

HRPOL

Addendum CFSU (Europe)

Date of Issue: April 2003

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APPLICATION

The provisions of the NPF HRPOL are applicable to NPF employees within the Canadian Forces Support Unit Europe only as outlined in this Addendum.

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 RMHR and when required, forwarded to the Office of Primary Interest (OPI).

POLICIES AND ANNEXES

The policies listed below form part of the present Addendum:

HRPOL INTRODUCTION

The provisions of this policy are applicable with the following exceptions:

INTRODUCTION - ANNEX A

IA.3 NOTE: The following agreement and policy, in addition to the legislation and regulations outlined in paragraph I A.3 are also relevant to the content of this policy addendum :

- a. NATO Status of Forces Agreement (SOFA)
- b. NPF OUTCAN Relocation and Foreign Service Benefits Policy applicable to Employer-sponsored NPF employees only.

INTRODUCTION - ANNEX B

TYPE OF EMPLOYMENT

I B.4 Casual Employment is not applicable.

I B.10 Part-Time Employee (Employé à temps partiel) is a person who has completed a probationary

period and may be employed on a continuing basis but works less than twenty-seven (27) per week. In unusual circumstances, a part-time employee may work more than twenty-seven (27) hours in a week provided that the average hours of work over any thirteen (13) week period do not exceed twenty seven (27) hours per week.

I B.15 Canadian Employee (Employé canadien) means a locally engaged Canadian citizen who is a:

- a. member of the Canadian Civilian Component accompanying the Canadian military;
- b. dependant of a serving Canadian military member; or
- c. dependant of a member of the Canadian Civilian Component or a member of the NATO Civilian Component.

I B.16 Employer-Sponsored employee (Employé parrainé par l'employeur) is a Canadian citizen who has been hired from Canada through a sponsorship agreement approved by the Canadian Forces Commanding Officer to work for CFSU(E). Employer-sponsored employees are considered part of the Civilian Component accompanying the Canadian Forces.

Type of Employment	Eligibility		
	NPF HRPOL	Insured Benefits	Pension Plan
Canadian Employee	CFSU(E) Addendum	Yes, if eligible	No
Employer Sponsored Employee	CFSU(E) Addendum	Yes, if eligible	Yes, if eligible

TALENT ACQUISITION POLICY

The provisions of this policy are applicable with the following exceptions:

OFFER STAGE

1 A.22 During the interview, any conditions of employment should be explained to each of the candidates. Conditions of employment discussed should include, as a minimum, the granting of a suitable reliability status and/or security clearance, including a credit and criminal record check and/or vulnerable sector police record check, and any specific security clearance required by NATO or the Host country, if applicable.

1 A.28 Following verbal agreement with the candidate, the successful candidate is provided with an offer of employment signed by the appropriate delegated authority that will outline the terms and conditions of employment.

- a. The term of employment for Canadian employees shall not exceed the Tour Expiry Date (TED) of the individual to whom the employee is a dependant.

1 A.29 Subject to the provisions of the NPF OUTCAN Relocation and Foreign Service Benefits Policy, relocations expenses may be approved for Employer-sponsored NPF employees.

PROBATIONARY AND ASSESSMENT PERIOD POLICY

The provisions of this policy are applicable.

FLKEXIBLE WORK OPTIONS

The provisions of this policy are applicable.

EMPLOYEE FILES POLICY

The provisions of this policy are applicable.

HOURS OF WORK POLICY

The provisions of this policy are applicable.

LEAVE POLICY

The provisions of this policy are applicable with the following exceptions:

ANNEX 6A -DESIGNATED HOLIDAYS

6A.3 The designated holidays for CFSU (E) employees are the NATO component holidays, which may or may not coincide with the holidays set forth in this paragraph. They are specific to each local Canadian Support Unit in Europe and are established by the Senior Commanding Officer on a yearly basis.

ANNEX 6B - VACATION LEAVE

6 B.2 Category I and Category II Fulltime employees earn vacation in accordance with their length of continuous full-time service within NPF based on their anniversary date of employment as follows:

- a. in the 1st and 2nd years: twenty (20) working days
- b. in the 3rd to 27th year: twenty-five (25) working days
- c. in the 28th and subsequent years: thirty (30) working days

6 B.6 The terms of this paragraph are not applicable.

6 B.7 and 8 In lieu of earning vacation leave, Category I and Category II part-time employees are entitled to the following:

- a. in the 1st and 2nd year: eight percent (8%) of gross earnings; and
- b. in the 3rd to 27th year: ten percent (10%) of gross earnings.
- c. in the 28th and subsequent years: twelve percent (12%) of gross earnings.

OCCUPATIONAL ILLNESS AND INJURY

6 C.14 Upon the completion and submission of the appropriate documentation:

- a. Canadian employees and Employer-sponsored employees may be eligible to receive wage replacement payments equal to those provided for under the provincial workers'

compensation legislation of the employee's province of permanent residence as further explained in the Return to Work Policy and the Leave Policy;

PERFORMANCE MANAGEMENT POLICY

The provisions of this policy are applicable.

ATTENDANCE MANAGEMENT POLICY

The provisions of this policy are applicable.

COMPENSATION POLICY

The provisions of this policy are applicable.

Note: Canadian Employer-sponsored NPF employees may also be entitled to the compensation provisions specifically outlined in the NPF OUTCAN Relocation and Foreign Service Benefits Policy which form part of their Fixed Term Temporary Employment Contract.

COLLECTIVE BARGAINING POLICY

The provisions of this policy are not applicable.

GRIEVANCES POLICY

The provisions of this policy are applicable to Employer-sponsored NPF employees.

EMPLOYEE-MANAGEMENT RELATIONS COMMITTEE POLICY

The provisions of this policy are not applicable.

EMPLOYMENT EQUITY POLICY

The provisions of this policy are applicable.

OCCUPATIONAL HEALTH AND SAFETY POLICY

The provisions of this policy are applicable.

EMPLOYMENT ACCOMMODATION POLICY

The provisions of this policy are applicable.

RETURN TO WORK POLICY

The provisions of this policy are applicable with the following exception:

16.11 a. **At work services** - The terms of this paragraph are not applicable

16.11 c. **Return to Work Support Program (RTWSP)** - The terms of this paragraph are not applicable

RECOGNITION POLICY

The provisions of this policy are applicable.

LEARNING AND DEVELOPMENT POLICY

The provisions of this policy are applicable.

OFFICIAL LANGUAGES POLICY

The provisions of this policy are applicable.

DISCIPLINE POLICY

The provisions of this policy are applicable.

EMPLOYEE PERFORMANCE COUNSELLING POLICY

The provisions of this policy are applicable.

TERMINATION OF EMPLOYMENT POLICY

The provisions of this policy are applicable.

PAYROLL POLICY

The provisions of this policy are applicable.

LEGAL ASSISTANCE AND INDEMNIFICATION

The provisions of this policy are applicable.

PROFESSIONAL MEMBERSHIP FEES POLICY

The provisions of this policy are applicable.

BEREAVEMENT COMMEMORATION POLICY

The provisions of this policy are applicable.

SPORTING EVENT PARTICIPATION FINANCIAL ASSISTANCE

The provisions of this policy are applicable.

ADDENDUM CASUAL EMPLOYEES

The provisions of this policy are not applicable.