

Northern Incentives Program – UNA

The Northern Incentive Program enables Covenant Health to attract and retain qualified, valued employees in Northern Alberta. This program currently applies to Covenant Health employees working in La Crete, Alberta.

The allowances are separate and non-cumulative, and are provided to all employees, including those working with Covenant Health on a temporary basis.

Northern Allowance

Employees with work sites above the 57th parallel are eligible to receive the following:

- Full-time employees: \$6,300 annually, payable on an hourly basis for all hours paid at basic rate of pay.
- Part-time and Casual employees: A maximum of \$6,300 annually, payable on an hourly basis and prorated by hours paid at basic rate of pay.

The Northern Incentive Program is considered taxable income and is not part of insurable income for benefit purposes and shall not be considered pension-eligible earnings.

Employees are not required to apply for the Northern Allowance. The Northern Allowance will be calculated on an hourly basis and paid per pay period for all Employer-paid hours at the basic rate of pay, exclusive of overtime. Hours that are unpaid by the Employer, such as unpaid leave of absence, STD, LTD or WCB, will not be included in the calculation or payment of Northern Allowance.



Northern Travel Reimbursement

Personal Travel Expenses

Regular and temporary, full-time and part-time employees working in excess of one (1) full year at work sites above the 57th parallel are eligible to receive a taxable, annual reimbursement of personal travel expenses up to a maximum of \$1235 per calendar year. Casual employees are not eligible to receive this reimbursement.

Reimbursement criteria

- Travel must originate from a community above the 57th parallel.
- If using a private vehicle, employees will be reimbursed at a rate of \$0.165/km.
- Reimbursement of travel expenses cannot be carried over and must be used each calendar year.
- Reimbursements of travel expenses are payable through the completion of the Northern Travel Reimbursement Form.

Trips Out of the North (regular Employees only)

Regular Employees employed at, or at or out of, sites located north of the 57th parallel are eligible for one return trip out per calendar year, up to a value of \$1,235 per Employee to help address the issues associated with living and working in these northern communities. This trip is in addition to the annual reimbursement for personal travel provided under the Covenant Health Northern Incentive Program and is taxable.

Reimbursement criteria

- Reimbursement for expenses associated with trips out will be paid upon the submission of eligible receipts and will be paid for trips of Regular Employees and/or their eligible dependent(s) if the regular Employee accompanies the eligible dependent.
- Eligible dependents are those that meet the definition of dependent under the Supplementary Health Care and Dental Plans provided under Article 21.
- If the Employee chooses to utilize their private vehicle for the trip out, employees will be reimbursed at a rate of \$0.165 for the applicable mileage, up to the maximum \$1,235.00.
- Eligible expenses include both transportation and non-transportation expenses, the latter of which includes but are not limited to accommodation and meals in accordance with the Covenant Health Travel, Hospitality and Working Session Expenses Policy.
- Notwithstanding the above, the Regular Employee will be allowed this trip out to bring an eligible dependent into the community north of the 57th parallel, without the requirement of being accompanied by the Regular Employee.
- Employees on unpaid leave of absence for a period of greater than 30 consecutive days will not be eligible for a trip out for the six months in which the absence occurs.
- This shall not apply to Employees receiving short-term or long-term disability benefits, or during the health-related portion of Maternity Leave, where the Trip Out is for medical purposes.

- Trips that have not been utilized within the calendar year will not be carried forward into the next calendar year. For those trips that span two calendar years, the trip out shall be considered as being utilized in the calendar year during which the trip commences.
- Employees will advise the Employer that they plan to claim reimbursement for taking a trip out under these provisions.

The Northern Travel Reimbursement Form for UNA may be found on the [e-People Forms](#) pages on CompassionNet.

Retention and Recruitment Payment

Regular Employees

An annual Retention Payment of \$2500 shall be paid to all regular employees of Covenant Health working at, or at or out of sites located north of the 57th parallel. This payment will be prorated based on the FTE for regular part-time employees.

Reimbursement criteria

- For regular employees who have not been employed for the full three-month fiscal quarter, the initial quarterly installment of the Retention Payment to such Employees shall be prorated based on the regular employee's commencement date.
- The Retention Payment shall be subject to all statutory deductions.
- This annual payment will be paid in quarterly installments of \$625 to eligible Employees who are employed as of the last day of each fiscal quarter (e.g. March 31st, June 30th, September 30th and December 31st).
- Retention payments are paid following completion of the fiscal quarter.

New Regular Employees

A one-time Recruitment Payment of \$2500 shall be paid to new regular employees upon commencement with Covenant Health working at, or at or out of, a site north of the 57th parallel. This payment will be prorated based on the FTE for new regular part-time employees.

Reimbursement criteria

- Employees receiving this Recruitment Payment are required to sign a one-year Return Service Commitment with Covenant Health, working norther of the 57th parallel.
- This payment will be paid in quarterly installments of \$625 over the first year of employment.
- Recruitment payments are paid following the completion of each fiscal quarter.
- Employees receiving this Recruitment Payment who leave the employment of Covenant Health or take another position with Covenant Health south of the 57th parallel prior to the conclusion of the one-year period, shall be required to repay the Recruitment Payment in an equivalent proportion to the proportion of the one-year service period that was not fulfilled.
- The Return Service Commitment will be extended to incorporate any unpaid leaves in excess of 30 consecutive days taken during the first year of employment.
- The Recruitment Payment is paid as a non-pensionable bonus payment.

ADDITIONAL SUPPORT & RESOURCES

HR Contact Centre

Phone: 1-877-511-4455

CompassionNet: Employee Centre > My Compensation > My Pay > e-People > [HR Contact Centre Portal](#)

HR Business Support & System Solutions (Manager Services Support)

Phone: 1-844-442-9011

Email: HRBusinessSupport@covenanthealth.ca

e-People Resources Pages

CompassionNet > Employee Centre > My Compensation > My Pay > [e-People](#)