

Chapter 32: NPF Outside Canada (OUTCAN) Relocation and Foreign Service Benefits Policy

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APPLICATION

- 32.1 This policy applies to NPF employees who are being sponsored by the Employer from Canada to work in an NPF position in an OUTCAN location or returned to Canada from such an OUTCAN position (referred to as Employer-sponsored NPF employees).
- 32.2 This policy does not apply to:
- individuals being relocated within Canada. The NPF Domestic Relocation policy applies; and
 - individuals employed in Deployed Operations, the terms and conditions of employment are outlined in their Fixed Term Temporary Employment Contract.

APPROVAL AUTHORITY

Chief Executive Officer (CEO) or delegate

OPI

Chief Human Resources Officer (CHRO)

ENQUIRIES

All enquiries on the interpretation and application of this policy are to be directed to the HRM or the RMHR and when required, forwarded to the OPI.

POLICY OBJECTIVE

- 32.3 The objective of this policy is to establish the relocation and NPF foreign service benefits provided to Employer-sponsored NPF employees.

DEFINITIONS

- 32.4 The following vocabulary is used throughout this policy:

Dependant (Personne à charge) for the purposes of this policy only, a dependant refers to the following family members of the employee who reside full-time with the employee at the employee's primary residence for at least 8 months per year and will be relocating with the employee:

- spouse, including common-law partner; or
- child, including foster children and children of a spouse or common-law partner;

- i. under the age of 18; or
- ii. in full-time attendance at a secondary school; or
- iii. dependant by reason of mental or physical disability.

Employer-sponsored NPF employee (Employé des FNP parrainé par l'employeur) is a Canadian citizen who has been hired by NPF from Canada through a sponsorship agreement approved by the Canadian Forces Commanding Officer to work for NPF in an OUTCAN location. Employer-sponsored employees are considered part of the Civilian Component accompanying the Canadian Armed Forces.

GENERAL POLICY

SECTION 1: ENTITLEMENT TO RELOCATION BENEFITS

- 32.5 Employer-sponsored NPF employees are only entitled to the relocation benefits specifically outlined in this policy.
- 32.6 Should the Division Head require the employee to start working in the OUTCAN position prior to their OUTCAN relocation date, their work location shall be deemed to be their Canadian location until their relocation date and their entitlement to OUTCAN relocation and foreign service benefits shall start on the date of their relocation to the OUTCAN location. If the employee is required to temporarily travel from Canada to the OUTCAN location prior to their relocation, the provisions of the [NPP Travel Directive](#) will apply.
- 32.7 Newly hired employees are not deemed to be employees until the start of their employment with NPF OUTCAN and therefore will not be entitled to pay during any relocation activities that may start prior to their employment start date. Newly hired employees are eligible to request a claim advance, submit and be reimbursed for any eligible expenses related to their relocation, after their relocation entitlements have been approved, prior to their employment start date at the NPF location. [NPP Travel Directives](#) and [Accommodation and Car Rental Directory](#) apply as if the newly hired person is an employee.

ADVANCE REQUESTS

- 32.8 A claim advance can be requested by the Employee for the following items:
 - a. House-hunting trip (HHT) and House-Inspection Trip (HIT): up to seventy percent (70%) of the HHT/HIT expected eligible expenses;
 - b. Cost related to relocation travel, interim accommodations and additional incidental expenses: incidental up to seventy percent (70%) of expected eligible expenses;
 - c. Fees related to sale and purchase of primary residence: up to seventy percent (70%) of expected eligible expenses;

The employee agrees to have the amount of the advance deducted from the claim amount.

In the event that the employee receives more advance than the total amount of the claim, the employee will be in debt to the Employer for the amount over advanced.

OVERSEAS RELOCATION LOAN

- 32.9 Available for relocation from Canada to OUTCAN location only:
 - a. a loan may be requested by the employee to assist in the relocation to purchase items such as furniture or private motor vehicle (PMV);

- b. maximum amount of loan is forty two thousand dollars (\$42 000) or fifty percent (50%) of employee's gross salary upon relocation, whichever is less;
- c. the loan, including all interest, is to be repaid within the original term of the Fixed Term Temporary Employment contract or within 48 months, whichever comes first.
- d. interest rates are determined by the CFO.

PRIOR TO COMMENCING RELOCATION

- 32.10 The employee will not be eligible to engage in relocation related activities such as relocation travel, house hunting trip, real estate activities or claim any relocation expenses until the parties have signed the Fixed Term Temporary Employment Contract and the employee has been granted the required security clearance.
- 32.11 The employee must submit an Itinerary of Relocation Travel prior to commence relocation. Itinerary of Relocation Travel must be approved by the employee's manager prior to commencing relocation.
- 32.12 Travel arrangements for commercial transportation are to be made with the CFMWS Travel Office
- 32.13 Employee is expected to minimize stay in interim accommodations.
- 32.14 Employee must report to work at the new location on the first work day following the date of their arrival at the new location (OUTCAN relocation date).

RELOCATION FROM CANADA TO THE OUTCAN LOCATION

32.15 HOUSE-HUNTING TRIP

- a. one (1) HHT is authorized for the employee and/or spouse;
- b. duration is for a maximum of eight (8) days / seven (7) nights, including travel time;
- c. return travel expenses are to be the lowest available airfare appropriate to a particular itinerary from the working location to the OUTCAN working location. Travel to OUTCAN location should be done using the most economical way as per [NPP Travel Directive](#) and the [Accommodation and Car Rental Directory](#);
- d. local transportation during the HHT is to be the most practical and economical means for a period of up to eight (8) days. This could include taxis or local transit systems. Should the employee or the spouse be unable to rent a car, local transportation may be claimed up to a maximum equivalent to rental car cost as per the [NPP Travel Directive](#) and the [Accommodation and Car Rental Directory](#);
- e. dependant care expenses incurred by the employee who is a single parent or whose spouse accompanies them on the HHT for eight (8) days and seven (7) nights may be claimed if dependant(s) are under 18 years of age and reside permanently with the employee. The employee may be reimbursed actual and reasonable dependant care expenses that are in excess of any existing child-care arrangements in accordance with the [NPP Travel Directive](#);
- f. if the employee is not able to take an HHT prior to being relocated to the OUTCAN location, the employee may do an HHT during the interim accommodation period and reimbursement of an additional five (5) days car rental and transportation expenses may be provided;
- g. should the division require the employee to start employment in the OUTCAN location prior to their OUTCAN relocation date and the employee precedes the family to the OUTCAN location, an HHT may be authorized for the spouse for eight (8) days and

- seven (7) nights;
- h. meal allowance will be reimbursed at one hundred percent (100%) for the employee and the spouse while on HHT as per [NPP Travel Directive rates](#); and
- i. incidentals will be limited to the employee only and as per [NPP Travel Directives rates](#).

31.16 RELOCATION TRAVEL FROM CANADA TO THE OUTCAN LOCATION

- a. transportation routing for the purpose of establishing the transportation entitlement shall be up to the cost for the most direct and economical route by air or land as per the [NPP Travel Directive](#) from the employee's present location to the employee's next location;
- b. where an employee chooses to make personal travel arrangements other than commercial transportation, any expenses occurring as a result of disruption or delays arising from the arrangements made by the employee shall be the employee's responsibility;
- c. where an employee chooses to make personal travel arrangements, any increase in cost between those arrangements and the entitlements in accordance with the [NPP Travel Directive](#) and the [Accommodation and Car Rental Directory](#) shall be the employee's responsibility;
- d. the transportation entitlement shall commence on the day of departure from the current working location and shall cease on the day of arrival at the new working location.

32.17 ACCOMMODATIONS, MEALS, AND INCIDENTALS DURING RELOCATION TRAVEL

- a. reimbursement of expenses for commercial accommodation, meals and incidentals may be provided in accordance with the [NPP Travel Directive](#) and the [Accommodation and Car Rental Directory](#);
- b. incidentals will be limited to the employee only;
- c. for dependants, the meal rate is the same as the employee as per the [NPP Travel Directive](#);
- d. for the employee and spouse, the meal rate will be at one hundred percent (100%) during relocation travel;
- e. for children under the age of thirteen (13), half of the daily meal allowance will be provided while in Canada and the full meal allowance while in the OUTCAN location during relocation travel;
- f. for children under the age of five (5), half of the daily meal allowance will be provided while in Canada and in the OUTCAN location during relocation travel; and
- g. number of hotel rooms while in interim accommodation will be provided based on family size as per Annex A of this policy.

32.18 SHIPMENT AND IN-TRANSIT STORAGE OF HOUSEHOLD GOODS & EFFECTS

- a. packing/loading/shipping and in-transit storing is to be arranged by CF/DND Base Transport at closest Base to where employee commences move;
- b. non-authorized items that will not be packed/loaded/shipped by CF/DND Base Transport are the responsibility of the employee and are not eligible for in-transit or long term storage or shipment entitlements;
- c. the volume of household goods and effects to be shipped and stored is prescribed by weight, as per Annex B of this policy;

- d. shipment of effects of a dependant child who joins the employee at the OUTCAN location at a later date may be authorized as long as the weight limits of the child's shipment is within the allocated weight limits provided to the employee;
- e. an employee who has dependant(s) residing in the principal residence who are nine (9) years of age or less, may be reimbursed dependant care expenses up to a maximum of four (4) days per relocation while effects are packed/unpacked and loaded/unloaded. Dependant care assistance shall be limited to normal working hours and the employee shall be reimbursed actual and reasonable dependant care expenses in accordance with the [NPP Travel Directive](#);
- f. should the division require the employee to start employment in the OUTCAN location prior to the packing and loading, a return trip will be provided to the employee for eight (8) days and seven (7) nights in order to facilitate the move.

32.19 SHIPMENT AND LONG TERM STORAGE OF PRIVATE MOTOR VEHICLE

- a. Shipment of one (1) PMV may be authorized as per carrier specifications;
 - i. Actual and reasonable expenses related to the crating, insuring and transportation of one (1) PMV owned by or registered in the name of the employee or dependant to and/or from the employee's location;
 - ii. crating/loading/shipping to be arranged by CF/DND Base Transport at closest Base to where employee commences his/her move;
 - iii. expenses authorized under 32.20 a.i shall not exceed the cost of crating, insuring and transporting an employee's PMV to and/or from the employee's location notwithstanding that the PMV may be shipped from a third location;
 - iv. PMV that does not meet carrier specifications will not be shipped by the Employer and any related expenses shall be the employee's responsibility;
 - v. PMV may be shipped directly from the manufacturer to a local dealer at the employee's location, notwithstanding that it is not owned by or registered in the name of the employee or dependant at the time of shipment, in situation where the manufacturer will not ship directly to the employee. Reimbursement shall be limited to identifiable transportation cost, upon production of satisfactory evidence for the purchase of a new PMV; and
 - vi. payments of customs fees, taxes or registration for which an employee may be liable at the OUTCAN location related to PMV, motorcycle, boat or trailer are the employee's responsibility.
- b. Long term storage of one (1) PMV while at the OUTCAN location only:
 - i. Actual and reasonable expenses for commercial long term storage (including insurance); or
 - ii. up to thirty dollars (\$30) per month for private dead storage (non-commercial);
- c. The employee is responsible to arrange storage for their PMV;
- d. The employee may be reimbursed for the cost of long term storage for the duration of their Fixed Term Temporary Employment Contract;
- e. Expenses related to the storage of boat, motorcycle, ATV, trailer, snowmobile and/or any other recreational type of vehicle are the employee's responsibility and will not be reimbursed by the employer.

32.20 INSURANCE PREMIUMS FOR DAMAGE OR LOSS TO HOUSEHOLD GOODS AND EFFECTS UPON RELOCATION

- a. DND shipping and in-transit storage includes a replacement cost protection insurance up to twenty-thousand pounds (20,000 lbs) of combined shipment, intransit storage and long term storage of furniture and effects.
- b. Additional insurance must be purchased for shipment of the following:
 - i. high value items;
 - ii. insurance protection above the replacement cost protection provided by the moving contract; and
 - iii. extra charges when large articles are moved on a weight dimensional basis, or a cubic basis.
- c. The employee is responsible to arrange for additional insurance and the premiums may be reimbursed under additional incidental expenses as per section 32.22.

32.21 INSURANCE PREMIUMS FOR DAMAGE OR LOSS TO HOUSEHOLD GOODS AND EFFECTS IN LONG TERM STORAGE

- a. DND long term storage includes a replacement cost protection insurance up to 20,000 lbs of combined shipment, in-transit storage and storage of furniture and effects;
- b. Additional insurance must be purchased for the long term storage of the following:
 - i. high value items;
 - ii. insurance protection above the replacement cost protection provided by the storage contract; and
 - iii. extra charges when large articles are stored on a weight dimensional basis, or a cubic basis.
- c. The employee is responsible to arrange for additional insurance premiums.
- d. Actual and reasonable expenses for additional insurance may be reimbursed by the Employer.

32.22 ADDITIONAL INCIDENTAL EXPENSES

- a. actual and reasonable expenses up to three thousand and seven hundred dollars (\$3,700) may be reimbursed for items identified as additional incidental expenses in this policy and other miscellaneous items such as:
 - i. car rental up to one thousand dollars (\$1000);
 - ii. transportation of a reasonable number of the employee's standard domestic pets to the new location and any necessary kennel fees incurred while the employee is in temporary accommodation;
 - iii. service disconnect/connect fees, postal change;
- b. shipped vehicle related permits, licenses, inspections;
- c. custom fees;
- d. driver's licenses;
- e. additional insurance premiums on furniture and effects shipping and in-transit storage;
- f. cost incurred where a physically disabled traveler is required to pay for special assistance in travel (e.g. taxi, driver or porter), provided they are reasonable and necessary;

- g. excess accompanied baggage cost;
- h. new passports or renewal for the employee and dependants in order to travel to the new location and necessary related expenses such as vaccination, certificate of health that may be required; and
- i. third party shipping costs.

32.23 LIVING EXPENSES IN TEMPORARY ACCOMMODATIONS

- a. actual and reasonable living expenses in temporary accommodations are payable for up to a maximum of thirty (30) days at the old and new place of work combined for the period during which an employee is unable to occupy their residence due to of the unavailability of furniture and effects;
- b. should the delivery or arrival of furniture and effects be delayed beyond thirty (30) days, exception can be made under reasonable circumstances;
- c. if upon the expiry of the thirty (30) day period, the employee is unable to occupy permanent residence for reasons acceptable to the Employer, shelter and utility allowance will be applicable;
- d. living expenses may include the cost of parking for one (1) PMV at an employee's temporary living accommodation if parking is not free of charge;
- e. living expenses in temporary commercial or private accommodation shall normally be limited to the old and new working location. However, living expenses in temporary accommodation in a third location may be eligible for reimbursement where such arrangements serve the interest of management, are directly related to the facilitation of specific operational requirements and are approved in advance by the appropriate authority. Reimbursement shall be limited to the period during which the employee is occupying temporary accommodation and shall not exceed the costs which would be incurred if the employee and/or dependant(s) would have stayed at the working location of the employee;
- f. the period during which living expenses may be claimed shall not be authorized to accommodate an employee's personal decision such as the sale of a house for which the terms require the employee to vacate prior to the scheduled departure. Similarly, temporary accommodation will not be authorized to facilitate redecorating or repair work;
- g. incidentals will be limited to the employee only;
- h. meal allowance will be reimbursed at one hundred percent (100%) for the employee and spouse for the first ten (10) days in temporary accommodation;
 - i. for spouse, the meal rate is the same as the employee as per the [NPP Travel Directive](#);
 - ii. for children under the age of thirteen (13), the full daily meal allowance will be provided for the first ten (10) days while in temporary accommodation;
 - iii. meal allowance after ten (10) days in temporary accommodation will be reimbursed at a rate of sixty-five percent (65%) for the employee, spouse and dependants up to a maximum of twenty (20) days in temporary accommodation;
 - iv. meals and incidental rates are those published in the [NPP Travel Directive Appendix C](#) for Canada and USA and D for international;
- i. number of hotel rooms while in temporary accommodation will be provided based on family size as per Annex A of this policy; and
- j. in all circumstances not described above, the employee shall be responsible for living expenses in temporary accommodation.

32.24 FAMILY SEPARATION EXPENSE/ TEMPORARY DUAL RESIDENCE

Relocation from Canada to the OUTCAN location only:

- a. If an employee is required to maintain two (2) residences due to factors related to their family situation that are beyond the employee's control or to allow dependant children to complete a primary or secondary school term, temporary dual residence assistance may be provided:
 - i. in the amount of five hundred and twenty-five dollars (\$ 525) per month up to a maximum of six (6) months or the duration of the remainder of the school term, whichever is less.

32.25 ASSISTANCE FOR PRINCIPAL RESIDENCE - EMPLOYEE AS A TENANT WHILE IN CANADA

Relocation from Canada to the OUTCAN location only:

- a. While in Canada pending the relocation to the OUTCAN location, assistance may be provided for:
 - i. an employee who is authorized to relocate and must as a result terminate the lease agreement for the principal residence in Canada, may be reimbursed the actual expenses incurred to fulfill the terms of the lease for up a maximum of three (3) months' rent. The employee will be required to provide satisfactory proof of the need to terminate the lease and of the inability to effect a less costly arrangement.

32.26 ASSISTANCE FOR PRINCIPAL RESIDENCE - EMPLOYEE AS A HOMEOWNER - REAL ESTATE, LEGAL FEES AND DISBURSEMENTS AND MORTGAGE DISCHARGE PENALTIES ON SALE OF A HOME IN CANADA:

Relocation from Canada to the OUTCAN location only:

- a. if an employee sells their principal residence in Canada within two (2) years of the date of departure from Canada, the employee may claim reimbursable expenses for the sale of principal residence in Canada;
- b. reimbursement of real estate fees charged by a licensed real estate broker, including Goods and Services Taxes (GST/HST and PST) levied on the payment of such fee under these conditions:
 - i. the residence which is sold has been occupied as the principal residence by the employee or a dependant;
 - ii. the residence is on a lot size not in excess of 1.235 acres (½ hectare), or where required by zoning laws, a lot of no more than 4 acres (2.47 hectares);
 - iii. fees charged by a real estate broker, including multiple listing services (MLS) is within the scale charged in the area. Premiums paid to real estate agents shall not be reimbursed;
- c. legal and/or notary fees (including GST/HST and PST levied on the payment of such fees) necessarily incurred to provide or obtain clear marketable title to the property, up to tariff set by provincial bar associations, shall be reimbursed to an employee who makes a legal commitment to sell a principal residence; and
- d. expenses associated with private sale, excluding the notarial/legal fees and the mortgage discharge penalties, that do not exceed the commission that would have been paid had the residence had been sold by a licensed real estate may be reimbursed.

32.27 ASSISTANCE FOR PRINCIPAL RESIDENCE - EMPLOYEE AS A TENANT WHILE IN OUTCAN LOCATION

- a. While at the OUTCAN location:
 - i. US location only, an employee who engages the services of a rental agency to find rental accommodation on relocation may be reimbursed the actual and reasonable fee charged by that agency;
 - ii. payment of up to three (3) month's rent in advance may be provided to an employee who is authorized to relocate and who must pay rent before relocating in order to hold rental accommodation, where the Employer is satisfied that the arrangement was reasonable and justifiable;
 - iii. relocation costs, such as moving expenses and temporary accommodation, may be reimbursed if the employee must vacate their rental accommodation while in the OUTCAN location for reasons beyond their control.

32.28 SECURITY DEPOSIT ADVANCE

32.15 Relocation from Canada to the OUTCAN location only:

- a. An advance may be authorized when an employee is required to pay a lessor a sum of money as a security deposit to acquire permanent accommodation. Advance shall not exceed:
 - i. six (6) months' actual rent, where an employee is required to pay a lessor a sum of money as a security deposit in order to rent permanent accommodation;
- b. reimbursement of expenses subject to receipts and copies of the Lease Agreement; and
- c. repayment of advance by the employee to the Employer shall be made in full upon the termination of the lease.

RELOCATION FROM THE OUTCAN LOCATION TO CANADA

HOUSE-HUNTING TRIP AND HOUSE INSPECTION TRIP

32.29 The entitlements under section 1, sub section 32.15 of this policy apply in addition to and with the exception of the following:

Addition to section 1, sub-section 32.15:

- a. If the employee is returning to an NPF position:
 - i. if the employee sold their primary residence within two (2) years of the date of departure from Canada or if the employee did not own a primary residence, an HHT may be authorized for the employee and/or spouse in the same manner as Relocation from Canada to OUTCAN as per section 1 32.15;
 - ii. if the employee did not sell their primary residence within two (2) years of the date of departure from Canada or sold their primary residence within two (2) years of the date of departure from Canada and subsequently obtained a primary residence in Canada while outpost, an HIT may be authorized for either the employee or their spouse for a maximum of five (5) days/ four (4) nights duration.
- b. If the employee is not returning to an NPF position:
 - i. if the employee sold their primary residence within two (2) years of the date of departure from Canada or if the employee did not own a primary residence, an HHT may be authorized for employee and/or spouse in the same manner as

Relocation from Canada to OUTCAN as per section 1 32.15 of this policy;

- ii. if the employee did not sell their primary residence within two (2) years of the date of departure from Canada or if sold their primary residence within two (2) years of the date of departure from Canada and subsequently obtained a primary residence in Canada while outpost, an HIT may be authorized for either the employee or their spouse for a maximum of five (5) days/ four (4) nights duration;
- iii. the relocation entitlement is based on employee returning to the original city of departure. Should the employee make a personal decision to retire/relocate to a different city, then they will only be reimbursed the lower of either the actual cost for the new location or the estimated cost for the original location for the HIT/HHT.

Exceptions to section 1, sub-section 32.15:

- a. 32.15 c. return travel expenses is to be the lowest available airfare appropriate to a particular itinerary from the OUTCAN location to the Canadian working location. Travel from the OUTCAN location to Canada should be done using the most economical way and as per [NPP Travel Directive](#);
- b. 32.15 f. if the employee is not able to take an HHT prior to being relocated to a Canadian location, the employee may do an HHT during the interim accommodation period and reimbursement of an additional five (5) days car rental and transportation expenses will be provided;
- c. 32.15 g. in cases where an employee is returning to an NPF position in Canada, should the Division Head require the employee to start employment in Canada prior to the relocation date and the employee precedes the family at the Canadian location; an HHT may be authorized for the spouse for eight (8) days and seven (7) nights.

RELOCATION TRAVEL FROM THE OUTCAN LOCATION TO CANADA

32.30 The entitlements under section 1, sub section 32.17 of this policy apply in addition to the following:

- a. For the Relocation from OUTCAN to Canada:
 - i. if returning to an NPF position: the employee's relocation travel will be to the location of their NPF position in Canada. If the employee has secured alternate NPF employment in a different city than the original city of departure, the employee's Relocation travel will be to the location of the new job.
 - ii. if not returning to an NPF position in Canada: relocation travel is based on the employee returning to original city of departure. Should the employee make a personal decision to retire/relocate to a different city, then they will only be reimbursed the lower of either the actual cost for relocation travel expenses to the new location or the estimated cost for relocation travel based on the original departure location.

ACCOMMODATIONS, MEALS AND INCIDENTALS DURING RELOCATION TRAVEL

32.31 The entitlements under section 1, sub section 32.18 of this policy apply.

SHIPMENT AND STORAGE OF HOUSEHOLD GOODS & EFFECT

32.32 The entitlements under section 1, sub section 32.19 of this policy apply for the packing and shipping except for the storing and is prescribe as following:

- a. non-authorized items that will not be packed/loaded/shipped by CF/DND Base Transport are the responsibility of the employee and are not eligible for storage or shipment entitlements.

SHIPMENT OF PRIVATE MOTOR VEHICLE

32.33 The entitlements under section 1, sub section 32.20 a), Storage of PMV, of this policy do not apply.

- a. The entitlements under section 1, sub section 32.20 b), Shipment of PMV, of this policy apply except for the following:
 - i. 32.20 f. payments of custom fees, taxes or registration for which an employee may be liable at the Canadian location related to PMV, motorcycle, boat or trailer are the employee's responsibility.

INSURANCE PREMIUMS FOR DAMAGE OR LOSS TO HOUSEHOLD GOODS AND EFFECTS UPON RELOCATION

32.34 The entitlements under section 1, sub section 32.21 of this policy apply.

ADDITIONAL INCIDENTAL EXPENSES

32.35 The entitlements under section 1, sub section 32.22 of this policy apply.

LIVING EXPENSES IN TEMPORARY ACCOMMODATIONS

32.36 The entitlements under section 1, sub section 32.23 of this policy apply except for the following:

- a. 32.23 j. meals and incidental rates are those published in the [NPP Travel Directive](#) Appendix C for Canada.

ASSISTANCE FOR PRINCIPAL RESIDENCE - EMPLOYEE AS A TENANT WHILE IN OUTCAN LOCATION

32.37 Relocation from the OUTCAN location to Canada only, assistance may be provided for:

- a. rental search: an employee who engages the services of a rental agency to find rental accommodation on relocation may be reimbursed the actual and reasonable fee charged by that agency;
- b. payment of rent in advance: where the Employer is satisfied that the arrangement was reasonable and justifiable, an employee who is authorized to relocate and who must pay rent before relocating in order to hold rental accommodation may be reimbursed:
 - i. up to one (1) month's rent for return to Canada.

ASSISTANCE FOR PRINCIPAL RESIDENCE - EMPLOYEE AS A HOMEOWNER - LEGAL FEES AND DISBURSEMENTS ON PURCHASE OF A HOME

32.38 Relocation from the OUTCAN location to Canada only, assistance may be provided:

- a. If an employee sold their principal residence in Canada within two (2) years of the date of departure from Canada, the employee may claim reimbursable expenses for the purchase of new principal residence in Canada such as:
 - i. legal fees and Disbursements and/or the cost of a survey, if required to confirm the description of the property purchased;
- b. expenses associated with CMHC insurance are the employee's responsibility.

CLAIM SUBMISSION

32.39 An employee claiming relocation expenses must submit a detailed and itemized account, in the Relocation Expense Claim form.

32.40 Reimbursements will be based on reasonable and actual relocation expenses in keeping within the provisions of this policy.

32.41 All claims for reimbursement must be supported by receipts. Originals, photocopies or scan are acceptable. Receipts are not required for meals, incidentals or kilometric allowances.

32.42 An employee may either:

- a. Wait until their entire relocation is complete and then submit a single claim for all of their relocation expenses; or
- b. May submit their relocation expenses using a maximum of three (3) separate:
 - i. Interim claim after the HHT/HIT is complete;
 - ii. Interim claim after the employee's move and shipment of household goods and effects is completed; and
 - iii. Final claim after the sale and purchase of the employee's primary residence, if applicable, is complete.

32.43 Claims shall be reviewed and verified by the employee's manager and then submitted to the Relocation Examining Authority for final review and verification and then submitted to the Division Head for approval. Approved claims must be sent to the Finance Division for processing. The Manager who submits the claim to the Finance Division must also forward a copy to the Talent Programs Office at talent@cfmws.com for recording and retention.

INCOME TAX AND TAXABLE BENEFITS

32.44 Relocation expenses that are not reimbursed by the organization are the responsibility of the employee. They may be expenses eligible to be claimed when filing income tax returns, as allowed by the [Canada Revenue Agency \(CRA\)](#).

32.45 Relocation benefits may be subject of an audit by CRA who can deem relocation benefits provided by NPF to be taxable benefits. In the event NPF provides relocation benefits that are a taxable benefit as defined by CRA, a T4, tax information slip or Relevé 1 must be issued to the employee. It is the employee's responsibility to keep receipts and adequate records to substantiate any expense in the event of an audit by the CRA.

TIME LIMITS

- 32.46 Individuals who are authorized and eligible to claim relocation benefits must submit their claims within two (2) years of the OUTCAN relocation date.

EMPLOYER INITIATED CANCELLATION OF RELOCATION

- 32.47 In the event that the Employer must cancel the relocation, the employee shall be reimbursed for actual and reasonable relocation expenses incurred prior to the cancellation.
- 32.48 Upon official notification of cancellation, it is the responsibility of the employee to terminate any arrangements in progress such as but not limited to moving arrangements, interim accommodation bookings and rental accommodation lease.

EMPLOYEE INITIATED CANCELLATION OF RELOCATION

- 32.49 In the event that the employee must cancel the relocation prior to the start of employment date, the employee shall reimburse the Employer all payments or reimbursements made to the employee in connection with the employee's relocation expenses including but not limited to transportation cost provided to the employee.
- 32.50 In the event that the employee voluntarily resigns from employment with the Employer prior to completing the term outlined in the Fixed Term Temporary Employment Contract, the employee will be required to reimburse the Employer on a prorated basis, for all payments or reimbursements made to the employee in connection with the employee's relocation expenses including but not limited to transportation cost provided to the employee. The employee is responsible for all relocation arrangements and relocation cost for repatriation to Canada or elsewhere. DND/NPF resources shall not be used for repatriation.

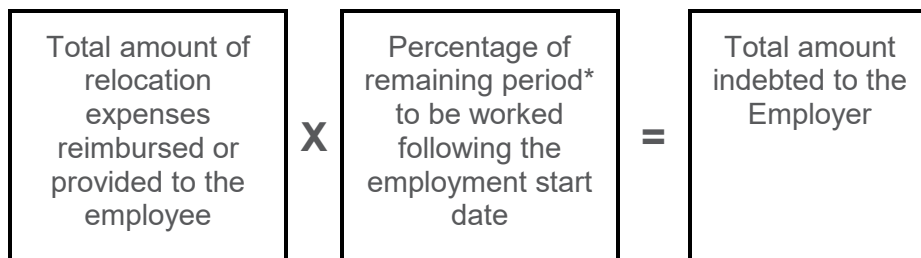
EMPLOYER INITIATED TERMINATION OF FIXED TERM TEMPORARY EMPLOYMENT CONTRACT

- 32.51 Should the Employer terminate the employee's employment, prior to the end of the term outlined in the Fixed Term Temporary Employment Contract for no-fault or administrative reasons, the employee will not be required to reimburse the relocation costs.
- 32.52 Should the Employer terminate the employee's employment for cause prior to the end of the term outlined in the Fixed Term Temporary Employment Contract, the employee will be required to reimburse the Employer on a prorated basis, for all payments or reimbursements made to the employee in connection with the employee's relocation expenses including but not limited to transportation cost provided to the employee. The employee is responsible for all relocation arrangements and relocation cost for repatriation to Canada or elsewhere. DND/NPF resources shall not be used for repatriation.

REPAYMENT OF RELOCATION EXPENSES

- 32.53 In the event that an employee fails to fulfill the terms of the Fixed Term Temporary Employment Contract, the employee shall be indebted to the Employer and will repay expenses related to the relocation as per the following:

REPAYMENT FORMULA



*numbers of months left to complete since start date divided by total number of months of the contract.

SECTION 2: NPF FOREIGN SERVICE BENEFITS WHILE AT THE OUTCAN LOCATION

32.54 Employer-sponsored NPF employees are only entitled to the NPF Foreign Service benefits specifically outlined in this policy.

32.55 ASSOCIATION DUES FOR SPOUSES AND COMMON LAW PARTNERS

- a. where a spouse or common-law partner is accredited to a professional association in Canada and was employed in the relevant profession within one (1) year prior to the OUTCAN relocation, reimbursement of the membership dues to association(s) up to three hundred dollars (\$300) per year of actual and reasonable expenses may be authorized where:
 - i. they are directly related to maintaining employment contacts; and
 - ii. they will facilitate re-entry into the Canadian workforce.
- b. This expense is considered a taxable benefit under the Canada Revenue Agency.

32.56 PASSPORTS ACQUISITION AND/OR RENEWAL

- a. reimbursement of the cost of passports acquisition and/or renewal for the employee and dependants living with the employee at the OUTCAN location.

32.57 GERMAN “POLIZEILICHES FÜHRUNGSZEUGNIS” NATIONAL SECURITY CLEARANCE ACQUISITION AND /OR RENEWAL

- a. Reimbursement of the cost of a German “Polizeiliches Führungszeugnis” national security clearance acquisition and/or renewal for the employee and dependants living with the employee at the OUTCAN location.

32.58 EDUCATION AND RELATED BENEFITS

- a. dependant children of employees working in an OUTCAN location are eligible to obtain primary and secondary education, which approximates Canadian standards and which enables the child to reenter the Canadian school system with as little disruption as possible.

- b. to determine education requirements an Education Screening form must be completed prior to commence relocation;
- c. any expenses, including tuition or tutoring, relating to the education requirements that differ from or are in addition to the normal education provided by the CAF to the children of NPF employees at the OUTCAN location will be the employee's responsibility; and
- d. while at the OUTCAN location, children who are missing credits to graduate secondary school after being relocated to Canada will be assessed by the guidance counselor and upon recommendation reimbursement of completion of on-line course may be authorized.

MEDICAL AND RELATED EXPENSES

32.59 HEALTH AND DENTAL CARE

- a. It is mandatory for Employer-sponsored employees to be enrolled in the Staff of the Non-Public Funds, Canadian Forces Insured Benefits program.
- b. It is the responsibility of the employee to inquire if they need to retain provincial health care while in the OUTCAN location for themselves and their dependents. Cost associated with maintaining provincial health care are the employee's responsibility.

32.60 MEDICAL AND/OR DENTAL EXPENSE ADVANCE

- a. an advance may be authorized to cover future reimbursable items at the OUTCAN location where hospitals may not be prepared to wait for payment from medical, dental, or hospitalization insurance plans:
 - i. where the advance is not less than two hundred dollars (\$200);
 - ii. the employee agrees to repay the advance within six (6) months;
 - iii. where the employee submits an estimate of costs from the doctor, dentist or hospital representing ninety per cent (90%) of the advance requested, when the amount of the advance exceeds five hundred dollars (\$500); and
- b. in the case of an advance for dental expenses for dependants not covered by the Staff of the Non-Public Funds, Canadian Forces Insured Benefits program, employees may be asked to provide proof of coverage.

HOLIDAYS, LEAVE, AND PERSONAL TRAVEL

32.61 FAMILY REUNION

- a. In special family circumstances, where one (1) child is in full time attendance in primary/secondary school and is living in Canada, a maximum of three (3) family reunions trips may be arranged for one (1) person during each period of 1 September to 31 August while at the OUTCAN location;
- b. commercial travel arrangement to be made by the CFMWS Travel Office;
- c. reimbursement of local transportation costs to and from airports at the points of departure and /or destination as per [NPP Travel Directive](#).

32.62 COMPASSIONATE TRAVEL

- a. in circumstances of death or critical illness or injury of an immediate family member as defined in the CFSU(E), NATEX or US Addendum, a compassionate travel allowance may be authorized;
- b. the travel entitlement shall normally reflect the lowest available airfare, although it is recognized that discounted fares may not be available when it is necessary to arrange travel on short notice;
- c. reimbursement of one hundred percent (100 %) return airfare for one (1) person with receipt;
- d. travel may be arranged by the employee and reimbursed with receipt or can be arranged by the CFMWS Travel Office, whichever method is the most practical in the situation.

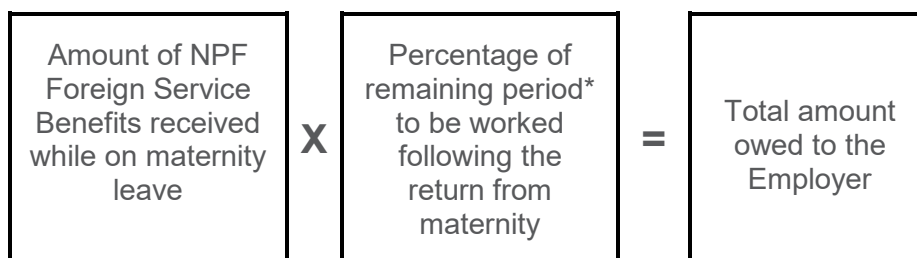
ALLOWANCES AND RELATED PROVISIONS

- 32.63 Allowances and related provisions are provided to Employer-sponsored NPF employee only for the duration of their Fixed Term Temporary Employment Contract while at the OUTCAN location.
- 32.64 When an employee becomes eligible for a new rate of allowances or other payment under this policy because of a change in classification, change in pay, family size, or change to the Post Index, the effective date of eligibility shall be the effective date of the change in classification, change in pay, the arrival or departure of dependant(s) or the change in the Post Index.
- 32.65 Where a retroactive salary adjustment is authorized, the effective date of the employee's eligibility for a new rate of allowances or provisions under this policy shall be the date of the instrument effecting that change (that is the retroactive date of the approval of the change).
- 32.66 Where an employee is entitled to an allowance for less than a complete calendar month, the allowance shall be calculated in accordance with Annex C of this policy.

32.67 ENTITLEMENT TO FOREIGN SERVICES BENEFITS WHILE ON LEAVE:

- a. employees on any leave of absence with pay, including vacation or sick leave, are entitled to the NPF Foreign Service benefits listed in this policy while on leave, provided that they do not leave the OUTCAN location for a period greater than 25 consecutive working days while on leave;
- b. employees on leave without pay for two (2) weeks or less are entitled to the NPF Foreign Service benefits listed in this policy while on leave;
- c. employees on maternity leave and in receipt of the maternity leave employment insurance supplement who do not leave the OUTCAN location for a period greater than twenty-five (25) consecutive working days while on maternity leave shall receive ninety three percent (93 %) of their NPF Foreign Service Benefits, subject to the following conditions:
 - i. the employee must be in receipt of Employment Insurance maternity benefits and provide proof of such benefits;
 - ii. at the conclusion of their leave, the employee must return to work for a period equal to their maternity leave; and

- iii. should the employee not return to work for a period of time equal to her maternity leave, she will be indebted to the Employer for the percentage of the NPF Foreign Service benefits she received determined as follows:



*numbers of weeks left to complete since start of the maternity leave divided by total number of weeks of the maternity leave.

- d. employees on any leave of absence without pay exceeding two (2) weeks, including those on parental leave, shall not be entitled to the NPF Foreign Service Benefits for the duration of their leave. The NPF Foreign Service Benefits shall be reinstated the day the employee returns to work at the OUTCAN location.

32.68 NPF POST LIVING ALLOWANCE

- a. to assist the employee at OUTCAN location when the cost of living is higher than in the Ottawa/Gatineau area, the Employer provides a non taxable and non accountable allowance to compensate for the higher costs of purchasing goods and services at the OUTCAN location:
 - i. the allowance is a percentage of the employee's annual (nominal) salary and reflects the Post Index adjustment;
 - ii. annual (nominal) salary is the mid-point of an employee's salary band, as shown in Annex D of this policy;
- b. post living allowance will only paid to one employee per household;
- c. allowance will be paid monthly in arrears; and
- d. post living allowances are adjusted by the Employer to reflect the Post Index.

32.69 NPF FOREIGN SERVICE PREMIUM

- a. NPF Foreign Service premium is a non taxable and non accountable monthly amount paid to the employees at the OUTCAN location to recognize negative impact and disutilities associated with Foreign Service. The rate of the NPF Foreign Service Premium is determined by the Employer and may be modified from time to time. As an example, as of 1 April 2017, the FSP was \$1,219.54 per month;
- b. NPF foreign service premium will only be paid to one (1) Employer-sponsored employee per household;
- c. NPF foreign service premium will be paid monthly in arrears; and
- d. The rate of the NPF foreign service premium are reviewed by the Employer annually.

32.70 NPP POST SPECIFIC ALLOWANCE

- a. an employee is entitled to a non taxable and non accountable location specific allowance, payable on a monthly basis to reflect one-twelfth of 80% of one return full (Y fare) economy airfare per year from the OUTCAN location to Ottawa, Canada;
- b. the intent of this allowance is to assist an employee with miscellaneous travel requirements,
- c. post specific allowance will only be paid to one employee per household;
- d. allowance will be paid monthly in arrears; and
- e. no proof of travel is required.

32.71 SHELTER AND UTILITY ALLOWANCE

- a. Shelter and Utility allowance, in the form of financial assistance, will be provided by the Employer to the employee for shelter and utilities in excess of that which is comparable to the average fully-serviced rental accommodation normally occupied by a person of similar salary and family size in the Ottawa/Gatineau area;
- b. shelter and utility allowance have a ceiling rate established by the Employer and is determined by location, the employee annual gross salary and family size (household size) living with the employee;
- c. family size is determined by the number of dependants living with the employee at the new location or for at least eight (8) months of any consecutive twelve (12) months period;
- d. an employee may elect to choose a household size which is one level higher than the actual household size in the event of an immediate birth, adoption of a child or upcoming custody of an additional dependant;
- e. it is the responsibility of the employee to purchase appropriate household insurance for public liability, for which they would be responsible under the law of Ontario, and for damage/loss of personal and household effects including household effects owned/leased by the Crown;
- f. when an employee's shelter and utility allowance must be changed because of a change in classification, change in pay, change in family size, the effective date of the new shelter and utility allowance shall be the first day of the month following the change;
- g. when a retroactive salary adjustment is authorized, the effective date of the employee's shelter and utility allowance shall be the first day of the month following the change. There will be no retroactive repayment of shelter and utility allowance to the employee or shelter and utility allowance owed to the Employer by the employee for the retroactive period.
- h. payment of the shelter and utility allowance to the employee shall not commence until cessation of temporary accommodation. However, if the employee's lease for their permanent accommodations commences while the employee is occupying the temporary accommodations and the employee is unable to occupy the permanent accommodations for reasons beyond the control of the employee, the shelter and utility allowance shall commence on the first day of the lease;
- i. payment of the shelter and utility allowance to the employee will cease effective the employee's final departure from permanent accommodation or the day the lease is terminated, whichever is the later;

- j. shelter and utility allowance mirror the DND rates; and
- k. Employee may opt out of receiving Shelter and Utility allowance.

32.72 FURNITURE AND APPLIANCE RENTAL ALLOWANCE

- a. A furniture and appliance rental allowance may be granted where the employee is in an OUTCAN location for which furniture or appliances are not provided either by the landlord or the Crown.
- b. The employee may be entitled to a furniture and appliance rental allowance upon submission of an approved rental agreement:
 - i. up to twenty-five percent (25%) of the employee's established rent ceiling;
 - ii. for items listed at per Annex E;
 - iii. the employee who has a special dependant after the arrival at the OUTCAN location is not entitled to the rental allowance as it relates to that dependant, even if the employee has not reached the maximum entitlement under para 32.70 b. i;
 - iv. only rent-to-buy agreements that do not result in the employee gaining ownership of the rented items at the expiration of the agreement are eligible for the entitlement;
 - v. the employee may be reimbursed the cost of pick-up and delivery of the furniture and appliances at their residence;
 - vi. the employee is responsible for all costs related to the maintenance and repairs that may be undertaken by the employee or requested by the rental company
 - vii. the employee is responsible for the cost of the insurance for the rented furniture and appliances;
 - viii. the employee is responsible to inform their manager of any changes in the rental agreement, including termination of the rental agreement;
 - ix. the furniture and appliance rental allowance is paid monthly in Canadian dollars; and
 - x. the furniture and appliance rental allowance will cease at the end of the rental agreement or at the time of departure of the employee from the OUTCAN location; and
 - xi. the employee must provide the rental agreement within thirty (30) days after arrival at the OUTCAN location to be eligible for the furniture and appliance rental allowance.
- c. employees who are currently receiving support from DND for the provision of furniture and appliances are not eligible to receive the furniture and appliance rental allowance during the period of time that DND is providing the support. If/when the DND support ceases, the employee will be eligible to receive the furniture and appliance rental allowance, upon submission of appropriate documentation provided they request the allowance within 30 days of the date the support provided by DND ceased.

32.73 PURCHASE OF FURNITURE AND APPLIANCES

- a. The employee in an OUTCAN location for which furniture and appliances are not provided either by the landlord or the Crown may be entitled to a one time reimbursement of the purchase of furniture and appliances upon submission of a pre-approved purchase price estimate;
 - i. up to fifty percent (50%) of the estimated purchase price to a maximum of two thousands and five hundred Canadian dollars (CAD 2,500);
 - ii. for items listed at per Annex E;
 - iii. the employee may request an advance to purchase the furniture and appliances that is equal to the amount that will be reimbursed; and
 - iv. the employee must provide the purchase estimate within thirty (30) days after arrival at the OUTCAN location to be eligible for the furniture and appliance purchase reimbursement benefit.
 - v. The employee must provide a proof of purchase within thirty (30) days after taking occupancy of their residence at the OUTCAN location to validate the advance received;
 - vi. In the event that the employee receives more advance than fifty percent (50%) of the actual purchase price, the employee will be in debt to the Employer for the amount over advanced.
- b. NPF Employer sponsored employees who are currently receiving support from DND for the provision of furniture and appliances are not eligible to receive reimbursement of furniture and appliances during the period of time that DND is providing the support. If/when the DND support ceases, the employee will be eligible to receive reimbursement of furniture and appliances purchase, upon submission of appropriate documentation provided they request the allowance within 30 days of the date the support provided by DND ceased.

32.74 DEATH ABROAD OF AN EMPLOYEE OR DEPENDANT

- a. where an employee or a dependant dies abroad during the period of the employee's relocation and/or Fixed Term Temporary Employment Contract, payment of certain expenses related to the occurrence may be authorized, which are in excess of expenses which would have been incurred had death occurred at the employee's original departure location;
- b. payment of transportation expenses of the body from the place where the death occurred to the place of interment less the transportation expenses that would have been incurred between the place of interment and the employee's original departure location.

AUTHORITIES

32.75 The levels of accountability are as follows:

- a. CHRO is responsible for:
 - i. monitoring the application of this policy.
- b. Division Heads are responsible for:
 - i. ensuring the application of this policy; and
 - ii. approving relocation entitlements, relocation loans and final relocation expense claims; and
 - iii. approving any final request for reimbursement under section 2: NPF Foreign Service Benefits while at the OUTCAN location of this policy.
- c. Relocation Examining authorities are responsible for:
 - i. administering the relocation policy;
 - ii. ensuring that the Fixed Term Temporary Employment Contract is signed and sent to the HR Office for retention on the employee file prior to the approval of relocation claims; and
 - iii. approving relocation claim advances requests; and
 - iv. approving itinerary of relocation; and
 - v. reviewing, verifying and recommending the approval of the relocation claims in accordance with this policy and submitting them for approval.
- d. Managers are responsible for:
 - i. understanding and administering the relocation policy,
 - ii. ensuring that the Fixed Term Temporary Employment Contract is signed prior to the submission of relocation claims for approval;
 - iii. verifying and recommending the employee's Itinerary of Relocation Travel prior to commence relocation;
 - iv. reviewing the relocation expenses and making recommendations for approval of relocation claims as appropriate; and
 - v. reviewing requests for reimbursement made for NPF Foreign Service Benefits while at the OUTCAN and making recommendations for approval as appropriate.
- e. Employer-sponsored NPF employees are responsible for:
 - i. providing appropriate and substantiated relocation claims and requests for reimbursement under the NPF Foreign Service Benefits while at the OUTCAN supported by receipts;
 - ii. submitting a complete Itinerary of Relocation Travel for approval prior to commence relocation; and
 - iii. adhering to the terms and conditions of this policy.
- f. HRMs and RMHRs are responsible for :
 - i. providing guidance to managers and employees on the application of this policy and the approval of relocation claims.

- g. Talent Performance Office is responsible for:
 - i. providing guidance to managers and HR personnel regarding this policy; and
 - ii. monitoring the application of this policy as well as keeping track of commitments, expenditures and requests for reimbursement.
- h. The appropriate NPP Accounting Office is responsible for:
 - i. processing the payment of approved relocation claims.

REFERENCES

32.76 The following legislation is relevant to the content of this policy:

- *Income Tax Act*

32.77 The following policies and guides should be read in conjunction with this policy:

- NPF Travel Directives
- Accommodation and Car Rental Directory
- Employer Insured Benefits Plan
- NPF CFSU(E) Addendum
- NPF NATEX Addendum
- NPF US Addendum
- OUTCAN Relocation Guide for Managers and Employees

ANNEXES

32.78 The attachments listed below are part of the present policy:

- Annex A – Interim/Temporary Accommodation Room Entitlement
- Annex B – Weight Limitations for Shipment of Household Effects
- Annex C – Calculation of Allowances
- Annex D – Calculation of Annual Post Living Allowance
- Annex E – NPF List of Furniture and Appliances Items

ANNEX 32-A

INTERIM AND TEMPORARY ACCOMMODATION ROOM ENTITLEMENT

For Employer-sponsored NPF employees relocating from Canada to an OUTCAN location and from an OUTCAN location to Canada.

32.A.1 Number of hotel rooms while in temporary or interim accommodation will be provided based on family size which is the number of dependants accompanying the employee at the time of the relocation travel.

32.A.2 The following table outlines the room entitlement by family size:

Family Size	Room Entitlement
1	1 room
2	1 room, or 2 rooms (when dependant is not the spouse)
3 to 5	2 rooms
6 or 7	3 rooms
8 or more	4 rooms

32.A.3 In all cases, when at least one dependant child over 12 years of age is of a different gender than the other dependant(s) child(ren), an extra room entitlement may be allowed.

ANNEX 32-B

WEIGHT LIMITATIONS FOR SHIPMENT AND STORAGE OF HOUSEHOLD EFFECTS

For Employer-sponsored NPF employees relocating from Canada to an OUTCAN location and from an OUTCAN location to Canada.

- 32.B.1 The volume of household goods and effects to be shipped is prescribed by weight and family size as outlined in the table below.
- 32.B.2 The weight limits are net amounts. Gross weight shall be determined by applying a 15% factor for packing material.
- 32.B.3 When relocating from Canada to the OUTCAN location, the employee may store in Canada their unshipped household goods and effects, up to a maximum weight equal to the difference between the weight of the goods and effects they shipped and twenty thousand pounds (20,000lbs).

No. of Persons in the Household	Unfurnished Accommodation	Furnished Accommodation
1	4700 kg net (10,340 lbs)	3100 kg net (6,820 lbs)
2	5300 kg net (11,660 lbs)	3400 kg net (7,480 lbs)
3	5900 kg net (12,980 lbs)	3700 kg net (8,140 lbs)
4	6500 kg net (14,300 lbs)	4000 kg net (8,800 lbs)
5	7100 kg net (15,620 lbs)	4300 kg net (9,460 lbs)
6	7700 kg net (16,940 lbs)	4600 kg net (10,120 lbs)
7 or more	8300 kg net (18,260 lbs)	4900 kg net (10,780 lbs)

ANNEX 32-C

CALCULATION OF ALLOWANCES

For Employer-sponsored NPF employees while at the OUTCAN location.

- 32.C.1 Where an employee is entitled to an allowance for less than a complete calendar month, the allowance shall be calculated using the following process:
- a. Determine the monthly allowance for that month by dividing any annual allowances by 12, if applicable.
 - b. Determine the percentage of calendar days that the employee is entitled to the allowance using the following formula: (# of days entitled to allowance X 100 %/# of calendar days in month)
 - c. Multiply the monthly allowance by the percentage of calendar days the employee is entitled to the allowance.

Example:

Employee takes leave without pay on the 16th day of the month in a month containing 30 days and the FSP for that month is \$ 1,195.00/month

Full monthly allowance = \$ 1,195

% of days entitled to allowance = $15 \times 100\% / 30 = 50\%$

Employee's FSP for that month: $\$ 1,195.00 \times 50\% = \$ 597.50$

- 32.C.2 Calendar days to which the employee is entitled to the allowance include:
- a. each day for which the employee is at work or on authorized leave with pay; and
 - b. weekends and statutory holidays, unless they fall within a period of leave without pay or immediately precedes the first day of employment or immediately follows the last day of employment.

ANNEX 32-D

CALCULATION OF ANNUAL POST LIVING ALLOWANCE

For Employer-sponsored NPF employees while at the OUTCAN location.

32.D.1 The allowance is determined based upon the employee's current annual salary, the Post Index and the Post Index adjustment.

32.D.2 The Post Index is published by Statistics Canada on the following website:

<http://www.statcan.gc.ca/pub/62-013-x/2015009/cf-fc-eng.htm>

The Post living allowance and Post Index adjustment may be adjusted by the Employer. Each month, the employee is paid one twelfth of the annual Post Living Allowance calculated using the figures published for that month.

32.D.3 When the monthly Post Index is below 100, the monthly allowance will be zero.

32.D.4 FORMULA FOR CALCULATING POST LIVING ALLOWANCES

- a. Select the salary group from the table below that contains the employee's current annual salary and then use the following formula:

$$\left(\frac{\text{Midpoint X Post Index Adjustment X Post Index}}{100} \right) - \left(\text{Midpoint X Post Index Adjustment} \right) = \text{Annual Post Living Allowance}$$

Example

- An employee's current annual salary is \$69,700 falls into the salary group of \$69,450 to \$70,449, which has a Midpoint of \$69,950 and a Post Index of 0.528.
- If the Post Index that month is 110, the annual Post Living Allowance would be \$ 3,693.36, which is calculated as follows:

$$\left(\frac{\$ 69,950 \times 0.528 \times 110}{100} \right) - \left(\$ 69,950 \times 0.528 \right) = 3,693.36 \text{ (annual Post Living Allowance calculated that month)}$$

- The employee would receive \$ 307.78 as their PLA for that month (i.e. \$ 3,693.36/12).

32.D.5 THE CURRENT RATES FOR THE POST LIVING ALLOWANCE (AS OF 1 JUNE 2018) ARE:

Salary groups		Midpoint of salary group	Post Index Adjustment
24,450	25,449	24,950	1.337
25,450	26,449	25,950	1.292
26,450	27,449	26,950	1.251
27,450	28,449	27,950	1.213
28,450	29,449	28,950	1.177
29,450	30,449	29,950	1.144
30,450	31,449	30,950	1.113
31,450	32,449	31,950	1.084
32,450	33,449	32,950	1.056
33,450	34,449	33,950	1.030
34,450	35,449	34,950	1.006
35,450	36,449	35,950	0.983
36,450	37,449	36,950	0.961
37,450	38,449	37,950	0.941
38,450	39,449	38,950	0.921
39,450	40,449	39,950	0.903
40,450	41,449	40,950	0.885
41,450	42,449	41,950	0.868
42,450	43,449	42,950	0.852
43,450	44,449	43,950	0.837
44,450	45,449	44,950	0.823
45,450	46,449	45,950	0.809
46,450	47,449	46,950	0.795
47,450	48,449	47,950	0.783
48,450	49,449	48,950	0.770
49,450	50,449	49,950	0.758
50,450	51,449	50,950	0.747
51,450	52,449	51,950	0.736
52,450	53,449	52,950	0.726
53,450	54,449	53,950	0.716
54,450	55,449	54,950	0.706
55,450	56,449	55,950	0.697

Salary groups		Midpoint of salary group	Post Index Adjustment
56,450	57,449	56,950	0.687
57,450	58,449	57,950	0.679
58,450	59,449	58,950	0.670
59,450	60,449	59,950	0.662
60,450	61,449	60,950	0.654
61,450	62,449	61,950	0.647
62,450	63,449	62,950	0.639
63,450	64,449	63,950	0.632
64,450	65,449	64,950	0.625
65,450	66,449	65,950	0.618
66,450	67,449	66,950	0.612
67,450	68,449	67,950	0.606
68,450	69,449	68,950	0.599
69,450	70,449	69,950	0.593
70,450	71,449	70,950	0.588
71,450	72,449	71,950	0.582
72,450	73,449	72,950	0.576
73,450	74,449	73,950	0.571
74,450	75,449	74,950	0.566
75,450	76,449	75,950	0.561
76,450	77,449	76,950	0.556
77,450	78,449	77,950	0.551
78,450	79,449	78,950	0.546
79,450	80,449	79,950	0.542
80,450	81,449	80,950	0.537
81,450	82,449	81,950	0.533
82,450	83,449	82,950	0.529
83,450	84,449	83,950	0.525
84,450	85,449	84,950	0.521
85,450	86,449	85,950	0.517
86,450	87,449	86,950	0.513
87,450	88,449	87,950	0.509
88,450	89,449	88,950	0.505
89,450	90,449	89,950	0.502

Salary groups		Midpoint of salary group	Post Index Adjustment
90,450	91,449	90,950	0.498
91,450	92,449	91,950	0.495
92,450	93,449	92,950	0.491
93,450	94,449	93,950	0.488
94,450	95,449	94,950	0.485
95,450	96,449	95,950	0.482
96,450	97,449	96,950	0.479
97,450	98,449	97,950	0.476
98,450	99,449	98,950	0.473
99,450	99,999	99,725	0.470
100,000	100,000+	100,000	0.470

ANNEX 32-E

NPF LIST OF FURNITURE AND APPLIANCES

For Employer-sponsored NPF employees while at the OUTCAN location.

- 32.E.1 The list of following items may be eligible for a Furniture and Appliance Rental Allowance or a Purchase of Furniture and Appliances reimbursement under the NPF OUTCAN policy.
- 32.E.2 Only dependants listed as dependants upon arrival at the OUTCAN are eligible for the purposes of furniture and appliances entitlement.

AUTHORIZED FURNITURE AND APPLIANCES RENTAL LIST

Description	Entitlement	Comments
Clothes Dryer	1 per rental unit	
Clothes Washing Machine	1 per rental unit	12 Lbs dry load capacity
Clothes Washer/Dryer combo	1 per rental unit	Instead of stand-alone
Range	1 per rental unit	Electric or Gas Four burner single oven
Refrigerator	1 per rental unit	18 cubic feet
Shrank	1 per employee and 1 per dependant	
Vacuum	1 per rental unit	

AUTHORIZED FURNITURE AND APPLIANCES PURCHASE LIST

Description	Entitlement	Comments
Clothes Dryer	1 per rental unit	
Clothes Washing Machine	1 per rental unit	12 Lbs dry load capacity
Clothes Washer/Dryer combo	1 per rental unit	Instead of stand-alone
Range	1 per rental unit	Electric or Gas Four burner single oven
Refrigerator	1 per rental unit	18 cubic feet
Shrank	1 per employee and 1 per dependant	
Vacuum	1 per rental unit	
Transformers	4 per rental unit	
Lamps	Maximum of 10 per rental unit	Ceiling/Floor/Table