

Applicable for Community Health Nurses:

APPENDIX "E" – MEALS AND MISCELLANEOUS EXPENSES

MEALS – ELIGIBILITY FOR CLAIMS

- 101** Breakfast – A nurse is expected to have had breakfast before the start of the day's work, even though some travel may be necessary before the recognized starting time. Exceptions occur to this pattern and cost of breakfast may be claimed when:
- (a) the nurse is in travel status; or
 - (b) the nurse has been travelling for more than one (1) hour on Employer business before the recognized time for the start of the nurse's day's work.
- 102** Luncheon – A nurse is expected to make arrangements to provide or purchase luncheon, or the mid-day or mid-shift meal. For many nurses, either because of lack of facilities in the area of work or for general convenience or economy, luncheon is carried to work rather than purchased. Exceptions to this pattern, when cost of luncheon may be claimed, occur when:
- (a) the nurse is in travel status; or
 - (b) the nurse is away from the nurse's normal place of work and outside the headquarters area which would cause the nurse to disrupt the nurse's normal mid-day or mid-shift meal arrangements.
- The inability of the nurse to return to the nurse's home or residence does not constitute grounds for claim for the cost of a purchased meal.
- 103** Dinner – A nurse may only claim for the cost of a dinner meal when:
- (a) the nurse is in travel status; or
 - (b) the nurse has been travelling on Employer business and not expected to arrive back to the nurse's residence before 7:30 p.m. when a meal break not taken.

Any extension of working hours at the normal place of work is covered under Article 3 – Meal Allowances During Overtime Work. No other meal claims except as provided in this Article shall be paid.

MEAL EXPENSES – TRAVEL WITHIN THE PROVINCE

- 201** A nurse who is eligible may claim the actual cost of purchased meals up to the following maximum amounts:

	Individual Meals		
	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
(a) In areas covered by Remoteness Allowance			
Effective April 1, 2007	\$7.35	\$9.35	\$16.90
Effective April 1, 2012	\$7.85	\$9.85	\$17.40
Effective April 1, 2013	\$8.35	\$10.35	\$17.90
(b) In all other areas			
Effective April 1, 2007	\$6.85	\$8.85	\$15.70
Effective April 1, 2012	\$7.35	\$9.35	\$16.20
Effective April 1, 2013	\$7.85	\$9.85	\$16.70

When the “Province of Manitoba Meals & Miscellaneous Expenses” rates are adjusted and exceed the above rates, the Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial adjustments.

- 202** For each full day in travel status an eligible nurse may claim a Per Diem Allowance in lieu of individual meal claims to cover the cost of purchased meals as follows:

Per Diem Allowance

(a) In areas covered by Remoteness Allowance	
Effective April 1, 2007	\$33.60
Effective April 1, 2012	\$35.10
Effective April 1, 2013	\$36.60
(b) In all other areas	
Effective April 1, 2007	\$31.40
Effective April 1, 2012	\$32.90
Effective April 1, 2013	\$34.40

When the “Province of Manitoba Meals & Miscellaneous Expenses” rates are adjusted and exceed the above rates, the Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial adjustments.

- 203** Where no overnight accommodation is involved only the appropriate individual expenses under Section 01 may be claimed.
- 204** Where a single price or flat rate is charged for meals by the supplier and no other reasonable alternative in the location is available (which may occur in some remote or isolated communities), actual meal expenses exceeding the above maximum may be claimed if supported by a receipt.

MEAL ALLOWANCES DURING OVERTIME WORK

- 301** Extension of working day where a nurse's working day has been extended beyond the standard working day or shift at the normal place of work by EITHER:
- (a) at least two (2) hours, exclusive of a dinner or supper break, a meal allowance shall be paid at the following rate:

Effective April 1, 2007 - \$4.80 per day
 - (b) at least three and one-half (3½) hours, exclusive of a dinner or supper break, an allowance equivalent to that payable for "luncheon" in the appropriate area as shown in Article 2 – Meal Expenses – Travel Within the Province, shall be paid.

When the "Province of Manitoba Meals & Miscellaneous Expenses" rates are adjusted and exceed the above rates, the Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial adjustments.

- 302** To qualify for the above, nurses in the category of office personnel and classroom teachers must have been at work on the day for which the allowance is claimed for a total (exclusive of lunch or dinner/supper periods) of not less than:
- (a) nine and one-quarter (9¼) hours; or
 - (b) ten and three-quarters (10¾) hours.
- 303** A nurse in travel status is not entitled to either of the above allowances.
- 304** Special emergencies where special circumstances arise, (e.g. flood control, fire duties, etc.) and a nurse is required to work extended hours in connection with that emergency, with the authority of the Branch Head, the nurse may claim the cost of purchased meals appropriate to the period worked, as provided for under Article 2 – Meals Expenses – Travel Within the Province.

INCIDENTALS ALLOWANCE

401 A nurse who is in travel status may claim an incidentals allowance for each night of:

- (a) commercial accommodation
Effective April 1, 2007 - \$4.60
- (b) non-commercial accommodation
Effective April 1, 2007 - \$3.20

When the "Province of Manitoba Meals & Miscellaneous Expenses" rates are adjusted and exceed the above rates, the Employer will adjust the rates retroactive to the date the Provincial rates take effect. All future rate adjustments will parallel the Provincial adjustments.

402 The incidentals allowance covers reimbursement for all incidental expenses except as provided in Article 5 – Miscellaneous Expenses During Travel.

MISCELLANEOUS EXPENSES DURING TRAVEL

501 Gratuities

No gratuities may be claimed. Allowance is made for these in either the individual meal allowances, the per diem allowances, or as part of the claim for meals during travel outside the province.

502 Laundry

- (a) Laundry charges must be supported by receipts and may only be claimed where the nurse is travelling on Employer business and overnight away-from-home accommodation is involved for a period in excess of four (4) consecutive nights.
- (b) No claim may be made where special reimbursement arrangements have been made, such as a weekly or monthly allowance for living costs.

503 Parking

- (a) A nurse may claim parking expenses as follows:
 - (i) short-term parking, when the nurse is away from the workplace; and
 - (ii) overnight parking where it is not provided with accommodation.

- (b) parking at an airport or other transportation terminal will only be allowed where the parking cost and the transportation costs to and from the terminal are less than the normal allowable transportation costs i.e. limousine, taxi or bus, as available.

504 Telephone and Facsimiles

- (a) Charges for telephone calls and facsimiles necessary for business purposes may only be claimed when they are supported by a listing of the person telephoned or faxed and the city or town involved.
- (b) A nurse is entitled to claim the cost of long distance telephone calls up to a maximum of four dollars and seventy-eight cents (\$4.78) for each period of three (3) consecutive nights away from the nurse's residence on Employer business and overnight accommodation is involved.

TRAVEL STATUS – RETURN HOME OVER A WEEKEND

- 601** Provided that work schedules permit, a nurse in travel status may return home over a weekend and shall be reimbursed travel expenses in an amount not exceeding the cost of maintaining the nurse in travel status over the weekend.
- 602** If travel is by Employer vehicle, this cost should be evaluated at the per kilometer rate applicable for personal distance travelled for that class of vehicle.

ACCOMMODATIONS

- 701** Nurses travelling on Employer business are entitled to standard hotel room accommodation with a bath when available.
- 702** The type, standard and cost of accommodation, and the period for which such costs may be allowed shall, in the opinion of the Employer, be reasonable considering all relevant circumstances.
- 703** No accommodation expenses are claimable when the Employer provides a trailer or other suitable accommodation.

DEFINITIONS

- 801** "Travel Status" means absence of the nurse from the nurse's permanent work location on Employer-approved business involving travel and accommodation.

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APPENDIX “F” – BI-WEEKLY REMOTENESS ALLOWANCES

Remoteness Allowances shall be paid subject to the following eligibility.

A. Dependent Supporting or Non-dependent Supporting Status:

Non-dependent supporting status will be assumed for all employees eligible for Remoteness Allowances, and claims for dependent supporting status will be subject to the following criteria and conditions:

1. The employee shall be supporting one or more dependents where a dependent includes:

spouse living with and dependent on the employee for main and continuing support; this is presumed to be the wife in a marriage whether or not gainfully employed, unless satisfactory evidence is produced to the contrary;

unmarried dependent children under 18 years of age;

unmarried dependent children over 18 but under 21 years if in full time attendance at a school or university or similar educational institution;

unmarried children of any age if mentally or physically disturbed.

2. There is a presumption of marriage evidenced by co-habitation. If a marriage contract is not in existence, a common-law arrangement must have been in existence for at least one year prior to the application.
3. A claim, with appropriate attestation, notarized where considered necessary, for payment of depending supporting status allowances, will be submitted to the Facility when first requesting the allowance, and renewed annually thereafter prior to the fiscal year.
4. Where both spouses are employees of the Facility or Departments or Agencies to which these regulations apply, the dependent supporting rate will be paid to one partner only and the other partner will not receive either the dependent or single rate of Remoteness Allowance.

B. Hourly Rated Personnel:

Remoteness Allowances are to be determined separately from hourly wage rates. Except for employees hired on an "if, as and when" basis, Remoteness Allowances are to be considered on a daily basis, i.e. 1/10th of the bi-weekly rate, up to the maximum amount for the bi-weekly period, for the following conditions:

1. For each day the employee is at work irrespective of the number of hours worked;
2. For each day that the employee is recognized as being a "stand-by";
or
3. In order to qualify for the daily rate, an employee hired on an "if, as and when" basis, would be required to work one-half or greater of the normal working hours (i.e. 7.75 hours in any one day).

C. Locations and Residence:

The Remoteness Allowance applicable to the location at which the employee has established his residence and maintains a family home is normally that which prevails, since the residence would be within normal daily travel distance to the employee's headquarters. In any case where the employee does not have a residence established on a continuing basis in relation to his headquarters, the location of the employee's official headquarters, as established by the employing authority, shall be considered the location for Remoteness Allowance.

D. Occupants of Government Owned or Supplied Property:

Where properties have been reappraised in 1974 or 1975 the full rental, as assessed by the Department of Municipal Affairs and approved by Management Committee representing a fair rental of that property, is paid by the employee, the full Remoteness Allowance will be paid. Other situations will be examined individually and the full Remoteness Allowance may be reduced accordingly.

E. Limitations:

The Remoteness Allowances for dependent supporting or non-dependent supporting employees as indicated; represent a maximum hourly taxable allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave and as limited in paragraph B above for hourly-rated employees. They are not payable during periods of absence

without pay, nor payable at "time and a half" or other premium pay scales, nor included as part of regular weekly earnings in calculation of vacation wages on termination of employment.

F. Geographic Eligibility:

No location will be included for remoteness allowance that is two hundred and fifty (250) kilometers or less from the centre of the metropolitan area of the City of Winnipeg or the City of Brandon, unless that location is a distance of sixty-five (65) kilometers or more by the most direct road to a provincial trunk highway or paved provincial road, and the aggregate distance to the highway or paved road and then to Winnipeg or Brandon totals two hundred (200) or more kilometers. No location having road access and situated south of the fifty-third (53rd) parallel of latitude will be included unless the criterion concerning off-highway access was met.

G. A full-time nurse eligible for remoteness allowance as provided in this schedule shall be eligible, in each fiscal year (April 1 to March 31), to receive up to a maximum of two (2) days travel time without loss of regular pay.

	Effective March 14, 2009		Effective April 1, 2012		Effective April 1, 2013	
	Dependent	Single	Dependent	Single	Dependent	Single
Churchill	\$248.05	\$150.50	\$254.87	\$154.64	\$261.88	\$158.89
Cormorant	\$144.84	\$92.35	\$148.82	\$94.89	\$152.92	\$97.50
Cranberry Portage	\$124.10	\$78.20	\$127.51	\$80.35	\$131.02	\$82.56
Cross Lake	\$276.19	\$159.67	\$283.79	\$164.06	\$291.59	\$168.57
Flin Flon	\$107.39	\$66.80	\$110.34	\$68.64	\$113.38	\$70.52
Gillam	\$220.66	\$133.52	\$226.73	\$137.19	\$232.96	\$140.96
Ilford	\$329.68	\$188.71	\$338.75	\$193.90	\$348.06	\$199.23
Leaf Rapids	\$170.33	\$105.71	\$175.01	\$108.62	\$179.83	\$111.60
Lynn Lake	\$175.89	\$106.50	\$180.73	\$109.43	\$185.70	\$112.44
Nelson House	\$188.06	\$114.83	\$193.23	\$117.99	\$198.55	\$121.23
Norway House	\$245.68	\$140.48	\$252.44	\$144.34	\$259.38	\$148.31
Oxford House	\$298.54	\$170.79	\$306.75	\$175.49	\$315.19	\$180.31
Pikwitonie	\$240.85	\$144.26	\$247.47	\$148.23	\$254.28	\$152.30
Sherridon	\$196.14	\$120.32	\$201.53	\$123.63	\$207.08	\$127.03
Snow Lake	\$147.36	\$91.59	\$151.41	\$94.11	\$155.58	\$96.70
The Pas	\$100.78	\$61.59	\$103.55	\$63.28	\$106.40	\$65.02
Thicket Portage	\$240.33	\$143.88	\$246.94	\$147.84	\$253.73	\$151.90
Thompson	\$160.44	\$112.72	\$164.85	\$115.82	\$169.39	\$119.00
Wabowden	\$205.91	\$140.52	\$211.57	\$144.38	\$217.39	\$148.35
Waterhen	\$127.21	\$79.56	\$130.71	\$81.75	\$134.30	\$84.00

The Employer and the Union further agree that any improvement to this policy which is made by the Provincial Government will equally affect all nurses who come under the scope of this Agreement.