

Employee Information:		Assignment Details:					
Name:		Position:		Assignment Location:		Assignment Manager:	
Functional Branch:		Functional Manager:		Assignment Start Date:		Anticipated Duration:	
Normal Work Location:	SP			Project (Acc't #)		Task (Acc't#)	

The assignment conditions outlined herein apply only to this particular assignment.

Eligibility

If the distance travelled to the host location is less than the distance travelled from the employee’s primary residence to their regular work location:

Article 21.07 (Travel Time), Article 21.08 (Travel Expenses) and Article 21.10 (Travel Meal Allowance) and Domestic Commuter Assignment conditions do not apply.

Item	Domestic Commuter
Travel (Use the shortest available, most continuous means of travel to the ultimate destination unless otherwise approved, in advance, by their Managers or if required, by the Project Manager)	<p>If the distance travelled to the host location is greater than the distance traveled from the employee’s primary residence to their regular work location;</p> <ul style="list-style-type: none"> ○ Kilometers will be reimbursed by the automobile allowance rates determined by the Canadian Revenue Agency (CRA). The kilometer costs reimbursable are those in excess of the regular travel distance to the employee’s normal place of work. <ul style="list-style-type: none"> ▪ It is the employee’s responsibility to provide a car log to Payroll at the end of each month. ○ The employee is eligible for a \$15 lunch per diem payment only. Other entitlements listed in Article 21.10 (Travel Meal Allowance) do not apply. Effective September 15, 2022, increase to \$20; effective January 23, 2025, increase to \$22. ○ Provided Management approval is given in advance, actual travel time in excess of 30 minutes will be reimbursed to a maximum of one hour each way. <ul style="list-style-type: none"> ▪ Paid at straight time and does not contribute to the accumulator totals for the purposes of determining O/T ○ Employees who are required to work two (2) or more hours of authorized overtime immediately following their normal hours of work, are entitled to a meal allowance of up to fifteen dollars (\$15.00). Article 21.11 applies to employees working on DCACs. ○ Employees are not eligible for any payments or benefits under commuter assignment conditions for days on which travel to the host location does not take place. This includes but is not limited to days the employee is on leave, or for which the employee does not travel to the host location for any reason. ○ Any pre-approval for 407 toll charges in accordance with Article 21.08 is included in the \$240/day of travel maximum total entitlements. ○ Overnight stays will be permitted with Project Manager approval in the event of inclement weather; per diems to be included as per collective agreement (per diems not subject to \$240 cap) ○ Pre-authorization of public transportation while assigned for instances when the transit fares are reimbursable by the Employer (receipt based) provided with in the cap of \$240/day of travel. <p>The total entitlements listed above shall not exceed \$200 per day on which travel took place. Effective September 15, 2022, increase to \$240.</p>

Item	Domestic Commuter
Assignment Status	Unaccompanied status. These assignment conditions will apply to projects in which an employee is expected to travel (that is, commute daily to a work location which differs from their home location) ten (10) or more consecutive or non-consecutive days over the course of said project. Domestic Commuter Assignment Conditions do not apply to occasional, irregular travel to a location. These Assignment Conditions require pre-approval
Work Schedule	Determined by Company.
Overtime	As per Collective Agreement (Article 21)
Statutory Holidays	Per Collective Agreement
Termination of Assignment by Employee	An employee may terminate their assignment with a minimum of three (3) months' notice, other than in exceptional circumstances (e.g. serious illness in immediate family or other similar situations), where a shorter notice period will be agreed upon.
Termination of Assignment by Company	The Company may terminate an assignment at any time.
Taxation:	Employee is responsible to maintain necessary supporting documentation and receipts for income tax purposes. The Company shall not be responsible to "gross-up" or tax equalize any amount deemed taxable to an employee by the relevant tax authorities. For clarity this includes amounts initially deemed non-taxable.

Please sign, date and return to the undersigned as acceptance of the assignment conditions outlined. It is the Employee's responsibility to promptly communicate to functional management and designated assignment conditions process management any change in status that affect these Assignment Conditions.

Employee's Signature

Date

Project Manager's Signature

Date

Commercial Advisor's Signature

Date