescribed or recommended medication that might impact their safety or job performance or the safety or job performance of others. If an employee is in doubt about their ability to work safely and efficiently while taking such medication, it is the employee's responsibility to immediately report that concern to their manager. The Hamlet may require a note from the treating medical practitioner before permitting a return to work, with all costs being to the account of the employee.

Implementation of The Alcohol and Drug Work Rule

The Hamlet is committed to informing Employees of the existence of this Policy and to taking such other steps as are reasonable to inform its employees of the safety risks associated with the use of alcohol and drugs.

The likelihood that an Employee will comply with the Drug and Alcohol Work Rule is increased if they know the safety risks associated with the use of alcohol and drugs.

Education

Managers will receive drug and alcohol policy training to ensure they have:

- an understanding of the purpose of this Policy and the requirements established.
- an ability to recognize behaviours that may indicate a drug or alcohol related problem and /or a breach of the policy.
- an understanding of their roles and responsibilities in addressing performance problems that may be related to drug and alcohol use, including an awareness of the process should an employee come forward with a self-help request.



- access to and understanding of the available resources for employees who may have a substance abuse problem.

Self-Help

This Policy encourages employees who believe that they may require the help provided by a Substance Abuse Expert (SAE) to voluntarily request that help. In addition to a SAE, the employee may request guidance from an Elder. An Employee requesting help will not be disciplined unless they:

- have failed to comply with the Drug and Alcohol Work Rule.
- have been requested to confirm compliance with the Drug and Alcohol Work Rule.
- has been involved in an Incident referred to below.

An employee seeking assistance, will be required to sign a release of information form allowing the administrators of such program to confirm to the Hamlet any limitations, suggested job modifications, reassignment or absence from work, and the employee's entry and commitment to the Rehabilitation Program.

Employees who seek assistance from a SAE and voluntarily participate in a Rehabilitation Program may be granted leave to do so. An Employee who receives assistance from an SAE on account of their use of alcohol and drugs may be required to enter into a Conditions for Continued Employment Agreement and must comply with such agreement as a condition of their continued employment.

Accommodation

An Employee who requires accommodation in order to perform the essential duties of a job has a responsibility to communicate the need for accommodation in sufficient detail to indicate the type and duration of accommodation required and to cooperate in the Hamlet's efforts to respond to the request. The Hamlet will make every reasonable effort to accommodate employees in such circumstances.

Social Situations

In the case of any social event, appropriate regard will be taken for the safety and well-being of the individuals present and the community. Responsible alcohol use is permitted at sponsored social functions held away from our workplaces after normal working hours and with prior approval of the CAO. Alcohol consumption will be controlled so there is no inappropriate behavior at the function or potential for impaired driving afterwards, and that alternative transportation arrangements will be made.



Reasonable Grounds Searches

A representative of management who has Reasonable Grounds to believe an employee may not be in compliance with the Drug and Alcohol Work Rule, must:

- Request that employee to confirm that he or she is in compliance with the Drug and Alcohol Work Rule; or
- Conduct or supervise a search in accordance with the section below.

A supervisor or a manager of an Employee may conduct or supervise searches for unauthorized alcohol, drugs, or drug paraphernalia at a Hamlet workplace where there are Reasonable Grounds to believe that such items are being kept or used at a workplace, or are otherwise creating a health or safety risk.

Consequences for Non-Compliance with The Alcohol and Drug Work Rule

The Hamlet may discipline, or terminate for cause, the employment of an Employee who fails to comply with the Drug and Alcohol Work Rule. The appropriate consequence depends on the facts of the incident, including the nature of violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

Prior to making a final decision with regard to disciplining or terminating the employment of an employee, the Hamlet shall direct the employee to and they shall meet with a SAE. The SAE shall make an initial assessment of the employee and make appropriate recommendations.

The employee shall, through the SAE, provide a confidential report of his or her initial assessment and recommendations. The Hamlet will then make a final decision in regards to disciplinary actions (including termination). The initial assessment is to be completed as soon as possible, and the report shall be delivered to within two days of completion. Failure by the employee to attend the assessment or follow the course of corrective or rehabilitation action shall be cause for termination of the employee.

We may also require the employee to enter into a Conditions for Continued Employment Agreement pursuant to which the employee agrees to any conditions imposed as part of a corrective rehabilitative program and such other conditions which are reasonable under the circumstances. The Hamlet may terminate the employment of the employee who fails to comply with the Conditions for Continued Employment Agreement.

Training and Awareness

All employees of the Organization are required to review this policy on an annual basis to ensure their continued awareness and compliance with the policy.



References

Article 55 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven

Policy HR-024 Termination of Employment



HGH HR-018 – Prohibited Use of Tobacco

Section: 001 Human Resources
Subject: 018 Prohibited Use of Tobacco
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

The Prohibited Use of Tobacco policy for the Hamlet of Gjoa Haven outlines the guidelines around the prohibition of tobacco in the Hamlet. In accordance with Worker's Safety and Compensation Commission Regulations, and in recognition of the hazards of smoking and tobacco in general, the Hamlet of Gjoa Haven does not permit smoking and/or the use tobacco, in any form, by employees or the general public in Hamlet of Gjoa Haven workplaces.

Definitions

N/A

Policy Requirements

1. Smoking and tobacco use in any form (including vaping) is prohibited in all Hamlet of Gjoa Haven work sites including, but not limited to, buildings, facilities and vehicles including when such facilities are closed to the public.
 - 1.1. Smoking and tobacco use is also prohibited outside the work site within a three-metre radius of any entrance to or exit from the work site.
2. Tobacco use includes, but is not limited to, smoking and chewing tobacco.
3. Visitors who do not adhere to this policy will be asked to leave the workplace.
4. Employees who do not adhere to this policy may be subject to progressive discipline.

Related Forms

WSCC Regulations on use of Tobacco/Smoking



HGH HR-019 – Vacation Travel Assistance

Section: 001 Human Resources
Subject: 019 Vacation Travel Assistance
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

The Hamlet of Gjoa Haven is committed to supporting employees in managing the costs associated with vacation travel. To facilitate this, the organization provides Vacation Travel Assistance to eligible individuals.

Definitions

N/A

Policy Requirements

1. Eligibility Criteria:
 - a. Employees are entitled to Vacation Travel Assistance once each fiscal year, provided they have completed six months of continuous employment with the Hamlet of Gjoa Haven.
2. Collective Agreement:
 - a. Per Article 19 of the Collective Agreement, employees are eligible for vacation travel assistance at the amounts specified below. The rates below are subject to change as new Collective Agreements are ratified.
 - i. If there is any discrepancy between the Collective Agreement and policy, the terms of the Collective Agreement will be applied.
3. Vacation travel assistance rates are as follows:
 - \$4,900.00 per eligible employee
 - \$1,300.00 per eligible spouse
 - \$800.00 per eligible dependent child

Employees must submit their requests for vacation travel assistance at least three (3) business days in advance. This advance notice is required to ensure proper processing and approval of the assistance. Failure to submit the request within this timeframe may result in delays of the travel assistance.



Procedure

1. Application Process:
 - a. Employees seeking Vacation Travel Assistance must submit a formal application, available through the Human Resources Department.
 - b. Applications should include details such as travel plans, estimated costs, and the number of eligible dependents.

2. Approval Process:
 - a. The Human Resources Department will review and process applications in a timely manner.
 - b. Upon approval, the designated assistance amounts will be disbursed to eligible employees.

3. Documentation Requirement:
 - a. Employees are required to provide supporting documentation, such as travel receipts, to validate incurred expenses.

Related Forms

VTA Request Form

References

Article 19 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



HGH HR-020 – Settlement and Equipment Allowances

Section: 001 Human Resources

Subject: 020 Settlement and Equipment Allowances

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Hamlet will offset the cost of living incurred by employees by providing a Settlement Allowance. The Hamlet will help offset the cost of required personal equipment by providing additional allowances as described in the Collective Agreement.

Policy Requirements

Settlement Allowance

- Employees will be provided with a Settlement Allowance per annum. This amount is set annually in Article 44 of the Collective Agreement.
- The allowance will be pro-rated to an hourly rate by dividing the annual rate by the standard yearly hours.
- The allowance will not be paid for periods of overtime or periods of leave without pay.
- In the year of hire and the year of termination, the Settlement Allowance will be pro-rated on a calendar basis.
- The Settlement Allowance will be pro-rated and dispersed on each payroll cheque.
- The Payroll Officer will be responsible for ensuring that the appropriate amount of Settlement Allowance is paid out on the employee's pay.

Equipment Allowance

- Employees will be reimbursed each full-time maintenance and trades employee, including apprentices, municipal worker and lands officer to a maximum of four hundred dollars (\$400) per annum for the purchase of certified safety boots. Reimbursement shall be made only upon the presentation of receipts.
- Employees will receive the tools necessary for the regular performance of their work. Employees are required to abide by and comply with the Employer's policies and procedures regarding the safeguarding and maintenance of the tools.



References

Article 44 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven

Article 38 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven

Article 49 - Collective Agreement between Public Service Alliance of Canada and Hamlet of Gjoa Haven



HGH-HR-021 – Retirement Plan

Section: 001 Human Resources

Subject: 021 Retirement Plan

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Retirement Plan policy for the Hamlet outlines procedures and guidelines for managing the Retirement Plan for participating members. The Plan will help attract, retain, and recognize staff members. Please note – the retirement/pension plan will depend on the benefit carrier or pension plan provider (i.e. NEBS) and this policy will be adjusted accordingly as needed.

Definitions

N/A

Policy Requirements

1. Permanent, full-time employees have the option to participate in the Hamlet of Gjoa Haven Retirement Plan (or the Northern Employees Benefits Services (NEBS) program if it is available). (Note – some benefit plans are not optional)
2. The Hamlet of Gjoa Haven will provide an annual matching contribution, once a year, at a rate of 100% of a qualified investment purchased by the employee, subject to a maximum of 50% of the prescribed *RRSP dollar limit* for the calendar year as defined in Section 146(1) of the *Income Tax Act*.
3. The matching contribution is payable to the employee at his or her request or where any portion of the annual matching contribution causes the employee to exceed his or her RRSP deduction limit for the year and is taxed at source.
4. All contributions by the Employer shall be computed on a pro rata basis for term of employment from the date of anniversary for the employee.



HGH HR-022 – Move-in / Move-Out Expenses

Section: 001 Human Resources

Subject: 022 Move-In/ Move-Out Expenses

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Hamlet of Gjoa Haven is committed to easing the financial burden of relocation for employees moving to or from another municipality. This policy outlines the guidelines and entitlements related to Move-In and Move-Out Expenses.

Definitions

N/A

Policy Requirements

1. Move-In Expenses:
 - a. Move-in expenses may be provided by the Hamlet of Gjoa Haven for employees relocating from another community.
 - b. Move in expenses will be negotiated on a case-by-case basis to address individual circumstances.
 - c. If an employee resigns or is terminated before completing six months of service, the move-in assistance funds will be recovered from the employee.
 - d. No move-in expenses will be paid without prior authorization from the Chief Administrative Officer (CAO).

2. Move-Out Expenses:
 - a. Move-out expenses may be provided and will be negotiated on a case-by-case basis.
 - b. Move-out expenses are limited to the lesser of the actual moving cost, in the most economical manner, or 6,000 pounds per employee and an additional 500 pounds per child, to either the community of initial employment or to Edmonton, whichever is less.
 - c. Move-out expenses, if provided, will be pro-rated based on the employee's length of service as follows:
 - Less than 3 years: None
 - 3 years but less than 4: 50%



- 4 years but less than 5: 60%
 - 5 years but less than 6: 70%
 - 6 years but less than 7: 80%
 - 8 years or more: 100%
- d. The move-out benefit must be exercised within one (1) month of leaving the Hamlet of Gjoa Haven's employment.



HGH HR-023 – Housing and Utilities Allowances

Section: 001 Human Resources
Subject: 023 Housing and Utilities Allowances
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

The Housing & Utility Allowances policy for the Hamlet of Gjoa Haven outlines procedures and guidelines for providing housing and utility allowances that help its employees cover the costs of maintaining a home.

Definitions

N/A

Policy Requirements

1. Employees residing in their own private housing, or who are the principal lessees of private rental accommodation, or who reside in public housing paying the full economic rent level including utilities, shall receive:
 - A housing allowance of five hundred fifty dollars \$550.00 per month, pro-rated each payroll.
 - A utility allowance of two hundred dollars \$200.00 per month, pro-rated each payroll.
2. It is the intention of the Hamlet of Gjoa Haven to only pay a housing and utility allowance to an employee when they or their spouse are considered the head of their household.
3. For greater clarity, only one housing and utility allowance will be paid per household (to the head of the household), when more than one immediate family member is working for the Hamlet of Gjoa Haven and are residing in the same residence.
4. A pro-rated deduction will be made for any part time employees or employees on leave without pay.
5. The calculation of the housing and utility allowance will be pro-rated to an hourly rate of pay.

References

NEU Collective Agreement with the Hamlet of Gjoa Haven



rented, a unit rented as a single-family home cannot be converted into a boarding-house style rental while the original tenant remains in the property.

- c. The Nunavut Residential Tenancies Act prohibit moving a tenant from one unit to another for the duration of a lease, unless the tenant consents to a change in their lease agreement.

3. Lease

- a. Employees are required to sign written leases prior to accessing a housing unit. A lease may take the form of a lease as shown in Appendix A, or as a provision in the employment agreement for employees who are not members of the Union.
- b. At a minimum, the lease must contain the following information:
 - i. The amount of rent charged to the employee;
 - ii. Whether – and which – utilities are included;
 - iii. A description of the rental unit;
 - iv. All rental units are furnished – contents of the unit shall be included in the agreement;
 - v. Additional rules imposed by the Hamlet for the use of the unit, if applicable;
 - vi. A notice that rent and money owed to the Hamlet in relation to the tenancy agreement, such as costs for damages incurred to the unit, will be deducted from the employee's wages on a bi-weekly basis or, alternatively, from the monies owed to the employee by the employer at the termination of the employee's employment;
 - vii. A notice that the lease will be terminated on the date that the employment ends; and
 - viii. A notice that rent will be charged for each day a tenant remains in a housing unit after the day on which the lease terminates.
- c. Leases shall be granted on a month-to-month basis. The lease can only be terminated pursuant to the Nunavut Residential Tenancies Act. Note that leases cannot be terminated at will by the Employer, unless one of the situations permitting the termination of the lease under the Act has occurred.

4. Security Deposit & Inspection of the Unit

- a. Prior to an Employee taking possession of the Unit, the Hamlet shall require the Employee to pay a Security Deposit based on the market value of the Unit, whether or not the Employee is paying full market rent for the Unit. At least 50% of the security deposit shall be paid prior to the Employee taking possession of the Unit, the remaining 50% to be paid within three (3) months' time.
- b. No Employee shall take possession of a Unit without an inspection being conducted by the Hamlet as to the state of the unit. The inspection report shall indicate pre-existing damages and repairs to be made to the Unit prior to the Employee moving in.
- c. The Hamlet's Department of Public Works shall retain photographs of the contents and condition of each unit prior to the tenant moving in.



- d. When the Employee's employment is terminated or the lease ends for any other reason, the Hamlet shall conduct a moving-out inspection prior to returning the Employee's security deposit. Any additional damage to the Unit shall be charged against the Employee's security deposit.
5. Rent
- a. The Hamlet can set the rental rate for each unit it rents to a tenant. Once the rate is set, it can only be increased once per year. There is no limit on how much the rent can be increased per year in Nunavut.
 - b. Listed below are the standard monthly rates for rent for Staff Housing, based on number of bedrooms:

i. 1 bedroom in a shared unit	\$750
ii. 1 bedroom	\$750
iii. 2 bedrooms	\$900
iv. 3 bedrooms	\$1,100
 - c. If the Hamlet intends to raise the rental rate for a tenant, the tenant is entitled to at least three (3) months' notice of the rent increase. If the tenant is unwilling to accept the rent increase, they must notify the Hamlet in writing prior that they intend to treat the notice of rent increase as a notice of termination of the lease; the lease will then end one day before the rent increase becomes effective.
6. Number of Tenants
- a. The maximum number of people residing in a staff housing unit is 2 people per bedroom (a third person per bedroom can be permitted if one is under 5 years old).
7. Application of the Nunavut Residential Tenancies Act
- a. In renting housing units to employees, the Hamlet is subject, at all times, to the rights and obligations of a landlord under the Residential Tenancies Act.
 - b. This includes the provision relating to the eviction of tenants under the Act. If an employee refuses to leave their housing unit following the end of their employment, the Hamlet will have to apply to the Rental Office for the eviction of the employee.



HGH HR-025 – Vehicle Use

Section: 001 Human Resources

Subject: 025 Vehicle Use

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Vehicle Use policy for the Hamlet of Gjoa Haven outlines procedures and guidelines regarding the use of Hamlet Vehicles. Hamlet vehicles include snowmobiles, ATVs, heavy equipment, and other modes of transportation that the Hamlet has or may acquire. Hamlet vehicles are to be used for work purposes only. The exception is the Chief Administrative Officer (CAO).

This policy applies to any employee authorized to operate a Hamlet vehicle.

Policy Requirements

1. Every employee of the Hamlet who is provided with a vehicle is required to hold a valid driver's license of a classification required to operate the vehicle such as is issued by or acceptable to the Registrar of Motor Vehicles.
2. Employees who have been provided with the use of a Hamlet vehicle are responsible for those vehicles and the operation of them and must treat them with care and operate with safety.
3. Employees who are provided with Hamlet vehicles are required to obey all laws when operating the Hamlet vehicles.
4. No Hamlet vehicle will be operated by any individual other than a Hamlet employee.
5. Any employee operating a Hamlet vehicle is required to complete a pre- and post-trip inspection using the Hamlet's daily vehicle checklist. The completed checklist must be retained in the vehicle as required. If any faults or concerns are identified, the Garage Foreman must be notified immediately.
6. The vehicle cannot be used for any illegal business or in the transportation of any illegal food.



7. Any employee who refuels a Hamlet vehicle is responsible for ensuring that fuel receipts or records are submitted in accordance with Hamlet procedures immediately following the purchase of fuel.
8. No employee who operates a Hamlet vehicle will carry or allow to be carried in any Hamlet vehicle, a person or persons not employed by the Hamlet unless they are performing work for the Hamlet and approved in advance by the Supervisor or CAO.
9. No employee who operates a Hamlet vehicle will carry or allow to be carried in any Hamlet vehicle, firearms of any type, except without direct authorization from the CAO.
10. Any employee who operates a Hamlet vehicle may be subject to disciplinary action and/or recovery of costs, where permitted by law, in cases of gross negligence or wilful misconduct that result in injury, damage to property, or loss to the Hamlet.
11. Any employee who operates a Hamlet vehicle may be responsible for repair or replacement costs incurred by the Hamlet as a result of unauthorized use or unauthorized repairs, where permitted by law.
12. Any employee who gets involved in a vehicle accident and or incident shall report to their supervisor immediately following the accident, regardless of the extent of damage. The employee may also be required to report the accident to the RCMP.
13. Employees who have been found to have been operating vehicles without care may be disciplined.
14. All Hamlet vehicles will be shut off to save gas when parked for employee coffee breaks, lunch breaks and office time during the mild weather months.
15. Seasonal and environmental operating requirements, including winter operating procedures, are outlined in the Employee Vehicle Use Agreement and form part of the administration of this policy.

Employees who are assigned or authorized to operate a Hamlet vehicle are required to review and sign the Employee Vehicle Use Agreement prior to being issued access to a Hamlet vehicle. The signed agreement confirms the employee's understanding of and commitment to comply with the requirements of this policy.



HGHR-026 – Travel Attendance

Section: 001 Human Resources

Subject: 026 Travel Attendance

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

This policy establishes guidelines and procedures for Council Members and Employees attending out-of-town meetings, conferences, training, or any other business on behalf of their position or the Hamlet. The aim is to ensure consistent attendance and accountability for associated costs.

Policy Requirements

1. Council Members and employees are expected to attend every scheduled or authorized day of out-of-town meetings. Any deviation from this expectation requires proper documentation.
2. Documentation for Absences
 - a. If an individual misses days of out-of-town travel, a certificate of illness from a designated health authority must support the absence.
 - b. Failure to provide a certificate of illness for missed days will result in the recovery of per diems, wages, honoraria, hotel costs, meal costs, and any other associated travel expenses from the employee or Council Member through future payroll deductions.
3. Exception for Flight Delays
 - a. Employees or Council Members will not be held accountable for missed meetings due to flight cancellations or delays unless they were responsible for the delay.
4. Alcohol or Drug-Related Absences
 - a. Illness caused by the abuse of alcohol or drugs will not be considered an acceptable reason for missing meetings.
 - b. A signed statutory declaration from a witness will serve as evidence of alcohol or drug abuse.
5. Evidence of Attendance or Absence
 - a. Attendance forms, registers, notifications from sponsoring parties, or statements from co-attendees will be accepted as evidence of missed meetings.



6. Consequences for Non-Compliance:

- a. Failure to adhere to attendance expectations or provide required documentation may result in appropriate disciplinary actions, including the recovery of incurred costs and other consequences as determined by Hamlet authorities.



HGH HR-027 – Orientation

Section: 001 Human Resources

Subject: 027 Orientation

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Orientation policy for the Hamlet of Gjoa Haven outlines how an employee will be assisted in their transition to the work environment and is designed to reduce the stress commonly associated with starting a job.

Definitions

N/A

Policy Requirements

1. The Chief Administrative Officer (CAO) or their delegate is responsible for introducing the employee to the work group and workplace on the employee's first day of work.
2. The CAO/delegate will discuss basic policies, procedures, and pertinent workplace rules on the first day of work.
3. The CAO/delegate will arrange for a documentation session to take place as soon as possible after the employee has started work.
 - a. The documentation session will include a review of, and sign up for any benefits, allowances, insurances, and deductions required of the employee.
4. The CAO/delegate will review the mandate, roles and responsibilities of the Hamlet of Gjoa Haven with the new employee.
5. The CAO/delegate will also make arrangements for the employee to attend any additional orientation sessions.



HGH ADM-001 – Employee Documentation

Section: 002 Administration

Subject: 001 Employee Documentation

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Employee Documentation policy for the Hamlet of Gjoa Haven outlines procedures and guidelines for ensuring new employee documentation is collected and completed before or on the employee's first day of employment.

Definitions

N/A

Policy Requirements

1. The Hamlet of Gjoa Haven is responsible for informing new employees of their benefits and entitlements.
2. Employees will be informed which benefits are compulsory and which are optional. See Article 54 of the Collective Agreement.
 - a. Note that participation in the Northern Employee Benefits Services (NEBS) Pension Plan is required for all eligible employees.
 - b. Participation in the NEBS Group Life, ADD&D, Dependent Insurance, Long-term Disability, and Short-term Disability are required for all eligible employees.
 - c. The Extended Health and Dental plan through NEBS are optional for eligible employees.
3. Deductions will automatically be taken from the employee's pay.
 - a. Per Article 14 of the Collective Agreement, the Hamlet will deduct membership fees from the pay of employees in the Bargaining Unit. Membership fees will be deducted from each paycheque.
 - b. The employee will be required to sign a deductions authorization form, authorizing the Hamlet to deduct membership fees for the Public Service Alliance of Canada.
4. The HR Manager will request the employee to bring the following certificates and information to the documentation session (only what is applicable to the employee's role):
 - Certificates of Birth or equivalent, Adoption, Marriage and/or Divorce Certificates if required for benefits purposes.
 - Copies of degrees, certificates, and diplomas if appropriate.



- Occupation Certificate (Journeyman Red Seal Certificate, HEO Certificate, etc.).
 - Required Safety Certificates (First Aid, H2S Alive, etc.).
 - Two pieces of government issued identification that states full legal name. The following pieces of identification are acceptable: provincial driver's license, government issued passport, government issued identification card, Social Insurance Number (SIN), birth certificate.
 - The employee will also be required to provide a void cheque, so that they may be setup for payroll.
5. During the documentation session, employees will be provided with information concerning their salary, increments, benefits, pension, insurances, allowances, and deductions.
 6. Employees will be advised of the rates, premiums, and amounts for the following and will be asked to complete the necessary forms for other source deductions:
 - Both Nunavut and Federal income tax forms.
 - Employee contributions to Hamlet of Gjoa Haven benefits and pension.
 7. Employees will be provided with information concerning leave entitlements.
 8. Employees may be asked to complete additional forms and applications as required.
 9. Employees will sign the Hamlet of Gjoa Haven Documentation Form stating that:
 - the employee has been provided the required documents and information from the Hamlet of Gjoa Haven
 - that they have provided the required documents and information to the Hamlet of Gjoa Haven.

Related Forms

Documentation Form



HGH ADM-002 – Physical Employee Records and Personnel Files

Section: 002 Administration

Subject: 002 Physical Employee Records and Personnel Files

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

Employee records for all Hamlet of Gjoa Haven employees are maintained with the utmost confidentiality. Information within these records will only be disclosed to authorized individuals under specific circumstances.

Definitions

Delegated Employee: The employee assigned responsibility for Personnel Administration, i.e., the Payroll Officer.

Policy Requirements

1. Information related to an employee must be included in the Personnel File to be considered part of the official employment record. Personnel File contents include:
 - Personal Information: Legal name, address, banking details, marital status/records, and names of dependents
 - Pay information, paysheets, and payroll records.
 - Leave information and leave forms.
 - Disciplinary documentation (valid for a period of two (2) years)
 - Performance Reviews?
2. File Security:
 - Personnel files must be securely stored in a locked file cabinet under the control of the Delegated Employee.
 - No duplicate personnel files are to be maintained by Managers/Supervisors.
3. Information not present in the Personnel File cannot be utilized for any purpose.
4. Personal information will be kept in a separate section of the file.
5. The Delegated Employee is responsible for preventing the disclosure of personal information to other employees.



6. Employees may review their Personnel File by scheduling an appointment with the Delegated Employee or through email request.
7. Employees may make copies of information from their files.
 - a. Removal or alteration of documents/information is not permitted.
8. Supervisors can access performance-related or disciplinary documents in the Personnel Files of the employees they supervise.
 - a. Documents pertaining to written statements related to discipline, which are placed in the personnel file of an employee must be destroyed after two (2) years have elapsed since the disciplinary action was taken, provided that no further disciplinary action has been recorded during this period.

Personnel Files

1. The Personnel File will be maintained in a secured area with access limited to the Chief Administrative Officer (CAO) and the employee designated to maintain the Personnel File.
 - 1.1. Duplicate Personnel Files cannot be kept in the Managers' or Supervisors offices.
2. Information concerning an employee must be contained on the Personnel File in order to be considered part of the employee's official record of employment.
 - 2.1. Information that is not contained on the Personnel File cannot be used for any reason.
3. The Personnel File will contain required personal information, performance-related information, corrective action information and leave records.
4. Employees cannot place information directly on their Personnel Files.
5. Employees are entitled to review their personnel file by making an appointment with the CAO or their delegate:
 - 5.1. Employees must be accompanied by the CAO/delegate while reviewing their Personnel File
 - 5.2. Employees are not entitled to review the rating forms completed during the job interview, reference checks or criminal records checks which will be contained in sealed envelopes on the employee's file.
 - 5.3. Employees are entitled to make copies of information other than interview rating forms, reference checks or criminal records checks, but are not entitled to remove or alter any documents or information.
6. Employees must be made aware of any corrective action documents placed on their file.



- 6.1. The CAO/delegate must provide the employee with a copy of the document at the time of filing.
- 6.2. Documents must be clearly marked cc to Personnel File, or a statement must be included in the body to indicate a copy of the document will be placed on the employee's Personnel File.
7. At the request of the employee, any documents or written statements relating to corrective action placed on the Personnel File of an employee will be destroyed after two years from the date of the document if no further corrective action has occurred.
8. In cases where the Hamlet of Gjoa Haven receives a request in any form from a third party for information concerning an employee, the CAO/delegate will:
 - 8.1. Check the identity of the third party.
Require the third party to produce evidence of the employee's consent (except in cases where disclosure is required by law - for example, a search warrant)

References

Nunavut Access to Information and Protection of Privacy Act



HGH ADM-003 – Pay Increments

Section: 002 Administration
Subject: 003 Pay Increments
Effective Date: March 24, 2026
Revision Dates:

Policy Statement

Employees holding positions within a designated pay range may receive annual salary increases until reaching the maximum pay level for their roles.

Definitions

N/A

Policy Requirements

1. Annual Increments
 - a. Annual increments are granted to recognize employees' service and satisfactory performance.
 - b. An employee may receive one pay increment per year based on performance until reaching the maximum pay level.

2. Performance-Linked Increments
 - a. Pay increments are directly tied to performance and will only be processed upon the completion of a satisfactory performance appraisal. In the absence of a performance evaluation, the employee shall be granted an annual increase.
 - b. Performance reviews for all staff will take place prior to their anniversary date.
 - c. Any employee who has completed their probationary period is eligible for an annual increase, pending a satisfactory performance appraisal (see 2A above).

3. Increment Date
 - a. The increment date is October 1 of each year. The Employer agrees to pay the negotiated salary increases to every employee not later than sixty (60) calendar days following the ratification of the Collective Agreement and on the first pay day after any subsequent salary increases become effective.

4. Leave Impact on Increment Dates
 - a. Increment dates will be postponed due to all leaves of absence, except for leaves lasting less than six months.



5. Withholding Increments

- a. The Chief Administrative Officer (CAO) may withhold an employee's increment based on poor performance.
- b. The CAO will provide written notification to employees if the increment is to be withheld.
- c. Adequate documentation in the Employee's Personnel File is required to justify withholding the increment.



HGH ADM-004 – Acting Pay

Section: 002 Administration

Subject: 004 Acting Pay

Effective Date: March 24, 2026

Revision Dates:

Policy Statement

The Acting Pay Policy Administrator is responsible for overseeing and implementing the company's policy related to Acting Pay. In this role, the administrator will work closely with the Chief Administrative Officer (CAO) to ensure that employees who perform duties at a higher rate of pay on an acting basis for one or more consecutive business days receive the appropriate compensation.

Definitions

N/A

Policy Requirements

- The Chief Administrative Officer (CAO) has authority to approve acting appointments and acting pay.
- Acting pay will only be provided in cases where an employee acts in a position at a higher rate of pay for one or more consecutive business days.
- Acting pay for all employees will equal an additional 10% of the acting employee's regular salary added to the current salary for the period of the acting appointment.
- Employees are provided with acting pay from the day they are approved for the acting appointment.

Related Forms

Acting Appointment Form

References

N/A