



REMOTENESS ALLOWANCE – SUPPORT STAFF

Remoteness Allowance will be paid to support staff who qualify in accordance with the established regulations. Staff who are casual are ineligible to receive this allowance.

This policy is effective September 1, 2015.

Adopted September 1, 2009	Revised October 6-7, 2014	Revised May 11-12, 2015
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(This policy is under review.)

REMOTENESS ALLOWANCE – NON-TEACHING EMPLOYEES

1. Remote Location Designation

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 road and thence to Winnipeg or Brandon totals two hundred (200) or more kilometers. No location having road access and situated south of the fifty-third degree parallel of latitude will be included unless the criterion concerning off-highway access was met.

- a. The Remoteness Allowance applicable to the location at which the employee has established his/her 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.
- b. Where there is doubt as to whether the employee's residence is established in relation to his/her headquarters, the location for Remoteness Allowance shall be determined by the Division.
- c. Where there is no community for which an allowance can be established, in relation to which the employee has a residence, the nearest community to the designated employee's workplace shall be considered to be the location for the allowance.

3. An employee must submit a notarized eligibility claim in a standard format determined by the Division when requesting Remoteness Allowance. This claim must be renewed annually.

4. Single Allowance

Subject to Section 6, the Single Allowance will be paid to employees who have established a residence and maintain a home in a location designated as a remote location and who are eligible for the payment of a Remoteness Allowance.

5. Dependent's Allowance

Claims for Dependent's Allowance will be subject to Sections 5 and 6 and to the following criteria and conditions:

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

- (1) A marital partner living with the dependent on the employee for main and continuing support.
 - (2) An unmarried child under eighteen years of age.
 - (3) An unmarried child over eighteen years but under twenty-one years if in full-time attendance at school or university or similar educational institution.
 - (4) An unmarried child of any age if physically incapable or mentally disturbed, provided such a child is dependent on the employee for support.
- b. There is presumption of marriage evidenced by co-habitation.
- (1) If a marriage contract is not in existence, a common-law arrangement between the marital partners must have been in existence for at least one year prior to the application for dependent's rate.
- c. Where both marital partners are employees of Frontier School Division No. 48, but subject to Subsection 'd' which follows, the dependent rate shall be paid to one partner only and the other partner will not receive either the dependent or single rate of Remoteness Allowance.
- d. Where both partners are employees of the Division, the dependent rate will be paid to the permanent employee if the other partner is temporary, or the first employee to be hired on a permanent basis, otherwise to the first employee hired. Where specifically requested by both employees, in writing, the dependent's rate may be divided and equal amounts (to the nearest cent) paid to each employee.
6. Calculation of Remoteness Allowance
- a. Remoteness Allowances are to be determined separately from hourly wage rates. Except for employees hired on an "if, as when" basis, Remoteness Allowances are to be considered on a daily basis, i.e. one-tenth of the bi-weekly period, for the following conditions:
 - (1) for each day the employee is at work irrespective of the number of hours worked; or
 - (2) for each day that the employee is recognized as being a "standby".

- b. The Remoteness Allowances for the various communities, for single or dependent's as indicated, represent a maximum bi-weekly allowance relative to paid employment. They are payable during paid holidays and vacations taken during continued employment, during authorized paid sickness leave during continued employment, and as limited in Section 1 above for hourly rated employees. They are not included as part of regular earnings.

7. Employees in Division Housing

- a. In areas where a Remoteness Allowance has been established or can be established in relation to a specific community, where employees are provided with living quarters but are not provided board, such employees shall receive the amount for the appropriate community which is represented by the total of that portion of the Remoteness Allowance formula which relates to "Food and Sundries". Where such employees are stationed under such conditions in a remote location on a semi-permanent basis (i.e. for a period of three months or more), they shall receive in addition an amount represented by forty percent of the appropriate "General Allowance" component applicable to that community.
- b. Employees stationed in a remote location who are provided with room and board shall not receive any form of living or Remoteness Allowance.

8. Rates

The bi-weekly Remoteness Allowances relative to each location at single and dependent's rate are available from the payroll department in the Division office.

Adopted September 1, 2009		
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