

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

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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:

Dependent for the purposes of this policy only, a dependent 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;
 - under the age of 18; or
 - in full-time attendance at a secondary school; or
 - dependent by reason of mental or physical disability.

Employer-sponsored NPF Employee 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. 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.

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 NPF Travel Directive will apply.
- 32.7 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. NPF 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:
- House-hunting trip (HHT) and House-Inspection Trip (HIT): up to seventy percent (70%) of the HHT/HIT expected eligible expenses;
 - Cost related to relocation travel, interim accommodations and additional incidental expenses: incidental up to seventy percent (70%) of expected eligible expenses;
 - 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 loan may be requested by the employee to assist in the relocation to purchase items such as furniture or private motor vehicle (PMV);
 - 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;
 - 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.
 - 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

HOUSE-HUNTING TRIP

- 32.15 One (1) HHT is authorized for the employee and/or spouse.
- 32.16 Meal allowance will be reimbursed as per [NPP Travel Policy](#) rates.
- 32.17 Incidentals will be limited to the employee only and as per [NPP Travel Policy](#) rates. Refer to OUTCAN Relocation Guide – House Hunting Trip.

RELOCATION TRAVEL FROM CANADA TO THE OUTCAN LOCATION

- 32.18 Reimbursement of expenses related to transportation routing entitlement shall be based on the most direct and economical route by air or land as per the NPP Travel Directive from the employee's current work location to the next work location.
- 32.19 Where an employee chooses to make personal travel arrangements, any costs incurred as a result of disruption or delays arising from the arrangements and any additional cost between those arrangements and the entitlements in accordance with the [NPP Travel Policy](#) and the [Accommodation and Car Rental Directory](#) shall be the employee's responsibility.
- 32.20 The transportation entitlement shall commence on the day of departure from the current work location and shall cease on the day of arrival at the new work location.

ACCOMMODATIONS, MEALS, AND INCIDENTALS DURING RELOCATION TRAVEL

- 32.21 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. Refer to the OUTCAN Relocation Guide – Accommodations, Meals, and Incidentals During Relocation Travel.

SHIPMENT AND IN-TRANSIT STORAGE OF HOUSEHOLD GOODS & EFFECTS

- 32.22 Packing/loading/shipping and in-transit storing is to be arranged by CF/DND Base Transport at the closest Base to where employee commences the move. Refer to OUTCAN Relocation Guide – Shipment and in Transit Storage of Household Goods & Effects.

SHIPMENT AND LONG TERM STORAGE OF PRIVATE MOTOR VEHICLE

- 32.23 Refer to the OUTCAN Relocation Guide – Shipment and Long Term Storage of Private Motor Vehicle.

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

- 32.24 Refer to the OUTCAN Relocation Guide – Insurance Premiums for Damage or Loss to Household Goods and Effects Upon Relocation.

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

- 32.25 Refer to the OUTCAN Relocation Guide – Insurance Premiums for Damage or Loss to Household Goods and Effects in Long Term Storage.

ADDITIONAL INCIDENTAL EXPENSES

- 32.26 Actual and reasonable expenses up to four thousand and two hundred dollars (\$4,200) may be reimbursed for items identified as additional incidental expenses in this policy and other miscellaneous items. Refer to the OUTCAN Relocation Guide – Additional Incidental Expenses.

PAID TIME OFF TO UNPACK HOUSEHOLD GOODS AND EFFECTS

- 32.27 An employee shall be provided with 5 (five) days leave with pay to supervise the unloading and unpacking of household good and effects at the OUTCAN work location.

LIVING EXPENSES IN TEMPORARY ACCOMMODATIONS

- 32.29 Actual and reasonable living expenses in temporary accommodations are payable. Refer to the OUTCAN Relocation Guide – Living Expenses in Temporary Accommodations.

FAMILY SEPARATION EXPENSE/TEMPORARY DUAL RESIDENCE

- 32.30 Relocation from Canada to the OUTCAN location only. Refer to the OUTCAN Relocation Guide – Family Separation Expense/Temporary Dual Residence.

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

- 32.31 Relocation from Canada to the OUTCAN location only. Refer to the OUTCAN Relocation Guide – Assistance for Principal Residence – Employee as a Tenant While in Canada.

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

- 32.32 Relocation from Canada to the OUTCAN location only. Refer to the OUTCAN Relocation Guide – Assistance for Principal Residence – Employee as a Homeowner.

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

- 32.33 Relocation from Canada to the OUTCAN location only. Refer to the OUTCAN Relocation Guide – Assistance for Principal Residence – Employee as a Tenant While in OUTCAN location.

Security deposit advance

- 32.34 Relocation from Canada to the OUTCAN location only. Refer to the OUTCAN Relocation Guide – Security Deposit Advance.

RELOCATION FROM THE OUTCAN LOCATION TO CANADA

HOUSE-HUNTING TRIP AND HOUSE INSPECTION TRIP

- 32.35 The entitlements under section 1, sub section 32.15 apply in addition to and with the exception as noted below:

In 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 32.15;
 - 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. return travel expenses is to be the lowest available airfare appropriate to a particular itinerary from the OUTCAN location to the Canadian work location. Travel from the OUTCAN location to Canada should be done using the most economical way and as per [NPP Travel Policy](#);
- c. 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;
- d. 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

32.36 The entitlements under section 1, sub section 32.18 of this policy apply in addition to the following:

For the Relocation from OUTCAN to Canada:

- a. 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.
- b. 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, reimbursement will only be 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. Refer to OUTCAN Relocation Guide – Relocation Travel from the OUTCAN Location to Canada.

ACCOMMODATIONS, MEALS, AND INCIDENTALS DURING RELOCATION TRAVEL

32.37 The entitlements under section 1, sub section 32.17 of this policy apply. Refer to the OUTCAN Relocation Guide – Accommodations, Meals, and Incidentals during Relocation

Travel.

SHIPMENT AND STORAGE OF HOUSEHOLD GOODS AND EFFECTS

- 32.38 The entitlements under section 1, sub section 32.18 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. Refer to the OUTCAN Relocation Guide – Shipment and Storage of Household Goods and Effects.

SHIPMENT OF PRIVATE MOTOR VEHICLE

- 32.39 The entitlements under section 1, sub section 32.23, Storage of PMV, of this policy does not apply.
- a. The entitlements under section 1, sub section 32.23, Shipment of PMV, of this policy apply except for the following:
 - i. 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. Refer to the OUTCAN Relocation Guide – Shipment of Private Motor Vehicle.

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

- 32.40 The entitlements under section 1, sub section 32.24 of this policy apply. Refer to the OUTCAN Relocation Guide – Insurance Premiums for Damage or Loss to Household Goods and Effects upon Relocation.

ADDITIONAL INCIDENTAL EXPENSES

- 32.41 The entitlements under section 1, sub section 32.26 of this policy apply. Refer to the OUTCAN Relocation Guide – Additional Incidental Expenses.

PAID TIME OFF TO PACK AND LOAD HOUSEHOLD GOODS AND EFFECTS AND TO SETTLE IN

- 32.42 An employee shall be provided with 5 (five) days leave with pay to supervise the loading and packing of household goods and effects at the OUTCAN work location.
- 32.43 An employee shall be provided with 5 (five) days leave with pay to be taken immediately prior to the end of their fixed term employment contract for the purposes of settling in back in Canada.

LIVING EXPENSES IN TEMPORARY ACCOMMODATIONS

- 32.44 The entitlements under section 1, sub section 32.29 of this policy apply except for the following:
- a. meals and incidental rates are those published in the [NP Travel Policy](#) Appendix C for Canada. Refer to the OUTCAN Relocation Guide – Living Expenses in Temporary Accommodations.

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

- 32.45 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

32.46 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:
 - 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

Relocation Expense Claim Form

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

Reasonableness

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

Receipts

32.47 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. Refer to the OUTCAN Relocation Guide – Claim Submission.

EXPENSES NOT REIMBURSED

32.48 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 \(CRA\)](#).

CRA AUDIT

32.49 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

32.50 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 OR EMERGENCY EVACUATION

32.51 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.

- 32.52 In the event that the Employer must initiate an emergency evacuation due to hostilities, natural disaster or other threatening circumstances, the employee shall be reimbursed for actual and reasonable relocation expenses incurred as a result of the evacuation.
- 32.53 Upon official notification of cancellation of relocation or emergency evacuation, it is the responsibility of the employee to terminate, as necessary, any arrangements in progress or existing such as but not limited to moving arrangements, interim accommodation bookings and rental accommodation lease.

EMPLOYEE INITIATED CANCELLATION OF RELOCATION

- 32.54 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.
- 32.55 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 AND RELOCATION AGREEMENT

- 32.56 Should the Employer terminate the employee's employment, prior to the end of the term outlined in the Fixed Term Temporary Employment Contract and Relocation Agreement for no-fault or administrative reasons, the employee will not be required to reimburse the relocation costs.
- 32.57 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 and Relocation Agreement, 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

- 32.58 In the event that an employee fails to fulfill the terms of the Fixed Term Temporary Employment Contract and Relocation Agreement, the employee shall be indebted to the Employer and will repay expenses related to the relocation.

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

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

ASSOCIATION DUES FOR SPOUSES AND COMMON LAW PARTNERS

- 32.60 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:

- a. they are directly related to maintaining employment contacts; and
- b. they will facilitate re-entry into the Canadian workforce;
- c. This expense is considered a taxable benefit under the Canada Revenue Agency.

PASSPORTS ACQUISITION AND/OR RENEWAL

32.61 Reimbursement of the cost of passports acquisition and/or renewal for the employee and dependents living with the employee at the OUTCAN location.

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

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

EDUCATION AND RELATED BENEFITS

32.63 Where applicable; dependent children of employees working in specific OUTCAN locations may be 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:

- a. to determine education requirements an Education Screening form must be completed prior to commence relocation;
- b. 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
- c. 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

HEALTH AND DENTAL CARE

32.64 It is mandatory for Employer-sponsored employees to be enrolled in the Staff of the Non-Public Funds, Canadian Forces Insured Benefits program.

32.65 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.

MEDICAL AND/OR DENTAL EXPENSE ADVANCE

32.66 An advance may be authorized to cover future reimbursable items at the OUTCAN location.

- a. where the advance is not less than two hundred dollars (\$200);
- b. the employee agrees to repay the advance within six (6) months;
- c. 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
- d. in the case of an advance for dental expenses for dependents 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

FAMILY REUNION

- 32.67 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 reunion trips may be arranged for one (1) person during each period of 1 September to 31 August while at the OUTCAN location;
- a. commercial travel arrangement to be made by the [CFMWS Travel Office](#);
 - b. reimbursement of local transportation costs to and from airports at the points of departure and /or destination as per [NPP Travel Policy](#).
- 32.68 In special family circumstances, where one (1) child is in full time attendance in or college or university and is living in Canada, a maximum of two (2) family reunion trips may be arranged for one (1) person during each period of 1 September to 31 August while at the OUTCAN location;
- a. commercial travel arrangement to be made by the [CFMWS Travel Office](#);
 - b. reimbursement of local transportation costs to and from airports at the points of departure and /or destination as per [NPP Travel Policy](#).

COMPASSIONATE TRAVEL

- 32.69 In circumstances of death or critical illness or injury of an immediate family member as define in the CFSU(E), NATEX or US addendum, a compassionate travel allowance may be authorized;
- a. 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;
 - b. reimbursement of one hundred percent (100 %) return airfare for one (1) person with receipt;
 - c. 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

- 32.70 Allowances and related provisions are provided to employer-sponsored NPF employee only for the duration of their Fixed Term Temporary Employment contract & relocation agreement while at the OUTCAN location.
- 32.70 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 dependent(s) or the change in the Post Index.
- 32.71 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).
- 32.72 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.

ENTITLEMENT TO FOREIGN SERVICES BENEFITS WHILE ON LEAVE

- 32.73 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;

32.74

Amount of NPF Foreign Service Benefits received while on maternity leave	X	Percentage of remaining period* to be worked following the return from maternity	=	Total amount owed to the Employer
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*numbers of weeks left to complete since start of the maternity leave divided by total number of weeks of the maternity leave.

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;

32.75

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:

- a. the employee must be in receipt of Employment Insurance maternity benefit and provide proof of such benefits.
- b. 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.

NPF POST LIVING ALLOWANCE

32.76

The Employer provides a nontaxable and non-accountable allowance to compensate for the higher costs of purchasing goods and services at the OUTCAN location:

- a. the allowance is a percentage of the employee's annual (nominal) salary and reflects the Post Index adjustment;
- b. annual (nominal) salary is the mid-point of an employee's salary band, as shown in Annex D;
- c. post living allowance will only paid to one employee per household;
- d. allowance will be paid monthly in arrears; and
- e. post living allowances are adjusted by the Employer to reflect the Post Index.

NPF FOREIGN SERVICE PREMIUM

32.77

NPF Foreign Service premium is a nontaxable and non-accountable monthly premium paid to eligible employees to recognize negative impacts associated with Foreign Service. The rate of the NPF Foreign Service Premium is in accordance to OUTCAN Relocation Guide.

- a. NPF foreign service premium will only be paid to one (1) Employer-sponsored employee per household;
- b. NPF foreign service premium will be paid monthly in arrears; and
- c. The rate of the NPF foreign service premium are reviewed by the Employer annually.

NPF POST SPECIFIC ALLOWANCE

32.78

Post specific allowance is nontaxable and non-accountable location specific allowance, payable to reflect one-twelfth of 80% of one return full (Y fare) economy airfare per year from the OUTCAN location to Ottawa, Canada to assist the employee with travel;

- a. post specific allowance will only be paid to one employee per household;

- b. allowance will be paid monthly in arrears; and
- c. no proof of travel is required.

SHELTER AND UTILITY ALLOWANCE

- 32.79 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.
- 32.80 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.
- 32.81 Family size is determined by the number of dependents living with the employee at the new location or for at least eight (8) months of any consecutive twelve (12) months period.
- 32.82 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 up-coming custody of an additional dependent.
- 32.83 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.
- 32.84 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.
- 32.85 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.
- 32.86 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.
- 32.87 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.
- 32.88 Shelter and utility allowance mirror the DND rates.
- 32.89 Employee may opt out of receiving Shelter and Utility allowance.

PURCHASE OF FURNITURE AND APPLIANCES

- 32.90 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 as per the OUTCAN Relocation Guide. Refer to OUTCAN Relocation Guide – Purchase of Furniture and Appliances.

DEATH ABROAD OF AN EMPLOYEE OR DEPENDANT

- 32.91 Where an employee or a dependent 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.

- 32.92 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 internment and the employee's original departure location. Refer to SOP on Casualty Administration.

AUTHORITIES

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 of this policy: NPF Foreign Service Benefits while at the OUTCAN location.
- c. Relocation Examining authorities are responsible for:
 - i. administering the relocation policy;
 - ii. ensuring that the Fixed Term Temporary Employment Contract and Relocation Agreement 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 and Relocation Agreement 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 outlined in this policy.

- f. HRMs and RMHRs are responsible for :
 - i. providing guidance to managers and employees on the application of this policy.
- 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 NPF Accounting Office is responsible for:
 - i. processing the payment of approved relocation claims.

REFERENCES

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

- *Income Tax Act*

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

ANNEXES

Annexes are as follows:

Annex 32 A – Interim/Temporary Accommodation Room Entitlement

Annex 32 B – Weight Limitations for Shipment of Household Effects

Annex 32 C – Calculation of Allowances

Annex 32 D – Calculation of Annual Post Living Allowance

Annex 32 E – NPF List of Furniture and Appliances Items, refer to OUTCAN Relocation Guide