

Title: Changes in Effect for the NCJC Allowances Programs

Teaser: Learn about updates to the travel, relocation, isolated posts and bilingualism bonus programs

This article is intended primarily for active represented employees.

We are pleased to announce that the Allowances Committee of the NAV CANADA Joint Council (NCJC) has reached an agreement to revise the Travel, Relocation, Isolated Posts and Bilingualism Bonus Programs as part of the cyclical review exercise.

What do you need to know?

These changes to the Travel, Relocation, Isolated Posts and Bilingualism Bonus Programs are effective July 4, 2025, unless otherwise specified.

What's changing?

Travel Program

Travel by train

Economy class is the default for rail trips of four continuous hours or less. Managers are now able to authorize business/executive class rail trips of four continuous hours or less when the total cost of business/executive class is less than the combined cost of economy class and the applicable meal allowance.

Kilometric rates

Announced earlier this year, the NCJC has agreed to adopt the CRA kilometric rates effective January 1, 2025. This means there will no longer be Traveller Requested rates and there will be one rate for all provinces and one rate for the territories. It also means the limit on the deduction of tax-exempt allowances paid by employers to employees who use their personal vehicle for business purposes in the provinces will be 72 cents per kilometre for the first 5,000 kilometres driven, and 66 cents for each additional kilometre. For the territories, the limit will be 76 cents per kilometre for the first 5,000 kilometres driven, and 70 cents for each additional kilometre. As a result of this change, a new mileage expense item has been introduced: Mileage – Regular.

Mileage Rates* (Travel Program Appendix B)

Region	First 5,000 kms	> 5,000 kms
AB, SK, MB	72	66
NB, NS, PE	72	66
BC, ON	72	66
NL, QC	72	66

NT, YT, NU	76	70
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Meals and Incidentals

- Additional language has been added to clarify entitlement to an incidental during travel status.
- The NCJC incidental rate is increased from \$7 to \$11 per day.
- Meal rates at Nunavik sites have been increased to the rates applicable to NT, YT and NU.

Travel Allowances (Travel Program Appendix C)

Allowance	Daily Rate
Composite meal & incidental allowances	
Commercial	\$134.23 (\$153.76)
Meal Allowance	
Breakfast	\$32.81 (\$37.73)
Lunch	\$32.86 (\$37.79)
Dinner	\$57.56 (\$66.19)
Incidental Expense Allowance	
Commercial	\$11.00
Extended Period in Travel Status Allowance	
Composite	\$123.23 (\$141.71)
Weekend Travel Home Transportation Allowance	
Two-day Weekend	\$360.46 (\$399.52)
Three-day Weekend	\$540.69 (\$599.28)
Four-day Weekend	\$720.92 (\$799.04)
Accommodation Allowance	
Private/Corp/Institutional	\$50.00 (\$50.00)

The travel allowances are for travel in Canada* (rates in parentheses apply to NT, YT, NU and Nunavik only). With the introduction of the Nunavik Region as part of the northern areas, a new Per Diem expense item has been created: Per Diem – Nunavik Region.

*Travel in the USA is at the same rates as those given above, but payable in U.S. funds. For travel in the USA the rates in parentheses apply to Alaska only.

Travel home every weekend

Employees in travel status through or beyond a weekend can travel home for the weekend and claim their travel expenses. Employees will only be reimbursed for weekend travel home when an employee is using overnight accommodations during the week and not commuting home every day.

Overtime travel

- Employees must notify their manager when accepting an overtime shift if they will be residing somewhere other than their principal residence listed with NAV CANADA when reporting for the overtime shift.
- In cases where the distance from the alternate place of departure to the employees' place of work is greater than 250km in each direction (500km round trip), the manager may discuss mitigations with the employee to address any concerns related to the overall time of travel for a return trip involving an alternate place of departure.
- If the employee is driving from, or returning to, the alternate place of departure and mitigations have been mutually agreed and implemented, the employee will be entitled to receive the full mileage to and from the workplace and the alternate place of departure.
- Employees must update their addresses in Workday. Employees who are scheduled in ESS are also reminded to advise the Shift Scheduling Office so that the mileage can be entered into ESS and calculated accurately. Retroactive adjustments to overtime mileage will be limited to a maximum of ninety (90) days prior to the date the employee updates their address in Workday.

Relocation Program

Program application

- Employees changing workplaces within the headquarters area (a 16 km radius) will no longer be eligible for relocation benefits.
- When spouses are relocating, the circumstances will be reviewed to determine if additional relocation assistance is required. For example, if the employees have a significant gap in reporting dates, the date of the relocation may be impacted.

Program definitions

The definition of "principal residence" has been amended to clarify that an employee must occupy the principal residence for purposes of relocation assistance.

Principal residence disposal

An employee must "actively market" their home for sale to be eligible for relocation assistance. This clarification is intended to remind employees that they must act according to market conditions when selling their home.

Household goods

Neither NAV CANADA nor the mover will be liable for any damage to hot tubs and play structures during a move. These items have a tendency to get damaged in a move and we don't recommend that they be moved but if the employee insists, it will be at their own risk.

CORE/FLEX option

The CORE/FLEX Option is available to employees who are relocating and want to sell their homes on their own without using a real estate agent. Such employees are provided with payment equivalent to 50% of the typical real estate commission from the sale up to a maximum of \$8,250. The CORE/FLEX Option has been amended to clarify that this option is only available to employees who actually sell their homes and the payment will not be provided to employees who wish to retain their homes.

Employees moving to an isolated post are no longer eligible for 80% of the storage costs for long-term storage of household goods as part of the CORE/FLEX relocation option.

Isolated Posts Program

Vacation travel allowance

Employees who reside in Churchill, Inuvik, Iqaluit, Kuujuaq, La Grande, Norman Wells, Rankin Inlet, and Resolute receive two (2) vacation travel allowance amounts (VTAs) per year. Formerly, the payment of these VTAs was done once in April and could result in overpayments requiring recovery action if the employee departed the site during the year. The payment for these VTAs will now be split so that employees will receive one payment in April and the other in October in order to reduce the hardship of overpayments and recovery. Employees at other isolated posts receive one (1) VTA per year and their payment will continue to be paid once in April each year.

Hardship allowance

The Committee reviewed the hardship allowances currently offered to our isolated post locations. The hardship allowance is provided to offset for cost differentials and hardships associated with living in an isolated post.

The NCJC Allowances Committee has agreed to a two-stage approach to adjust the Hardship Allowance:

Stage 1 – increase the existing hardship allowances for all isolated posts by the amount of CPI since 2018 when the allowances were last adjusted. The adjusted hardship allowances are set out in Appendix B, which is reproduced below:

APPENDIX B – HARDSHIP ALLOWANCE

Rate of Allowance – Effective January 1, 2025			
Band	Hardship Points	Without Dependents Rate	With Dependents Rate
1	0 – 2.5 points	\$3,637 \$4,390	\$5,093 \$6,148
2	2.6 – 4.5 points	\$7,268 \$8,773	\$10,178 \$12,286
3	4.6 – 10.0 points	\$20,000 \$24,142	\$30,000 \$36,213

Please note that the amounts shown above that are struck out were the allowance rates prior to the increase.

Stage 2 – the NCJC Allowances Committee will review the National Joint Council (NJC) methodology for calculating hardship allowances (used by the Federal Government) during the closed period to see if the NCJC Allowances Committee should adopt the NJC methodology.

Appendix G - Relocation benefits

In the event that a private motor vehicle can only be shipped by air, employees will only be authorized to ship one (1) vehicle.

Appendix G – Isolated post return move

The definition of “Principal Residence” is updated to ensure that no relocation benefits will be provided for the disposition of rental properties.

Appendix H – Fort McMurray housing allowance

In 2017, a new allowance of \$750 per month was introduced for employees working and residing in Fort McMurray due to the high cost of the housing market at that time. Since then, the housing market has changed and the costs are no longer higher than average in Canada. As a result, this housing allowance will end. As of January 1, 2025, any new employee assigned to live and work in Fort McMurray will no longer receive this housing allowance. Existing employees who live and work in Fort McMurray will continue to receive the allowance until December 31, 2025 to give them time to adjust. As of January 1, 2026, no employees living and working in Fort McMurray will receive this allowance.

Bilingualism Bonus Program

The rate of the Bilingualism Bonus remains unchanged. The NCJC Bilingualism Bonus rate aligns with the NJC Bilingualism Bonus rate provided by the Federal Government.

The eligibility for the Bilingualism Bonus has changed so that an employee is now eligible for the bonus if they work ten (10) “shifts” per month as opposed to ten (10) “days”. This change will result in more employees being eligible for this bonus each month.

More information regarding the Travel, Relocation, Isolated Posts and Bilingualism Bonus Programs can be obtained from the [NCJC website](#).

Should you require further information regarding the changes, please contact the Manager, Travel and Relocation at travel@navcanada.ca