

# Terms and Conditions of Employment for Excluded Employees/Appointees

## Schedule 04 – Isolation Provisions

Last updated: April 12, 2016

### 1. Isolation allowance

1. An employee/appointee assigned on a permanent basis to a headquarters in an isolated location listed in this section shall receive an isolation allowance in addition to basic pay effective the date of assignment.
2. An employee/appointee shall receive an isolation allowance of \$6.50 per point per month, based on the number of points established in the following index for the location in which the employee/ appointee is assigned on a permanent basis.
3. Isolation allowance is not payable at temporary headquarters while an employee/appointee is on travel expenses or receiving board and/or lodging or meal allowance or free board and lodging.
4. Isolation allowance continues while an employee/appointee is at temporary headquarters and receiving living or travel expenses if that employee/appointee is maintaining a personal home at a permanent headquarters that qualifies for an allowance.
5. In case of a relocation between permanent headquarters, the isolation allowance for payroll purposes begins, ceases, or changes with the effective date of the relocation and is not affected by temporary expenses on relocation payments, or delays in moving family or effects.
6. If a ministry proposes to headquarter persons at a new isolated location more than 32 kilometres removed from an existing isolated location, Public Service Agency must be notified so that an appropriate allowance may be established.
7. Isolation allowance is based on the location of the employee/appointee's permanent job headquarters rather than the employee/appointee's residence location.
  1. Example 1: An employee/appointee whose residence is located at Quesnel, but whose permanent job headquarters is Barkerville is entitled to the isolation allowance.
  2. Example 2: An employee/appointee whose residence is located at Barkerville, but whose permanent job headquarters is Quesnel, is not entitled to the isolation allowance.
8. Locations qualify for placement on the isolation index when they are point rated at 11 points or more.

9. Where an isolated location point rating drops below eleven points, the value of the isolation allowance received will continue until March 31, 1995. Effective April 1, 1995, the value of the isolation allowance will be reduced by 20% and by the same amount each subsequent April 1st until the earlier of the date the employee leaves that location or the allowance is reduced to zero.
10. Isolation Allowance (based on \$6.50 per point per month).

[Isolation Allowance](#)

[Isolated Location Point Ratings](#)

## **2. Vacation transportation subsidy for severely isolated areas**

1. An employee/appointee at the severely isolated locations noted in this section shall receive, once in each calendar year, a special vacation subsidy of \$500 to assist with transportation expenses out of the severely isolated location.
2. Severely isolated locations as determined by Public Service Agency are those with access to major centres only possible by water or by extended travel over unpaved roads.
3. The severely isolated location refers to the employee/appointee's place of work, not their location of residence.
4. The subsidy is only payable when an employee/appointee takes vacation and travels to a location that removes them from the severely isolated conditions that qualified them for the subsidy. This requires that the employee/appointee travel to a location that provides more accessible travel methods other than by water or extended travel over unpaved roads. The subsidy is not payable where the employee/appointee travels to an area where the restricted travel conditions continue to exist.
5. To receive the vacation transportation subsidy, an employee/appointee, upon return to work from vacation, is required to advise their supervisor of the period of vacation and the location to which they travelled and enter the allowance request in Time On Line.
6. Severely isolated locations eligible for special vacation transportation subsidies are:

[Eligible Locations for Transportation Subsidies](#)

### **3. Vacation adjustment for remote locations**

1. An employee/appointee who works in a specified remote location shall receive, once in each calendar year, an extra vacation day (7 hours) beginning with the 2010 vacation year.
2. The remote location refers to the employee/appointee's place of work, not their location of residence.
3. The extra vacation day will be pro-rated for part-time employees.

Remote locations eligible for receiving an extra vacation day are:

[Eligible Locations for Extra Vacation Days](#)