

# HRPOL

## Addendum United States (US)

Date of Issue: April 2003

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### APPLICATION

The provisions of the NPF HRPOL are applicable to NPF employees within the NPF locations in United States (US) 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

**I A.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

**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 NPF employee (*Employé des FNP 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 in an NPF location in the US. Employer-sponsored NPF employees are considered part of the Civilian Component accompanying the Canadian Forces.

Type of Employment	Eligibility		
	NPF HRPOL	Insured Benefits	Pension Plan
Canadian Employee	US Addendum	Yes, if eligible	No
Employer Sponsored Employee	US 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.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.

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

**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.

## FLEXIBLE 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

**6 A.3** The designated holidays for employees in NPF locations in the US 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 the US and are established by the Senior Commanding Officer on a yearly basis.

## OCCUPATIONAL ILLNESS AND INJURY

**6 C.11** Upon the completion and submission of the appropriate documentation: :

- a. Canadian employees and Employer-sponsored NPF employees may be eligible to receive wage replacement payments equal to those provided for under the Ontario provincial workers' compensation legislation as further explained in the Return to Work 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-NPF sponsored 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.

## OCCUPATIONAL HEALTH AND SAFETY POLICY

The provisions of this policy are applicable.

## EMPLOYMENT EQUITY 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.

## PROFESSIONAL MEMBERSHIP FEES POLICY

The provisions of this policy are applicable.

## LEGAL ASSISTANCE AND INDEMNIFICATION

The provisions of this policy are applicable.

## **BEREAVEMENT COMMEMORATION POLICY**

The provisions of this policy are applicable.

## **ADDENDUM CASUAL EMPLOYEES**

The provisions of this policy are applicable.