



Members' Compensation, Expenses and Constituency Administration

Rev. 16 March 2023

Information on policies dealing with members' compensation and allowances and the management of their constituency offices.

The Members' Compensation, Expenses and Constituency Administration Manual is for convenience of reference only. It does not constitute legal advice. For authoritative advice, reference should be made to the appropriate statutes, regulations and policies.



Members' Compensation and Benefits

Members' Compensation and Benefits

MLA Salary Overview

MLA Salary Overview

The basic annual indemnity (salary) for a MLA is \$89,234.90. There has been no increase since January 1, 2013. An additional indemnity may be paid if a MLA holds the position of Premier, a Minister, the Speaker or Leader. These amounts are fully taxable. Pay is allocated bi-weekly by direct deposit to your financial institution.

Per the House of Assembly Act a Member who serves for any part of a month is entitled to be paid for the entire month.

Payments for Committee Chairs or Vice Chairs are made at the end of each six-month period of work, as long as the committees met. These payments are made on/near September 30 for the period April 1-September 30 and on/near March 31 for the period October 1 – March 31.

Payments for House Leaders, Whips and Caucus Chairs are made at the beginning of each six month period of work. These payments are made on/near April 1 for the period April 1- September 30 and on/near October 1 for the period October 1- March 31.

Members' Compensation and Benefits

MLA Salary Overview

	Compensation ^(*)	Receiptable Allowance
MLA Indemnity	\$89,234.90	
Additional Indemnity:		
Premier	\$101, 545.19	
Speaker	\$ 49,046.51	
Minister with Portfolio	\$ 49,046.51	
Minister without Portfolio	\$ 49,046.51	
Leader of the Opposition	\$ 49,046.51	\$ 42,024.00
Deputy Speaker	\$ 12,500.00	\$ 4,202.00
Leader of a Recognized Opposition Party	\$ 24,523.25	\$ 42,024.00
* Paid bi-weekly in 26 equal instalments		
Committee Payments (excludes the Speaker or Exec Council member)		
Chair of Public Accounts Committee	\$ 3,152.00	
Chair of all other Committees of the House	\$ 2,101.00	
Vice-Chairs of all other Committees of the House	\$ 525.00	
House Leader	\$ 10,506.00	
Deputy House Leader	\$ 5,253.00	
House Leader of the Official opposition	\$ 10,506.00	
Deputy House Leader of the Official opposition	\$ 5,253.00	
House Leader of a recognized party	\$ 10,506.00	
Deputy House Leader of a recognized party	\$ 5,253.00	
Whip of each recognized party	\$ 5,253.00	
Caucus Chair of each recognized party	\$ 10,506.00	

Members' Compensation and Benefits



MLA Salary Overview

The House of Assembly Act requires that sixty days after each general election, the Speaker appoint a Commission of Inquiry to review remuneration for elected provincial officials, and the recommendations of the Commissioners are binding. Normally each January 1st the annual indemnity and salaries shall be increased by the percentage increase in salary provided to civil servants for the current fiscal year, however there has been no increase since January 1, 2013.

Members' Compensation and Benefits

Payroll Forms

Payroll Forms

The following payroll documentation is required to be completed by the Member and submitted to the Office of the Speaker. These forms are also available from the [Members Only Site](#).

- [Completed TD 1 NS Form](#)
- [Completed TD 1 Form](#)
- [Direct Deposit Form for payroll](#) (with void cheque)
- [Direct Deposit Authorization for Electronic Funds Transfer \(EFT\)](#) with void cheque. This form is submitted to the Department of Finance in order to reimburse the Member for expenses.
- Photocopy of your Birth Certificate
- Photocopy of your Social Insurance Number

Members' Compensation and Benefits

Health, Dental, Life Insurance Benefits Information

Health, Dental, Life Insurance Benefits Information

- Please complete the following forms and forward the originals to the Benefits Unit, Public Service Commission.
 - [Application for Group Health Benefits](#),
 - [Application for Optional Life Insurance](#) and the
 - [Beneficiary Nomination form](#)
- MLAs should contact the Benefits Unit, PSC, directly if they have any questions regarding benefits or need forms.

Email PSCBenefitInquiries@novascotia.ca

Tel 902.424.3240

Fax 902.424.0756

Address Mailing P.O. Box 943
Halifax, NS B3J 2V9

Street World Trade and Convention Centre
1800 Argyle St., 5th Floor

Website novascotia.ca/psc/employeeCentre/benefits

[MLA Benefits at a Glance](#)

Members' Compensation and Benefits

Long Term Disability Plan

Long Term Disability Plan

The most up to date and detailed information on the Members' Long Term Disability Plan can be provided by contacting the Director, Office of the Speaker.

Your Long Term Disability Program is provided by The House of Assembly Management Commission, in partnership with the Manufacturer's Life Insurance Company.

You are eligible for Long Term Disability if you are a member under age 65 of Nova Scotia's House of Assembly, with less than 15 years of pensionable service.

The cost of the coverage is shared on a 50/50 basis between the MLA and the government. The LTD deduction from the MLA's biweekly pay is \$26.437.

Benefits Amount – You are eligible for 70% of monthly earnings, subject to a maximum benefit of \$3,500 per month. In order to receive benefits greater than \$3,500 per month subject to a maximum of \$6,000 per month, there is a requirement for the Member to complete and submit a medical questionnaire for approval by the insurer. Please contact the Office of the Speaker for the form.

Members' Compensation and Benefits

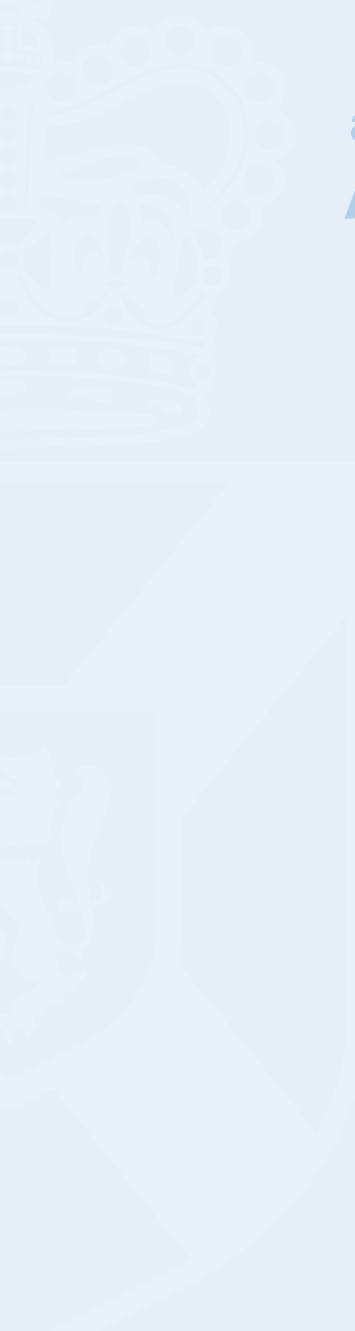
Long Term Disability Plan

Qualifying period – A Member becomes eligible for benefits under the Plan after 182 qualifying days. The qualifying period is a period of continuous and total disability starting with the first day of total disability, which you must complete in order to qualify for disability benefits. You must be receiving regular, ongoing care and treatment from a physician during the Qualifying Period in order for benefits to be payable at the end of the Qualifying Period. Benefits are not payable during the Qualifying period.

Maximum Benefit Period – to age 65.

Please contact the Office of the Speaker for more information or to submit a claim.

Members' Compensation and Benefits



Employee and Family Assistance Program (EFAP)

Employee and Family Assistance Program (EFAP)

- Members have access to the Employee and Family Assistance Program or EFAP.
- The Province of Nova Scotia is committed to making sure that provincial government employees and their families have the supports and services they need to live a healthy and balanced life. The Employee and Family Assistance Program, administered by Morneau Shepell, is here to provide you and your family with the support you need, when you need it. The link to the web page is beta.novascotia.ca/employee-and-family-assistance-program

For confidential and immediate support with your work, health and wellbeing 24/7/365 call 1.800.777.5888 or TTY 1.877.338.0275

Members' Constituency Allowance and Expense Claims

Members' Constituency Allowance and Expense Claims

Overview

Overview

	Monthly	Annual
Constituency Office Expenses	\$ 4,282	\$ 51,384
Annual Additional Constituency Allowance (amount depends on constituency)	\$1,172–\$1,546	\$14,059–\$18,558

Each Member is entitled to claim up to a maximum of \$5,454–\$5,828 per month (depending on the MLA constituency; see regulation 43A) net of HST, for office and constituency related travel expenses that are incurred to operate a Member's constituency office.

The annual additional allowance is allocated per constituency as follows:

\$18,558 Colchester-Musquodoboit Valley, Cumberland South, Guysborough-Tracadie, Inverness, Queens and Victoria-The Lakes

\$17,434 Colchester North, Digby-Annapolis, Eastern Shore and Shelburne

\$16,309 Annapolis

\$15,184 Antigonish, Argyle, Cape Breton East, Chester-St Margaret's, Cumberland North, Hants East, Hants West, Kings West, Lunenburg West, Pictou East, Pictou West and Richmond

\$14,059 All other constituencies

Members' Constituency Allowance and Expense Claims

Overview

The [Constituency Expense Claim Form](#) is completed and submitted for office expenses. Original invoice and proof of payment are required for reimbursement. The Travel Log related to Constituency Travel is completed for constituency travel. See [Constituency Travel section](#) for more information.

While most invoices you claim will include HST, and you will be reimbursed for the full amount including the HST, our office will calculate the amount of tax paid on your invoices and will only debit your constituency allowance for the net amount of your claim, excluding the HST.

Members' Constituency Allowance and Expense Claims

Expense Claim Management

Expense Claim Management

There are many ways an office can be set up to keep track of their expenses. It can be as simple as using an accordion folder labeled by month where you file your invoices and proofs of payment until you prepare your expense claim, or you can use an Excel spreadsheet to keep track of your monthly expenses. ([sample excel spreadsheet](#))

MLAs are required to keep copies of their claims with supporting documentation in their constituency office.

Constituency expenses are to be claimed on a monthly basis. May I suggest a member pick a certain day of the month that works for them to collect whatever invoices and proofs of payment they have ready to go on a claim, and prepare and submit the claim; example: the 15th of every month. If we receive a claim several business days before the last day of a month, it will be posted for that month on the online reports.

Presuming all paperwork is complete, payments can usually be made within 7 business days of a claim being submitted.

Members' Constituency Allowance and Expense Claims

Direct Deposit

Direct Deposit

Members must have direct deposit set up prior to us processing your first expense claim so that reimbursement can be deposited directly into your bank account by electronic funds transfer. Members will need to complete the [Finance Direct Deposit form](#) along with the submission of a void cheque. Members have the option of setting up two bank accounts: one account dedicated to Constituency Expenses and the other account for all other reimbursements (Other Travel, Constituency Travel and Living Allowance). Please inform the Speaker's Office Administration if you wish to set up two bank accounts.

Members' Constituency Allowance and Expense Claims

Tips To Complete Your Claim

Tips To Complete Your Claim

House of Assembly Management Commission (HAMC) Regulation 15(4) states that a claim for reimbursement must include the original invoice, a proof of payment, and a copy of the ad. Please include the actual document the ad is placed in (where possible) such as the newspaper page, the booklet, the brochure, a screenshot from the website, or text from an audio ad.

Please do not send in a claim without each of these items (invoice, proof of payment, copy of ad) attached. If you do not have all of the required documentation for an expense, please save that item for a future claim.

Sponsorship and donations to organizations and individuals are not permitted for reimbursement. If the letter requests funds for sponsorship or a donation, please do not send that to us to justify your expense. You are permitted reimbursement for advertising with these organizations and you must have an invoice for advertising from the organization.

Advertising should include MLA contact information. Please review the MLA Advertising and Communication Guidelines.

We cannot reimburse for a balance forward on an invoice. We need the original invoice for that time period.

Twice a year, there are 3 casual staff pays a month which will affect your monthly budget. If you have casual staff in your office please ensure you have budgeted for this additional cost from your monthly allowance.

Members' Constituency Allowance and Expense Claims

Tips To Complete Your Claim

We cannot reimburse for late fees. Please ensure those are deducted from the amount due and the net amount is recorded on your claim. Please ensure you make the late fee payments so they do not accumulate.

A reminder to please send in the entire bill (all pages) for phone, cell phone, cable, and internet expenses.

When you have all required documentation and the details are entered on the claim form and printed:

- Go through the claim to:
 - check to ensure you have an invoice and proof of payment and that they are attached in the order listed on the claim.
 - check to ensure all attachments are there (ad, and copy of communication, sample of printed item).
 - if you purchased an asset (office equipment or furniture) ensure it is tagged and an [Asset Addition form](#) is attached, signed and dated by the MLA.
 - if your invoice does not clearly state what was purchased, record on the back of the invoice the items bought.
- Check to ensure the MLA has signed and dated every page.
 - Take a copy of your claim for your records. You are required to keep copies in your office.

[MLA Constituency Expense Claim Form](#)
Sample [page 1](#) and [page 2](#) of a 2 page claim

Members' Constituency Allowance and Expense Claims

Year End Timelines

Year End Timelines

March 31st is the fiscal year end and there are important deadlines MLAs need to be aware of.

- If an event or service or ad is for March 31st or earlier then the invoice should be dated March 31st or earlier, to ensure the expense is recorded in the fiscal year it relates to.
- If an event or service or ad is for April 1st or later, then the invoice should be dated April 1st or later, to ensure the expense is recorded in the correct fiscal year it relates to.
- If any equipment or items are meant to be purchased for the current fiscal year, the invoice must be dated March 31 or earlier AND the goods must be received to your premises by March 31st in order to be eligible as a current year expense.
- For commute and constituency travel up to March 31, please submit travel claims the first week of April before the first cut off mid April.

A reminder that per subsection 7(3) "...a claim for payment or reimbursement may not be made more than six months after the date on which the expenditure was made". This means that if an invoice is dated earlier than six months from today's date or it is 90 days after year end, it is too late to submit for reimbursement.

Members' Constituency Allowance and Expense Claims

Year End Timelines

It is very important for MLAs to stay up to date with their monthly claim submissions. This allows for:

- consistent public reporting of expenses online
- a smooth flow of claims through our office, rather than multiple months arriving at once
- ensures you do not exceed the 6 month time line
- reimbursement in a timely fashion for all eligible expenses you incur

Usually, all of your expenses **must be submitted for the March 31 year end** by mid April. This would be for all expenses incurred for the current ending fiscal year. Please plan accordingly to ensure you are invoiced and have proof of payment in time to prepare your claims and get them into our office. Since cheque clearing may not be possible by this date, may I suggest you pay by other methods (debit, or credit card, or money order).

If you are unable to submit an expense before the year end of March 31, the latest you can submit expenses related to the current ending fiscal year is 90 days after year end (per subsection 7(1)) as long as you have room in your prior year allowance).

Constituency Expenses and Office Information

Constituency Expenses and Office Information

Advertising and Communications

Advertising and Communications

Under clause 21(1)(h), a Member is entitled to be reimbursed for advertising expenses, particularly information that normally would be included on a Member's business card. Advertising includes non-political messages re MLA contact information, office hours, meetings, etc which can be used for print, radio, TV, website, etc.

Advertising is part of the annual constituency expenses.

We realize MLAs get many requests for sponsorships, bursaries, gifts and other similar items from many worthy community organizations, however these types of items are not permitted for reimbursement. A solution to offer the organization is to advertise in their material, flyer, brochure or pay for space to hang a banner at their event or location. In order for this to be acceptable for reimbursement you must submit an invoice for advertising, include a copy of the ad, and have proof of payment (receipt, cancelled cheque, or bank statement). Your advertisement must include your Name, MLA and at least one method of contact (phone, email, website). If the document you submit has any reference to a sponsorship or donation (that does not meet the requirements of Section 22), it will have to be declined for reimbursement. Similarly, if your advertisement is on a poster or sign or some other venue which states "Thank you to our Sponsors" or some other reference to sponsorship or donation, it will have to be declined for reimbursement.

Constituency Expenses and Office Information

Advertising and Communications

We realize that you may not have control over how your advertisement will be placed or portrayed, so it is important you advise the recipient of the advertising dollars of your requirements as a MLA and whenever possible, ask to review your ad prior to placement. In order to assist you with this, we have prepared a DRAFT statement that you can issue to those who request you advertise with them. You can edit this as you see fit, cut and paste it on to your own letterhead, and then distribute it to those who request you advertise with them.

- DRAFT Statement to Advertisers:

I am pleased to support your event/cause/organization as an advertiser. In order for me to meet the House of Assembly Management Commission regulations I must follow as a MLA, I will require my Name and Contact information to be advertised (I will provide you with the graphic), I cannot include a political party or caucus affiliation,

I will require an invoice for advertising, and a copy of the ad. As well, since sponsorships are not permitted as a MLA, my advertisement cannot be associated with or referenced as a Sponsor. However I can be referenced as a Supporter or Advertiser. It is very important these guidelines be followed in order for me to advertise with your event/cause/organization.

Here is the link to the approved [MLA Advertising and Communication Guideline](#).

Constituency Expenses and Office Information

Assets and Inventory

Assets and Inventory

Members can acquire furnishings and equipment for the operation of a constituency office either by direct purchase, on a leased basis or from the NS government Surplus Warehouses. The House of Assembly Management Commission regulations stipulate that all assets greater than \$50 acquired by MLAs for their constituency offices after October 27, 2009 are provincial assets and must be accounted for (regulation 23). Assets include furniture, office equipment, computing and mobile devices, and software. Under subsection 18(6) there is a \$2,550 one time allocation provided for start-up costs associated with opening a constituency office. Expenditures beyond this limit are required to come from their monthly allocation. Regulation 23 describes the MLA guidelines and Directive #1 lists the eligible furniture and equipment.

Surplus Furniture and Equipment

We suggest Members make use of the furniture and equipment available through the NS government Surplus Warehouses to outfit your constituency offices or apartments. The items are free, but delivery charges do apply. There are warehouses located in Dartmouth and Sydney, serving approx. 7,000 civil servant employees, with the contents continually changing from day to day. Items acquired by MLAs, through Surplus, must meet all HAMC Regulations. Please email mlaproperty@novascotia.ca, with details pertaining to what you are looking for and she will contact the warehouse to see if they have any items meeting your request. If they do, the warehouse will contact you to make an appointment to go view and possibly arrange for delivery of the items.

Constituency Expenses and Office Information

Assets and Inventory

Surplus Warehouse Policy and Procedures, to be aware of:

- Departments must contact inventory control personnel from your department (mlaproperty@novascotia.ca), prior to making an appointment with the warehouse.
- Walk-ins are discouraged, although every attempt is made for them not to be turned away. They are also encouraged to make an appointment in future.
- Appointments are for periods of 15 minutes, each.
- Delivery personnel must load and unload vehicles. For liability reasons, warehouse personnel should not be loading furniture and equipment into delivery vehicles.

Commission Directive #1

MLA Asset Addition Process

A MLA makes a purchase of office equipment or furniture and submits the expense claim, including the original invoice and proof of payment, for reimbursement. For all assets purchased, a completed Asset Addition form must be included with their expense claim.

Any of the MLA's tagged assets will be identified on their online expense reports, and shown as "TAG#xxxxxx", which is entered into SAP at the time the claim is processed for reimbursement. If the MLA has not included a completed Asset

Constituency Expenses and Office Information

Assets and Inventory

Addition form with the claim, the MLA is contacted asking them to assign an inventory TAG to the item, and submit the completed form, which unfortunately delays the processing of your claim.

At six month intervals, usually in October and March, we will send Cognos inventory reports to MLAs for their review and signature. The MLA must advise us of any changes or corrections so we can update the details of the assets, ensuring their inventory remains accurate.

Inventory TAG stickers are allocated to each of the MLA Constituency Offices, in increments of 10. Fillable [Asset Addition forms](#) and [directions](#) are available on the Members Only website.

Should you require additional TAG stickers, please don't hesitate to contact us at mlaproperty@novascotia.ca.

MLA Asset Disposal Process

Per HAMC Regulations 23(6)-(8), if an MLA wishes to dispose of an asset, they **must** submit a disposal request to the Speaker's Administration office, prior to disposing the asset. This includes any and all items that are tagged, regardless of value and/or condition (e.g. cell phones, cameras, office furniture, equipment and small appliances).

To initiate the disposal process, a completed (signed and dated by MLA) Asset Disposal Form must be sent to the Speaker's Administration Office, either via scan and email, mail, or fax. Keep in mind, even if the item is damaged, if it has been tagged as a Provincial Asset, it must still be disposed of according to the provincial procedures.

Constituency Expenses and Office Information

Assets and Inventory

1. The MLA or CA completes an Asset Disposal form, identifying the items to be disposed (indicating the condition of each asset and if the MLA wishes to purchase, if it is a computing device).
2. The MLA must sign and date the form and send it to Property and Personnel Administrator; either via email to mlaproperty@novascotia.ca or fax 902.424.2404 at the Speaker's Administration Office.
3. Once the request has been processed at the Speaker's Office, the MLA Constituency Office will then be advised of how to proceed with the disposal (depending on the condition of the asset and the Member's preferences, this could be either pick up by a courier, delivery to the warehouse or disposal directly from the constituency office).
4. DO NOT remove a hard drive, memory or sim card, from a computing device or cell phone. ICT Services is responsible for erasing data or destroying data storage devices that are sent to surplus.
5. When the disposal transaction is complete, a Transfer Voucher removing the item, from the Member's inventory account, will be sent to the constituency office, and the Property and Personnel Administrator.

The [Asset Disposal form](#) and [directions](#) are available under Forms on the Members Only site nslegislature.ca/mla-extranet/forms

Constituency Expenses and Office Information

Banking

Banking

It is recommended a MLA set up a separate bank account in the MLA's name for the constituency office expenses, which is separate from MLA personal bank accounts.

Use this bank account to manage payments to vendors and this is where your MLA expense claim reimbursements are deposited.

CAs can manage payments and receipts on behalf of your constituency office, as long as you are comfortable with it, and it is managed carefully by yourself.

Use online banking, debit and credit payments as much as possible to pay vendors instead of cheques, as payment receipts are immediately available, and bank statements can easily be printed to provide proof of payment which assists in making timely claims.

Constituency Expenses and Office Information

Barrier-Free Requirements

Barrier-Free Requirements

The MLA's constituency office must be barrier-free and if possible, on a public transit route.

See regulations 18, 19 and 19A.

Regulation 19(1) states the member shall research and locate space. We encourage new members to consider the prior members space for the constituency office, since it should already meet the regulations and the prior MLAs office furniture and equipment is already there; however you are not required to do so. If you are interested, please contact the landlord to make arrangements to view the space, and to discuss potential lease terms.

If you are locating a new space, the MLA may need to negotiate with the landlord to incorporate the barrier-free features in the space and if required, the landlord may need to increase the rent accordingly. It is recommended the MLA review the barrier-free checklist (at the bottom of the [Barrier-free Compliance Plan](#)) and the more detailed Building Checklist (both available on the Members' Only website) with the landlord as part of the lease negotiation. If there are minor items that require modification, the [Barrier-free Compliance Plan](#) form should be completed outlining the implementation plan over the following 12 months, and the form submitted to the Speaker's Office.

If there are items of a more serious or significant nature, and it has been determined there are no other suitable barrier-free spaces available in your area, then contact the Speaker's Office. There are several avenues to be explored depending on the situation (e.g. extended lease to accommodate leasehold improvements, different lease terms, repeat compliance plans, etc.).

Constituency Expenses and Office Information

Barrier-Free Requirements

Barrier-Free: New Members

Subsection 19A(1) of the House of Assembly Management Commission Regulations (Regulations), provides that a MLA, who was elected for the first time has 12 months from the date of their election to comply with the barrier-free requirements for that space. If the new space requires upgrades to be compliant, these items should be negotiated with the landlord and included in the lease to be completed within the allotted 12 months.

This means that no later than 12 months from the date of the MLA's election the MLA must confirm in writing to the Speaker's Office that the office space complies with the barrier-free requirements. The [Barrier-free Compliance Plan](#) form is to be used for this confirmation.

If written confirmation is not provided, the MLA's office space is deemed to be non-compliant space. This will trigger subsection 19(4) of the Regulations which means that no reimbursement of office lease expenses will be permitted if the space does not meet the barrier-free requirements.

Barrier-Free: Returning Members

Re-elected members should already be in a barrier-free office. If a returning MLA moves or enters into a new lease the new space must meet the barrier-free requirements.

Constituency Expenses and Office Information

Barrier-Free Requirements

Barrier-Free: For all Members

In the event that at the end of the deadline the MLA is unable to confirm that the space is compliant, the options available to the MLA are:

- a. Subsection 19A(4) of the Regulation allows a MLA to occupy space that does not meet the barrier-free requirements only if it is on a month-to-month basis and only for a period up to 12 months, IF a compliance plan is filed indicating how the member will arrange barrier-free space within that 12 month period (in some cases this could mean breaking/changing the existing long term lease, which could be costly and challenging and not an ideal solution);

or

- b. obtain a waiver from the House of Assembly Management Commission pursuant to subsection 19A(3) of the Regulations on the basis that the non-compliance is merely technical in nature;

or

- c. stay in the leased space and pay for the lease from their personal funds without the possibility of being reimbursed.

Upon filing a compliance plan with the Speaker's Administration Office pursuant to clause 19A(4)(b) of the Regulations it will be posted on the website in accordance with subsection 19A(6) of the Regulations. The plan is a public document.

Constituency Expenses and Office Information

Barrier-Free Requirements

Key points

- If the MLA cannot provide written confirmation that the leased space is barrier-free after the time periods, the compliance plan must be completed indicating the issues and plans to rectify the issues.
- MLA compliance plans will be posted publicly on the Legislature website.

Braille signage.

The following supplier will provide advice on braille signage and the placement of it.

- United Signs 21 Raddall Ave, Dartmouth, NS B3B 1L4, 902-468-6161
Contact: Mel
- Many signage installers provide the same product and service so feel free to contact a supplier of your choice.

General Signage

A sign incorporating the international symbol of accessibility, indicating the location of each accessible entrance (accompanied by Grade II Braille near the bottom edge of the sign)

Constituency Expenses and Office Information

Barrier-Free Requirements

Tactile Signage (raised)

Tactile (raised) signage is required to identify entrance, TTY (Teletype writer) barrier-free washrooms, showers, elevators and parking spaces.

Please contact the recommended supplier or one of your choice to assist you with the placement of braille in your offices which is required to meet the barrier-free requirements for your constituency office.

Constituency Expenses and Office Information

Casual Staff

Casual Staff

The wages and fringe for casual staff hired to work in the MLA constituency office come from the Constituency Allowance. Please consider if you have enough funds to cover this additional cost when considering whether to hire casual hourly paid staff. Please refer to the [Casual Support Staff section](#) for more information.

Constituency Expenses and Office Information

Constituency Case Management

Constituency Case Management

When a member takes on a case and may have to advocate on behalf of the constituent, the constituent should be asked to sign a waiver permitting the Member or the Office to speak on their behalf. This is critical as it often helps to sift out the more serious enquiries and Departments or Offices won't speak to you about a specific case unless a Member has this waiver.

[Authorization and Consent for MLAs](#) Office of the Speaker

Constituency Expenses and Office Information

Direct Payment to Vendors

Direct Payment to Vendors

In an attempt to ease the financial burden on MLAs and with the hope of minimizing late fee charges, the Speaker's Administration Office has developed a process to pay certain MLA expenses direct to the common vendors. Sample vendors include:

Bell Aliant	Saltwire Network
Chronicle Herald	Telus
Eastlink	Other utilities
NS Power	plus many more
Rogers	

The majority of these are also the vendors that tend to charge late fees if their bill is not paid on time.

Process

1. The MLA receives the bill at their office or rental accommodation address. This is important for audit purposes to have the location of service noted as either the constituency office or their leased premise in Halifax.
2. MLA approves the original invoice with a) MLA signature and b) date and sends it to the Speaker's Administration Office for payment.

Constituency Expenses and Office Information

Direct Payment to Vendors

3. Do NOT record these items on a MLA expense claim for reimbursement.
4. The expenses paid, directly by the Speaker's Administration will be listed by vendor on the MLAs detailed expense reports, just like the other expenses submitted on a claim.

The key to this process being successful in avoiding late fees is for MLAs to review and approve these invoices promptly upon receipt and to then forward them to the Speaker's Administration Office. We date stamp all mail as it is received in our office. If a late fee is charged due to a delay in the invoice being sent to our office, the MLA is still responsible for the late fee and it is not reimbursable. We require the invoice at least 10 business days in advance of the due date.

Constituency Expenses and Office Information

Donations

Donations

Donations (monetary or gifts), sponsorships, bursaries, gifts, auction items, etc are not eligible for reimbursement. Per Regulation 22, however, memberships can be claimed in a community organization that charges member fees (max \$510 per year) and the organization can then use these funds to support a cause. A Member can claim the costs of certificates, plaques or awards for community members.

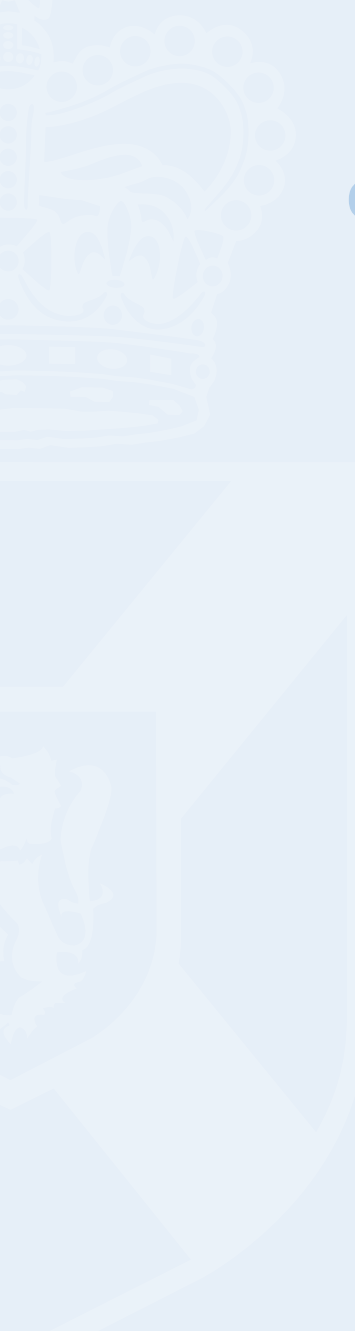
Constituency Expenses and Office Information

Food and Meals

Food and Meals

The cost of meals or food for a constituency office meeting, or for office use, are not claimable as a constituency expense. The only time a meal may be claimed is if the MLA travels more than 250 kms one way or 500 kms return or as refreshments for an annual open house.

Constituency Expenses and Office Information



House of Assembly Operations

House of Assembly Operations

Members have always been able to order certificate paper and cards and other items from House of Assembly Operations and the Speaker's Office can charge your constituency allowance directly for items eligible for reimbursement. Please note that items not eligible for reimbursement must still be paid by personal cheque.

The Province House catalogue's website is accessed via the Members' Site at nslegislature.ca/index.php/login

Constituency Expenses and Office Information

Insurance for Office

Insurance for Office

Members of the Legislative Assembly are entitled to insurance coverage for their Constituency Office through the Office of the Speaker Administration in conjunction with the Department of Internal Services. Most MLAs have one constituency office (some have two depending on the size of their constituency), for which they will require personal property and third party liability insurance. The insurance coverage is as follows

Type of Coverage	Limits of Liability	Deductible	Conditions
Contents Coverage	\$30,000	\$250.00	Contents coverage restricted to on-premises Broad Form Coverage
Laptop Coverage (included in contents coverage noted above)	Covers up to four (4) laptops	\$250.00	No premises restrictions
Commercial General Liability	\$5,000,000	N/A	Professional Services Exclusion Absolute Pollution Liability Exclusion
Tenants Legal Liability	\$250,000 per occurrence	N/A	N/A
Non-owned Automobile	\$2,000,000	N/A	N/A

The cost of the above insurance per office is \$350.00 for April 1 to March 31.

Constituency Expenses and Office Information

Insurance for Office

If a member applies for coverage part way through a year, the member's cost will be prorated.

The Office of the Speaker will charge the Members constituency account directly.

Keep the Speaker's Administration Office up to date with any amendments to your policy. Send this information to mlaclaims@novascotia.ca or fax 902.424.2404.

Also if you move your office location notify the Speaker's Administration Office promptly.

[MLA insurance application](#)

Coverage Notes:

- Contents coverage is automatically set at \$30,000.00 and includes insurance for up to four (4) laptops.
- A deductible of \$250.00 per occurrence is required for the loss of contents due to an insured peril.
- Commercial General Liability covers any and all operations usual to an MLA. This is world-wide coverage.
- Commercial General Liability and Non-owned Automobile provides for both third-party bodily injuries and property damage within each limit of coverage.

Constituency Expenses and Office Information

Leases and Office Rent

Leases and Office Rent

There is a standard [Constituency Office Lease](#) (also available on the Members Only Site) that should be used and must be between the owner of the space (the landlord) and the Member. Per regulation 19B(2)(b) the standard lease states “...the lease is terminable within 3 months after the member ceases to be a member”. If you have any concerns or questions about your lease, I suggest you contact the Speaker’s Office prior to completing space negotiations. If your landlord insists on a more complex lease, it is important this termination wording be included.

The space cannot be leased from an associated person, and must be separate and apart from a Member’s residence or other place of business. Rent cannot be claimed for any portion of a person’s home, even if a portion is dedicated for constituency purposes.

Constituency Expenses and Office Information

Leases and Office Rent

The Speaker's Office manages the direct payments to landlords for your office lease. This will ease the financial burden on Members as they will not have to pay first and then submit expense claim forms for reimbursement.

The Speaker's Office requires a copy of the current constituency office lease and a [Recurring Payment Authorization form](#) to set up the recurring payment. We require this form be submitted to the Property and Personnel Administrator at the Speaker's Administration Office prior to setting up the automatic payment. If the landlord is not already set up as a vendor in the NS government payment system, we will also require an electronic funds transfer (EFT) form to be completed by your landlord, to allow us to direct deposit the payment to their bank account. The company information on this form MUST match the exact name, address and HST/Business/Social Insurance number recorded on the lease, and as listed with the Registry of Joint Stock Companies and CRA. Please ask the landlord to return the completed and signed form, along with a VOID Cheque, to the Property and Personnel Administrator at the Speaker's Administration Office (mlaproperty@novascotia.ca or 902.424.2404). It is important you notify the Speaker's Office of any changes, renewals, etc., as soon as you receive them from your landlord.

Please review [Tips for Lease Completion and Landlord Information](#) to ensure all paperwork is completed correctly.

Once you are comfortable with the location, the rent amount, that it is barrier-free (or you have a plan to make it that way) then complete the lease with the pertinent details and send it to the Speaker's Administration Office to obtain the Speaker's signature.

Constituency Expenses and Office Information

Legislative TV

Legislative TV

In order to make the process easier for MLAs who order AV, video or DVD products from Legislative TV, we will assist you in making the payment by charging your constituency account directly.

Leg TV will provide you with an [Acknowledgement Form](#) that you are required to sign prior to commencing any duplication requests. This form will also include a statement that “The charge will be allocated to your MLA constituency allowance by the Speaker’s Office – Administration.”

Your signature on the Acknowledgement Form will indicate that you approve of both - the Disclaimer and the charge.

Constituency Expenses and Office Information

Office Operation Costs - General

Office Operation Costs - General

These costs include rent, utilities, taxes, insurance, security, cleaning services and supplies, maintenance (snow removal, sanding, salting), parking (unless covered by lease), minor renovations, signage, and meeting room rentals.

In addition they include furniture and office equipment, phones/faxes, support staff, office supplies, advertising, communications, printing, photocopies, postage, newspapers, staff professional development, database maintenance, and community dinner, festival or event tickets (maximum of 2 tickets).

Constituency Expenses and Office Information

Open House(s)

Open House(s)

Members are permitted to have up to four (4) annual constituency open houses at a cumulative cost of no more than ten per cent of the monthly constituency allowance (\$428.00). Submit these expenses on the claim form titled [MLA Open House Expense Claim](#). Advertising for the event is not considered part of the open house budget.

Constituency Expenses and Office Information

Phones

Phones

Members should have dedicated lines for their office and/or cell phones for constituency business. All invoices must be in the Member's name and show the constituency address. Residence phone lines are ineligible expense items.

MLAs and staff are permitted to access the government rates for the government mobility/cell program. The monthly cost will vary depending on the MLA needs; some MLAs pay as low as \$7/month but most are approx. \$36/month net of tax.

- If you have a phone and are not on a contract paying down a balance, you can easily move to the govt Bell Mobility plan by following the steps attached.
- If you have a phone and are on a contract, you will have to pay out that contract first, which is an eligible expense. Important to consider how much time you left on contract and the costs of paying it out vs the low government rates.
- If you need a new cell phone, you can purchase one at the provincial govt retail rates (approx. \$900 for a new iphone).

First step is to review [MLA Cell Program](#) which outlines the process to follow.

You also will have to print the [MLA Cell Program Non Disclosure Agreement \(NDA\)](#) to sign, scan and email as noted in the process document.

Constituency Expenses and Office Information

Pins and Flags

Pins and Flags

Annual Allotment

Once every calendar year, usually in January, MLAs are provided an allotment of pins and flags which consists of:

- 25 3x6 flags
- 50 desk flags
- 1200 lapel pins.

This allotment is per MLA, regardless of how many constituency offices the MLA may have.

Additional Pins and Flags

If a MLA wants to order additional pins and flags, they may order them from Protocol through their caucus office. For these items, the Speaker's Office will charge the MLA's constituency allowance directly.

Constituency Expenses and Office Information

Postage and the Provincial Postal Services

Postage and the Provincial Postal Services

Postage, delivery and courier expenses are eligible constituency expenses.

If convenient for your constituency office, you can access and utilize the provincial division of Postal Services for your mail-outs and many other postal services. Many MLAs have taken advantage of these services and have benefited from the cost savings and convenience; e.g. postage meter at your office, bulk mail services, plus more. If the Halifax location of Postal Services is not convenient for your area, you can obtain a government customer number and benefit from the government rates at your location.

Please contact Stephen Bredy

Tel 902.424.4469

Email Stephen.Bredy@novascotia.ca

Postal Services are a division of the Internal Services and are located at 6176 Young Street, Halifax, Nova Scotia.

Please see this link for more detail on the [provincial Postal Services](#) offerings.

Constituency Expenses and Office Information

Nova Scotia Gift Bank

Nova Scotia Gift Bank

The Corporate Services Division of the Executive Council Office encourages all MLAs to visit the Nova Scotia Gift Bank to browse unique gifts that showcase and promote the expertise and talent of Nova Scotian artists, artisans, and craftspeople in addition to showcasing carefully selected items that express the beauty of this province and its identity. Purchases must be paid with a personal cheque at the time of purchase. If an MLA wants to order additional pins and/or flags, they may order them through their Caucus office. For these items, the Speaker's Office will charge the MLA's constituency allowance directly. Gift items are NOT an eligible MLA expense and are NOT eligible for reimbursement.

Gifts may be viewed in person or on the Nova Scotia Gift Bank Online Catalogue at <https://giftbank.novascotia.ca/>. The Corporate Services division of the Executive Council Office and the Nova Scotia Gift Bank showroom are located at One Government Place, Barrington Level. If you have any questions, please contact the Gift Bank at 902.424.3692 or by email at GiftBank@novascotia.ca.

Constituency Expenses and Office Information

Security for Constituency Office

Security for Constituency Office

Overview

The Corporate Security Office is available to provide security support and services to MLA's and constituency offices. The primary functions of the Corporate Security Office are to:

- Ensure that any security incidents that impact constituency offices and elected officials are responded to appropriately, and in a timely fashion.
- Provide advice on how to respond to a threat, violence or other emergency events affecting you or your staff.
- Act as liaison with local police agencies to ensure appropriate follow up to incidents.
- Conduct Security Vulnerability Assessments at constituency offices upon request.

Office Security – Your Constituency Office

Constituency offices are accessible to the public and constituency office staff may encounter hostile or aggressive members of the public in the course of their work. This hostility or threatening behaviour can take place in person or via telephone/email.

Constituency Expenses and Office Information

Security for Constituency Office

Depending on the location of your office and the type of building you are in, a member should consider if security services are needed for the constituency office.

A Security Vulnerability Assessment (SVA) can be performed by Corporate Security at constituency offices upon request. A SVA can help ensure that staff and visitors feel safe and secure. As part of the SVA, Corporate Security will provide findings and make recommendations that can enhance security protocols in the workspace.

Security options may include personal alarms (panic buttons), motion/intrusion alarms and video surveillance. Corporate Security can also advise on security procedures for securing documents, door locks and lighting. Any security system purchased would be considered an office operational cost.

Corporate Security currently recommends a security system called IMPASSA for use in constituency offices. IMPASSA is available from Wilson's Security, it is affordable (approximately \$1000) and transportable (it is wireless and can be moved and/or re-used in other offices). IMPASSA can operate as a multi-use system which incorporates door alarms, motion detectors and a panic button, or separate components. Many MLAs already utilize this system.

To discuss your security requirements or concerns please contact Ian Burke, Corporate Security Office, Service Nova Scotia and Internal Services at Ian.Burke@novascotia.ca or 902.478.9838.

Members' Travel Expenses

Members' Travel Expenses

Overview

Overview

Travel claims can be submitted bi-weekly or on a monthly basis. There are two types of travel claims and it is important the claims are kept separate. As well, monthly travel is tracked by the Department of Finance so please do not put different month's travel on one claim. Eg. July only travel on a July claim.

MLAs are reimbursed at the same rate per km as civil servants. The current rate to be claimed is \$0.5770 cents per kilometre up to 20,000 kms; \$0.5092 cents per km for travel greater than 20,000 kms

Travel related to Commuting (includes regular caucus meetings), Out of Town Caucus, Committees, Conferences and Legislature and other related Per Diems. You use the claim form titled [Travel Log – related to Other Travel and Per Diems](#) and [Travel Log >20,000 kms - related to Other Travel and Per Diems](#) for these types of claims. See “Other Travel” on page 4-3

1. Travel related to Constituency work or related to your duties as a MLA. You use the claim form titled [Travel Log – related to Constituency Travel Allowance](#) and [Travel Log > 20,000 kms - related to Constituency Travel](#) for these types of claims.

Kilometrage Reimbursement

MLAs are reimbursed at the same rate per km as civil servants. The current rate to be claimed is \$0.5770 cents per kilometre up to 20,000 kms; \$0.5092 cents per km for travel greater than 20,000 kms.

Members' Travel Expenses

Other Travel

Other Travel

Other Travel is travel related to commuting, out of town caucus, committees, conferences, and per diems related to the Legislature sitting and other per diems.

Commuting - Outside Members

A Member whose principal place of residence is more than 100 kms from Province House is an Outside Member and are eligible for Commuting Trips. Members can be reimbursed for a maximum of 52 return trips from April to March to Halifax to attend regular caucus meetings and sittings of the House. If you use tolls or bridges for your travel, we suggest you obtain a Mac Pass as you can use the statement for your expense claim (as receipts are required).

When the House is not sitting, an Outside Member can only be reimbursed for two nights' accommodation and three per diems for each commuting trip. Allowances do not apply on weekends or statutory holidays unless in exceptional circumstances, where the Speaker determines that travel on a holiday or Saturday or Sunday is necessary. Any stays longer than 2 nights need to be approved by the Speaker in advance by completing the [Speaker Approval](#) form.

Members' Travel Expenses

Other Travel

Commuting - Inside Members

Inside Members (those whose residence is within 100 kms of Province House) cannot claim for commuting travel costs or commuting per diems under Other Travel. However an inside Member can claim the mileage to travel to Halifax on the [Constituency Travel form](#) "in relation to your duties as a member", provided there are funds available in the Constituency allowance. See section 4.2.

Out of Town Caucus Trips

A Member can claim for mileage, per diem if meals not provided, and accommodation not to exceed the government rate for four trips annually to attend an out of town (outside Halifax) caucus meeting.

Committee Trips

A Member can claim for mileage, a per diem of \$50 for not more than 2 days to cover the cost of meals and other incidentals, and accommodation not to exceed one night or the government rate.

Ottawa Trips

A Member can claim for economy air fare, normal ground transportation, a per diem of \$100/day to cover the cost of meals and other incidentals, and accommodation government rates for two return trips annually to attend meetings in Ottawa.

Members' Travel Expenses

Other Travel

Critic Trips

A Member occupying the position of critic of a government department or agency can claim for mileage, a per diem of \$50 for not more than 3 days to cover the cost of meals and other incidentals, and accommodation not to exceed two nights and at the government rate – for a max of four trips per year, per critic role. **Speaker Approval** is required prior to incurring the expenses.

Parliament or Legislative Meetings or Conferences

A Member can claim for economy air fare, normal ground transportation, a per diem of \$100/day outside Nova Scotia but within Canada, and \$150/day if outside Canada, to cover the cost of meals (when meals not provided for) and other incidentals (i.e. parking) and accommodation (at government rate) to attend parliamentary or legislative meetings or conferences, if approval from the Speaker is obtained in advance ([Speaker Approval](#) form). Proof of the Speaker's consent must accompany the [Travel Log – related to Other Travel and Per Diems form](#) when submitted for reimbursement. If the conference itinerary and/or registration includes meals, the cost of the meals per the civil service Travel Policy per diem must be deducted from the MLA per diem.

Legislature per diems

Inside and Outside Members can claim a per diem of \$50 for each day the House sits, and the member is in attendance, to cover the cost of meals and other incidentals. These per diems go on the [Other Travel form](#).

Members' Travel Expenses

Other Travel

Committee Per Diems

Inside and Outside Members who are appointed to a committee may claim a per diem of \$50 for each day a Committee meets, and the member is in attendance, to cover the cost of meals and other incidentals. These per diems go on the [Other Travel form](#). [Speaker Approval](#) form is required prior to travel.

Conference Per Diems

A per diem of \$50 for travel within NS, \$100/day outside Nova Scotia but within Canada, and \$150/day if outside Canada, to cover the cost of meals and other incidentals. If the conference registration and itinerary includes meals, the meal value should be deducted from the per diem at the civil servant rate of \$8 for breakfast, \$15 for lunch, and \$20 for dinner.

Members' Travel Expenses

Other Travel

Hotel Rates

The current maximum that can be reimbursed for hotel accommodations is the government rate for the establishment (providing the Member does not have an apartment).

Inside Members Requiring Overnight Accommodation

If an inside member requires overnight accommodation due to inclement weather, the time of day, or some other reason acceptable to the Speaker, they may claim reimbursement for an overnight stay in Halifax ([Speaker Approval](#) form). Attach the invoice and proof of payment and submit the expense on the [Other Travel Claim form](#).

Annually on May 1 each non-outside member who has claimed reimbursement for overnight accommodation shall provide to the Clerk of the House a report setting out the dates and the reason in each case for the overnight hotel stays for the fiscal year ending on March 31st. "The House sitting" is not a valid reason and more explanation is required.

Members' Travel Expenses

Constituency Travel

Constituency Travel

Members can be reimbursed for travel within the constituency or travel in relation to the Member's duties and the cost comes from the MLAs Constituency Allowance. Use the [Travel Log – Related to Constituency Travel form](#) to claim these expenses. This includes mileage to travel to your office, to meetings, and to the legislature (inside members only). If you use tolls or bridges for your travel, we suggest you obtain a Mac Pass as you can use the statement for your expense claim.

Travel costs (mileage, destination, purpose) should be recorded by day. You can use the [Travel Log – related to Constituency Travel form](#). Mileage is reimbursed at the provincial rate per kilometer. Meals and accommodation expenses will be approved only when:

- the mileage for the trip exceeds 250 km one way,
- or
- 500 kms return

We suggest the Member print many of these forms and attach them to a clip board to keep in their personal vehicle. When you take trips in your constituency or related to your duties as a MLA, record these in the [Travel Log – Related to Constituency Travel form](#) so that you have an accurate record, which is required to claim reimbursement. Do not use this form for commuting, out of town caucus, or committee or legislature per diem reimbursements.

Members' Living Allowance

Members' Living Allowance

Overview

Overview

	Monthly	Annual
Outside Member Living Allowance	\$ 1,499	\$ 17,988
Outside Minister Living Allowance	\$ 1,700	\$ 20,400

A Member whose principal place of residence is more than 100 kms from Province House is an Outside Member, and they can be reimbursed up to \$1,499 / Ministers up to \$1,700 per month, for expenses related to having rental accommodation in the City of Halifax, with receipts and proofs of payment, on the [Living Allowance Claim form](#). A copy of the lease must be on file at the Speaker's Office and then a monthly invoice is not required. Approved expense items include:

- accommodation rental;
- the cost of parking for one vehicle at or near the rental unit;
- the cost of utilities provided to the rental unit;
- a security deposit;
- the cost of keys or other security devices or services;
- the cost of Internet, cable television and telephone service;
- the cost of tenant insurance;

Members' Living Allowance

Overview

- the cost of the rental of appliances or furnishings; and
- the cost of vacuum, mini fridge, microwave, heater, water cooler, air conditioner and dehumidifier to a maximum per unit cost of \$200.00 and small appliances such as kettle, drip coffee maker and toaster oven to a maximum per unit cost of \$50.00.

Effective November 1, 2013 furniture and appliance purchases (excluding mattresses and linens) made by members for their rental accommodation are provincial assets and will need to be tagged and recorded on their inventory. Follow the same Asset Addition process outlined in section 3.3.1.

A newly elected outside member is entitled one time to be reimbursed up to \$2,550 for furnishings, utensils, cookware, linens and appliances as are required to set up their rental accommodations. Please include all start up items on one separate Living Allowance Claim, submitted with a completed [Asset Addition form](#) for reimbursement.

Ineligible expenses include: the cost of televisions, radios, CDs, DVDs, DVRs or other forms of entertainment systems or machines.

Members' Living Allowance

Direct Payment to Landlord

Direct Payment to Landlord

The Speaker's Office requires copies of the current rental lease, and prefers to pay the landlord directly. Similar to direct payment of a Member's office rent, a Member's living allowance account can be directly charged without the member having to disburse funds, submit a claim and wait for reimbursement. The Member must complete and send the [Recurring Payment Authorization form](#) and the lease to the Speaker's Office at mlaproperty@novascotia.ca. If the landlord is not already set up as a vendor in the NS government payment system, we will also require an [electronic funds transfer \(EFT\) form](#) to be completed by your landlord, to allow us to direct deposit the payment to their bank account. The company information on this form MUST match the exact name, address and HST/Business/Social Insurance number recorded on the lease, and as listed with the Registry of Joint Stock Companies and CRA. Please ask the landlord to return the completed and signed form, along with a VOID Cheque, to the Speaker's Office.

Members' Living Allowance

Apartment Lease Terms

Apartment Lease Terms

It is the responsibility of the member to monitor their lease terms (month to month is best if an election or retirement is pending) and to provide proper notice to the landlord to sever the lease. Rent can only be paid for 3 months after the member ceases to be a member.

Apartment leases are usually year-to-year leases rather than month-to-month leases. As well, year-to-year leases usually renew automatically to continue as year-to-year leases. There is a very important difference between year-to-year and month-to-month leases respecting the giving of notice to quit when you wish to vacate your apartment; because you would like to move to another apartment or because you are no longer a MLA. A year-to-year lease requires three months' notice before the end of the 12 month period of the lease or any 12 month renewal period. In contrast, a month-to-month lease only requires one month notice before the end of any month.

So if, for example, you have entered into a year-to-year apartment lease starting November 1st last year or some previous year, a notice to quit would have to be given before August 1st this year to vacate the apartment by October 31st this year. After July 31st there would not be another opportunity to vacate for 15 months. In contrast, one month's notice could be given in the case of a month-to-month lease (before October 31st) and the next opportunity to vacate would be in just one month. When you cease to be a MLA, the Office of the Speaker will only reimburse you for a maximum of three months' rent. Obviously, it is to your advantage to have the greater flexibility of a month-to-month lease rather than a year-to-year lease.

Members' Living Allowance

Apartment Lease Terms

When an outside member is defeated in an election or resigns, the Member is entitled to a maximum of two return trips from his or her ordinary residence to Halifax to vacate the Member's rental accommodations and the Member's personal caucus office.

Fortunately, you can convert a year-to-year lease to a month-to-month lease. You may give notice to quit as outlined above for a year-to-year lease and request in writing that the lease be converted to a month-to-month lease. Your landlord cannot arbitrarily or unreasonably withhold his consent. It is recommended that this be done at least three months' before the end of your present lease term notwithstanding that you may contemplate occupying your apartment for years to come.

Members' Living Allowance

Hotel Option

Hotel Option

Outside Members may choose hotel accommodations instead of a rental accommodation. The monthly allowance for hotel accommodation is the same as that for rental accommodation, \$1,499 per month. The cumulative unspent amount from the month prior can carry forward to future months. Regulation 26A allows for hotel accommodation on nights the House is sitting, and regulation 44 allows for a max of two nights hotel accommodation per week, when the House is not sitting. Additional nights require approval from the Speaker in advance ([Speaker Approval](#) form).

What Happens When a MLA Becomes a Minister and Vice Versa

When a MLA becomes a Minister

When a MLA becomes a Minister

- **Salary** - In addition to the MLA annual indemnity, you will receive the ministerial salary which is \$49,046.54 annually (\$1,886.40 paid bi-weekly). The ministerial pay becomes effective the first day of the month you are appointed a minister.
- **Ministerial Travel Expenses** - Expenses incurred in carrying out official duties related to your ministerial department's business are to be recovered from the applicable department. Expense claims should be completed and filed with your Department on behalf of which the expense was incurred. A Corporate Travel Card is available for all Members of the Executive Council. A travel card can be obtained through the Financial Service Division of your Department.
- **MLA Related Travel** - You are entitled to be paid per diems (\$50/day) during sittings of the House of Assembly. If you are an outside member you may submit one commute per week to Halifax under MLA Travel but are not entitled to per diems for commutes or attendance to Halifax (regulation 44).
- **Living Allowance** - If you are an outside member, the ministerial living allowance increases to \$1,700 a month the first of the month you are appointed a minister.
- **Life Insurance** - Your Basic Group Life Coverage increases from \$100,000 to \$200,000. You will get a letter from PSC Benefits advising you on this. You will have the option to purchase additional Optional Life insurance based on 1 or 2 times your annual salary.

What Happens When a MLA Becomes a Minister and Vice Versa

When a Minister reverts to a MLA

When a Minister reverts to a MLA

- The ministerial salary ends the last day of the month you are no longer a Minister.
- If you are an outside member, you can submit up to 3 per diems per week for commutes to Halifax.
- If you are an outside member, the MLA living allowance reverts to \$1,499 a month, the month following you ceasing to be a Minister.
- Your Basic Group Life Insurance decreases to \$100,000. You will get a letter from PSC Benefits advising you on this. If you had purchased Optional Life coverage, it will be based only on your annual indemnity and not on the salary that you received as a Minister.

Financial Benefits When I Am No Longer a MLA

Financial Benefits When I Am No Longer a MLA

Transition Allowance

Transition Allowance

Please see section 40 in the House of Assembly Act titled Transition Allowance.
nslegislature.ca/sites/default/files/legc/statutes/house%20of%20assembly.pdf

A transition allowance is not payable to a Member who is or would have been entitled to an immediate retiring allowance (pension) at the moment the member dies, does not re-offer, resigns or is defeated.

This allowance is payable in

- a lump sum within 30 days of the member ceasing to be a member, or,
- equal amounts over twelve months,

Effective December 15, 2011 the entitled member “shall be paid a transition allowance equal to the product of

- a. one twelfth of the person’s number of months of service as a member of the House; and
- b. one twelfth of the annual indemnity and allowance for a member at the rate in force immediately before the person ceased to be a member,
- c. but in any case not less than twenty-five per cent or greater than one hundred per cent of the annual indemnity and allowance referred to in clause (a) and (b).

Financial Benefits When I Am No Longer a MLA

Transition Allowance

Example 1

A Member making \$89,000 and with 15 years of service would get $(180 \text{ mos.} \times 1/12 = 15) \times (1/12 \times \$89,000 = \$7,416) = \$111,240$ however clause c) does not entitle a Member to more than the annual indemnity so the transition allowance is \$89,000.

Example 2

A Member making \$89,000 and with 4.5 years of service would get $(54 \text{ mos.} \times 1/12 = 4.5) \times (1/12 \times \$89,000 = \$7,416) = \$33,372$.

Transition Allowance Payment Options

- A Member can transfer \$2,000 of a transition payment into a Registered Retirement Saving Plan for each year of service (including partial year) up to and including 1995.
- In addition, a Member can transfer the remaining contributions to a Registered Retirement Saving Plan provided that they have sufficient unused contribution room as determined on their Revenue Canada Income Tax Notice of Assessment from their previous year tax return.

Financial Benefits When I Am No Longer a MLA

Transition Allowance

- In order to transfer transition allowance funds to a Registered Retirement Saving Plan, a letter from the Member indicating the following is required
 - Name of Financial Institution
 - Address of Financial Institution
 - Name cheque is made payable to
 - Account number of the RRSP Account

If a lump sum payment is requested the payment will be made as soon as the completed paperwork is received and processed. A cheque is prepared by the Department of Finance, delivered to the Director of Administration, who will then have it delivered to the MLA who has ceased to be a Member. If a lump sum payment is chosen the tax rate is 10% up to \$5,000.00, 20% for \$5000.01 to \$15,000.00, and 30% for amounts over \$15,000.00.

If monthly payments are chosen, they will be effective the first of the month after the MLA has ceased to be a Member. The first payment will be made as soon as the completed paperwork is received and processed. Subsequent biweekly payments will be made on the same biweekly cycle as regular payments.

A Member can choose to receive a portion paid out and deposit the remaining balance to a RRSP. Consultation with a financial advisor may be required in order to determine the best option for you.

Please contact the Director of Administration to complete the [transition allowance form](#), advise how you want to receive the transition, and provide the information noted above.

Financial Benefits When I Am No Longer a MLA

Counselling or Retraining Services

Counselling or Retraining Services

The Counselling and Retraining Allowance is only eligible for those in receipt of the Transition Allowance and not for those immediately eligible for an unreduced pension. The eligible member must apply to the Speaker in writing for approval to obtain counselling or retraining services to a maximum of \$7,500.00. The request can be made in advance of an election if they confirm in writing to the Speaker their intention to not re-offer or they can make the request after an election defeat or resignation. The services must be accessed no later than 12 months from the commencement of the payment of the Member's transition allowance. If the Speaker approves the service provider, the invoice is made out to the Speaker on behalf of the retiring MLA, and the payment is made directly to the service provider.

If a MLA is re-elected after having received retirement counselling, career counselling or career retraining services pursuant to the House of Assembly Act, the MLA must immediately reimburse the cost of the services to the Speaker's Office.

Please see section 40A in the House of Assembly Act titled Counseling or Retraining Services. nslegislature.ca/sites/default/files/legc/statutes/house%20of%20assembly.pdf

Financial Benefits When I Am No Longer a MLA

MLA Pension

MLA Pension

The most up to date and detailed information on the MLA Pension Plan can be obtained from the website. mlapp.novascotiapension.ca

Effective October 1, 2013, Members contribute 10% of each of the two components of a MLA's remuneration: Members' Indemnity Service (MLA salary) and if applicable Salary Service (Executive Council/Leader/Speaker/Deputy Speaker salary).

Contributions are paid for a maximum of 20 years on each service or until they have earned the maximum pension, if earlier. Contributions cease once 20 years of Indemnity service (or the maximum Indemnity accrual, if earlier) has been reached. After the maximum pension contributions are paid, a member's basic salary may increase resulting in an increase in the value of the MLA pension when it goes into pay. The pension payout is based on the best 3 years earnings whether or not the MLA was contributing to the pension plan during those 3 years.

Your pensionable service begins to accrue on the first day of the month in which you are elected to the House of Assembly, regardless of which day of the month the election is held. You are credited with a full year of pensionable service for each twelve calendar months regardless of the number of days the House of Assembly sits. You stop accruing pensionable service on the last day of the last month for which you are paid as a Member of the Legislative Assembly or when the maximum number of years or maximum total accrual is reached, if earlier.

Financial Benefits When I Am No Longer a MLA

MLA Pension

If you resign as a MLA, your last day of pay and earning pensionable service is the last day of the month in which your resignation is effective. If you do not contest an election, or are unsuccessful in an election, your pensionable service ceases on the last day of the month in which the day immediately preceding the election falls. Since October 1, 2013 the maximum pension that can be paid to a MLA is 70% of their average salary in the best 3 years of service as a MLA. A minister or leader can earn the maximum pension of 70% of the average salary in the best 3 years of employment as a MLA PLUS a maximum of 70% of the average of the minister's or leader's salary in the best 3 years of service as a minister or leader. A pension exceeding 70% could be payable only where the percentage attained prior to the October 2013 election exceeded 70%.

Effective November 1, 2013, eligibility to receive a MLA pension requires that a Member serve at least two years as a MLA.

For a MLA elected for the first time in the October 2013 election, a pension benefit is based on the following formula:

- # years of Indemnity service (max 20 years) x 3.5% (accrual rate) x average salary in the best 3 years to a ceiling of 70%.

For Cabinet service and for Leaders a separate calculation is made as follows:

- # years of service as a Cabinet Minister (max 20 years) x 3.5% (accrual rate) x average salary in the best 3 years to a ceiling of 70%.

Financial Benefits When I Am No Longer a MLA

MLA Pension

When a MLA who served as a MLA prior to and was elected again in the October 2013 election, the pension calculation consists of 2 distinct calculations:

1. the calculation for the pre-October 2013 service based on a 5% accrual rate for up to 15 years and to a maximum pension of 75%. (For the members who reached 70% or more prior to the October 2013 election, there is no second calculation and no further contributions or accrual of pension.)

and

2. the calculation for the post October 2013 service based on a 3.5% accrual rate for up to 20 years minus the years of service before October 2013 for a maximum pension of 70%. (For members who did not reach 70% prior to October 2013 the addition of both calculations cannot in any case exceed 70%.)

Pension payments commence the first month following the last day of the month your resignation is effective, and are made monthly by direct deposit on the 3rd last banking day. An unreduced pension is available at age 55 if the member has at least 2 years of service as a MLA; reduced payable as early as age 50.

If a MLA does not meet the eligibility criteria (i.e. has not served for at least 2 years as a MLA), the Member may apply for a refund of contributions plus interest. The contributions made on the Indemnity and Executive Council salary, if applicable, may be transferred to an RRSP if there is sufficient RRSP room; otherwise they are paid directly to the Member.

Financial Benefits When I Am No Longer a MLA

MLA Pension

Alternatively, you may leave your contributions in the pension plan. Should you become a Member of the Legislative Assembly again at some future time, your previous service would be added to your future service in the calculation of a possible future pension. If you do take a refund and subsequently become a Member again, you may repay your refund plus interest and re-instate your service.

Effective June 2017, the retiring allowance earned under the MLA Pension Plan by a MLA or a former MLA who participates in and has contributed to the Canada Pension Plan is to be integrated with the pension benefits earned under the Canada Pension Plan and must be calculated as prescribed by the plan regulations.

Similarly, effective June 2017, a survivor allowance payable under the MLA Pension Plan to a spousal, child or dependent survivor of a MLA or a former MLA who participated in and contributed to the Canada Pension Plan is to be integrated with the pension benefits earned under the Canada Pension Plan and must be calculated as prescribed by the plan regulations.

For greater certainty, the CPP and survivor allowance changes noted above do not apply to retirement allowances and survivor allowances in pay on or before the date of the next General Election.

A MLA who is not exempt from participation in the Canada Pension Plan is deemed to be entitled to commencement of a pension under the Canada Pension Plan at age sixty-five, regardless of whether the MLA applies for and receives a pension under the Canada Pension Plan at that time.

Financial Benefits When I Am No Longer a MLA



MLA Pension

For specific information about your individual entitlement and calculations please contact the Nova Scotia Pension Services Corporation directly at 902.424.5070 or email pensionsinfo@nspension.ca.

When you have determined to retire, you must contact the Director of Administration who will commence the paperwork required by the Nova Scotia Pension Services Corporation. A letter will be sent to you outlining the documentation required.

MLA Office Staff

Overview

Overview

There are two types of support staff available to Members.

1. Contract Constituency Assistant (CA)

The cost of this position's salary and benefits are not charged to the Member's expenses. A personal services contract is signed between the Member and their CA. The CA is paid bi-weekly based on an annual salary.

2. Casual Support Staff

The costs for these positions are charged to the monthly constituency expense allowance. These are hourly employees, paid bi-weekly when a time sheet is submitted with their hours, usually set up for a short term and part time basis.

A Member may not employ an associated person (e.g. family member) and is responsible for managing the employee-employer relationship for all staff that he/she hires to work in their constituency office.

Through the Office of the Speaker Administration, Human Resource (HR) support is provided by the NS Public Service Commission - WTCC Unit. Your contact is Monica Rose, her phone number is 902.220.2532 and email is Monica.Rose@novascotia.ca. The office is located on the 4th floor of the WTCC

Payroll support is provided by the Department of Finance, Payroll Client Relations Division. Your contact is Dena King, her phone number is 902.497.6325, email is Dena.King@novascotia.ca, and fax number is 902.722.5047. The office is located on the 5th floor of the Provincial Building, 1723 Hollis Street.

Overview

It is essential the Member realize that they are responsible to ensure that all forms, time sheets and Vacation Day Recording form are completed and submitted to The Speaker's Administration Office and/or Payroll Client Relations by the deadlines, as their employees will not be paid on time if the paperwork is late. Also, that written notices are to be given as required by the contractual agreements, and that staff are managed in a fair, respectful and equitable manner.

MLA Office Staff

Contract CA

Contract Constituency Assistant (CA)

Contract CA Overview

Overview

Each MLA is entitled to one Full-Time Equivalent employee, to assist with running an efficient constituency office. The cost of this position's salary and benefits are not charged to the Member's allowance. A personal services contract is signed between the Member and their (CA). The CA is paid bi-weekly based on an annual salary.

Once you have chosen a new Constituency Assistant, please send a copy of their current resume to mlapersonnel@novascotia.ca at the Speaker's Administration Office and she will forward it to PSC for review. Once she has received a response from the PSC, she can prepare the contract and corresponding paperwork using the determined salary amount and send the contract to the MLA for review and completion. Additional instruction on completion of the hiring paperwork will be included with the contract.

The MLA's responsibilities:

- Review the detailed job description and provide direction to the constituency assistant
- Advertise, interview, hire and manage the constituency assistant
- Ensure all forms are completed and returned to the Office of the Speaker or appropriate department
- Manage vacation and sick time taken by the constituency assistant
- Advise the constituency assistant in writing of termination of their contract

Contract CA Overview

- Inform the Office of the Speaker, in writing, of any changes in employment status of their Constituency Assistant
- In order to ensure that expectations are clear from the start of the employment relationship, it is important the Member outlines the expectations it has for the position to his/her CA.

This includes clarifying the hours of work, start time, lunch time, end time and that there may be occasional evening or weekend work, if applicable. These may be minor points but often can cause the most tension in an employment relationship.

Contract CA

CA Job Description

CA Job Description

Overall Purpose

Constituency Assistant

The Constituency Assistant provides administrative and other assistance to the elected Member of the Legislative Assembly in carrying out duties to constituents, including communication, public relations and marketing, organization, scheduling, casework, advocacy and other services as appropriate. The Constituency Assistant often works alone in the constituency office, and exercises full responsibility for the efficient operation of the office in a manner that provides for efficient workflow and a safe and secure workplace.

Specific Accountabilities

Casework

- Undertakes, investigates and completes constituency casework including obtaining approval from constituent to investigate on their behalf, compiles facts based on effective questioning of constituents on issues, and investigates appropriate resources including, but not limited to, provincial government departments, other levels of government or non-governmental agencies, and provides effective resolution wherever possible to the most appropriate outcome for the constituent. May include completing forms or applications on behalf of the constituent with their consent.

Contract CA

CA Job Description

- Maintains casework files both physical and electronic, ensuring a fully confidential process of case management and filing that includes a case and contact database.

Communications and public relations

- Researches and drafts response to correspondence. Creates mail-out materials which may include writing, editing or providing appropriate information for constituency newsletter or information bulletins, and may also include drafting of basic advertising and marketing materials. Includes sourcing and implementing delivery including coordination of postal walks through Canada Post or arranging personal delivery of materials to constituents.
- Undertakes constituency outreach opportunities which may include organization of town hall meetings, organization of satellite office locations, planning and implementing group meetings with MLA inside or outside main offices. Includes hall rentals, creation of information flyers or other marketing of the outreach opportunity.
- Initiate, investigate and write resolutions for MLA to present to the House of Assembly, and prepares formal copies for presentation to constituent or groups of constituents. Also prepares certificates, congratulatory notes, sympathy cards, etc.
- May research and draft speaking notes on behalf of the MLA.
- Assembles and posts website content including photos, news and other items.

Contract CA

CA Job Description

MLA Support

- Maintains MLA calendar of activities including identification of upcoming community events and makes recommendations as to MLA attendance based on contact with the constituency office.
- Attends community meetings or activities within the constituency with or on behalf of the MLA.
- Attends to other tasks assigned by the MLA relating to maintenance of positive community relationships within the constituency, including identification of issues of concern in the constituency.

Office Management

- Recommends purchase of furniture, equipment and technological devices for the constituency office.
- Sources, trains and motivates volunteers and/or casual staff working in constituency office.
- Maintains constituency office with the objective of providing an efficient and orderly workplace.
- Assists in the preparation of the MLA constituency expense claim.
- Understands and applies the Regulations of the House of Assembly Management Commission in all of the above, including seeking clarification from the Office of the Speaker where questions exist.

MLA Office Staff

Contract CA

CA Job Description

Reporting Relationships

This job reports to Member of Legislative Assembly (Direct Reporting Relationship)

Contacts

Caucus Office Staff

The Constituency Assistant is in frequent contact with Caucus Office Management and staff with the purpose of resolving case work, creation of communications materials and other administrative and policy related advice.

Speaker's Office Staff

The Constituency Assistant is in occasional contact with staff in the Speaker's Office to obtain advice on constituency expenses.

Executive Assistants and other Provincial Departmental Staff

The Constituency Assistant is in frequent contact with the above with the purpose of resolving case work or issue identification.

Ministers

The Constituency Assistant is in occasional contact with Ministers with the purpose of resolving case work or issue identification.

Contract CA

CA Job Description

Federal or Municipal Government officials including police departments and RCMP offices and Non-governmental agencies

The Constituency Assistant is in frequent contact with the above with the purpose of resolving case work issues.

Other organizations and individuals within the constituency

The Constituency Assistant is in frequent contact with the above with the purpose of communications and positive outreach in the constituency.

Often the Constituency Office is seen as the key government office in the community for sourcing information on all available programs and services, including providing information on municipal, federal and other programs.

Innovation

Works with government departments at all levels and with other non-governmental agencies, to achieve the best possible outcomes related to constituency casework and outreach objectives. Provides advice to MLA on outreach opportunities in their constituency which may include organized functions and events, or may require planning and executing a meeting or event including all aspects of event management (facility rental, communications, etc.) to facilitate MLA-Constituent communications.

Contract CA

CA Job Description

Decision Making

Decisions relate to the regular set up and on-going operation of the constituency office, particularly at times when the MLA is off-site, and may also involve tasking volunteers or casual workers in the provision of services to the office.

Decisions may also relate to proceeding with constituency case work to the best possible outcome, including decisions about which departments, agencies and individuals to involve.

Impact of Results

Results achieved impact the positive reputation of the MLA in the constituency, and can directly affect the quality of life of particular constituents as it relates to resolution of their casework files.

Dimensions

Not applicable

Contract CA

CA Job Description

Working Conditions

Physical Environment

Typically located in a comfortable office environment. Often works alone in the office, requiring the development of a personal security plan.

Physical Effort

Most of the time is spent sitting in a comfortable position with frequent opportunity to move about.

Sensory Attention

Regular need to read/interpret written materials which includes relatively constant use of computer terminal and reading from screen.

Mental Pressures

Regular need to prioritize tasks, regular exposure to issues of constituents which is emotionally demanding. Often involves dealing with people under tremendous emotional stress.

Contract CA

CA Job Description

Qualities, Skills and Experience

- Excellent interpersonal skills
- Excellent organizational and time management skills, applies attention to detail
- Strong written and verbal communication skills
- Ability to draft, format and edit office correspondence
- Effective communication, customer service, problem solving and decision making skills
- Well developed organizational, time management and daily planning skills
- Ability to work well independently as well as within a multi-disciplinary team environment
- Resides in the constituency or has direct personal knowledge of constituency
- Ability to travel within constituency to carry out job-related responsibilities as required
- In certain constituencies, proficiency in both official languages may be considered an asset

MLA Office Staff

Contract CA

CA Job Description

Qualifications

- Grade 12, plus completion of a recognized Secretarial/Business program
- Minimum of two years' experience in an office environment
- Proficiency in MS Office (Word, Access, Excel, PowerPoint), Internet and email
- Demonstrated knowledge of office practices and procedures

Contract CA CA Compensation

CA Compensation

- The PSC evaluated the CA position at an EC 06 level and the House of Assembly Management Commission (HAMC) approved the rating. Using the applicant's resume, the qualifications and experience of a new CA will be evaluated to determine where on the EC 06 pay scale they best fit.
- A CA new in their career would start at the lower end of the scale and those with many years of experience would start at the middle or higher end of the scale.
- CAs will receive annual adjustments at the same rate as any adjustments approved for EC employees in the civil service.
- For the most up to date EC Pay Plan (pay scales) please refer to the website novascotia.sharepoint.com/sites/MyHR/Pay/EC%20Pay%20Plan%20April%201,%202020.pdf

Bi-weekly Salary

The Constituency Assistants are paid by direct deposit to a financial institution on a bi-weekly basis.

Contract CA CA Compensation

Payroll Deductions

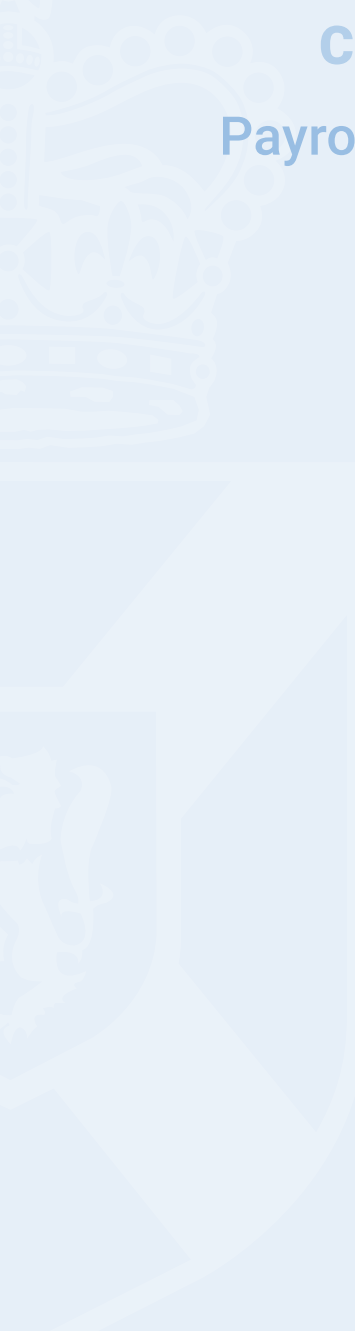
- **Income Tax** - Federal and Provincial mandatory deductions based upon information provided on your completed TD1 forms.
- **Employment Insurance** - mandatory deduction in accordance with deduction table.
- **Canada Pension Plan** - mandatory deduction in accordance with CPP deduction table, unless the employee is in receipt of CPP.
- **Superannuation Plan (NS Pension)** - mandatory deduction unless you are already in receipt of a Nova Scotia government pension. Please let the Speaker's Administration Office know if this is the case for you.
- **Health and Dental Plan (Blue Cross)** - Cost shared by Government.
- **Group Life Insurance** - Basic Coverage, which is two times the annual salary to the lowest of \$1,000 of salary. If coverage is being declined written notification is required by Benefits, PSC. Optional Life insurance is also available for you, your spouse and children.

Contract CA CA Compensation

Payroll Hiring Forms

- Please direct payroll questions to Payroll Consultant, Dena King at Dena.King@novascotia.ca
- The following payroll documents are to be completed by the Employee on or before the start date and forwarded to Payroll Consultant, Dena King at Dena.King@novascotia.ca
 - TD 1 NS Form
 - TD 1 Form
 - Employee personal data sheet
 - Direct Deposit Form for payroll (with void cheque)

**** Please note that you must submit your payroll hire documents on or before your start date to ensure that you are set up before the first applicable pay period.**



Contract CA Payroll Calendar

Payroll Calendar

Information

The [Payroll Calendar](#) is available from the [Members Only](#) site.

Contract CA Benefits

Benefits

Benefit Information

- Please go to the Benefits website for the most up to date Benefit information beta.novascotia.ca/programs-and-services
- If eligible, please complete the following forms and forward the originals to the Benefits Unit, Public Service Commission.
 - [Application for Group Health Benefits](#),
 - [Application for Optional Life Insurance](#) and the
 - [Beneficiary Nomination form](#)

Email PSCBenefitInquiries@novascotia.ca

Telephone 902.424.3240 / Fax 902.424.0756

Mailing address: P.O. Box 943, Halifax, NS B3J 3N8

Street Address: World Trade and Convention Centre, 1800 Argyle St., 5th Floor

Contract CA Benefits

Employee and Family Assistance Program (EFAP)

- CAs have access to the Employee and Family Assistance Program or EFAP.
- The Province of Nova Scotia is committed to making sure that provincial government employees and their families have the supports and services they need to live a healthy and balanced life. The Employee and Family Assistance Program, administered by Morneau Shepell, is here to provide you and your family with the support you need, when you need it. The link to the web page is beta.novascotia.ca/programs-and-services

For confidential and immediate support with your work, health and wellbeing 24/7/365 call 1.800.777.5888 or TTY 1.877.338.0275



Contract CA Employee Self Service Portal

Employee Self Service Portal

Information

- Please note that you will need an employee ID # to get access to [Employee Self Service \(ESS\)](#). Your employee ID# will be sent to you by payroll shortly after you start.
- The following quotas are available to be viewed on ESS:
 - Vacation
 - Carry Over Vacation
 - Accumulated Vacation
 - General Illness

Contract CA Employee Self Service Portal

Access and Login to ESS

- Upon hiring, payroll will create an ESS user ID and password for you; if this is not done you will not be able to access ESS.



The screenshot shows the 'Province of Nova Scotia Self Service' login page. At the top is the 'NOVA SCOTIA CANADA' header. Below it, the title 'Province of Nova Scotia Self Service' is centered. The main content area is divided into two sections. On the left, under the heading 'LOGIN', there are input fields for 'User *' and 'Password *', followed by a 'Log On' button. Below the login fields is a link for 'PASSWORD RESET'. On the right, there is a 'Portal Help Options' box. This box contains a 'PASSWORD RESET' section with instructions to contact the IBM Service Desk at (902)721-2828 or SAPSD@ca.ibm.com. Below this is an 'ALL OTHER PORTAL ENQUIRIES' section with instructions to contact Portal Support at (902)424-7700 or PortalSupport@novascotia.ca. At the bottom of the page, there are three links: 'System Requirements', 'Password Requirements', and 'Privacy Policy'.

* If you have trouble logging in, you may be using the wrong login or password. You can also reset your password if it is forgotten by clicking the reset password button on the login page, see above screen shot, or by calling IBM Service desk at 902.721.2828. Be sure to identify yourself as an employee of the Province of Nova Scotia.

Contract CA Leaves

Leaves

Information

- Please see categories below for specific instructions regarding submitting Vacation hours, General Illness, and requesting an Unpaid Leave of Absence (which might include reasons such as maternity leave, long term illness (over and above your available sick days) or other miscellaneous reasons.
- Any questions regarding your vacation or general illness quotas please contact Payroll Consultant, Dena King at Dena.King@novascotia.ca.
- It is imperative that any vacation or general illness hours used are submitted in a timely manner to your Payroll Consultant Dena.King@novascotia.ca by email. This is important to ensure that your quota of Vacation or General Illness is accurate in the ESS system.

Vacation

Entitlement Information:

- Each Permanent Constituency Assistant will earn 1.25 days for each month of service (based on 100% employment). If an employee works less than 100% then vacation days will be prorated to reflect percentage worked.

Contract CA Leaves

- Based on a full fiscal year it would equal 15 days or 105 hours of vacation, after 5 years of service the vacation entitlement will increase to 20 days; after 15 years of service it will equal 25 days; and after 24 years it will equal 30 days of vacation.
- Vacation entitlement is based on the start date of April 1st and resets on April 1st each year.

Process to record Vacation hours taken by Employee

STEP 1 Employee

Employee goes to “Members Only” site and downloads **Vacation Recording Form**

Employee inputs all vacation hours used during the bi weekly pay period (week 1 and week 2). Refer to payroll calendar for dates

Employee prints form and forwards to MLA for review and signature (this **may be done prior** to vacation hours used if employee prefers)

STEP 2 MLA

MLA reviews and signs **Vacation Recording Form** to approve vacation hours request or vacation hours taken

STEP 3 Employee

Employee emails signed **Vacation Recording Form** to Dena King, Payroll Consultant at Dena.King@novascotia.ca

Contract CA Leaves

Carry Over and Accumulated Vacation Information

- CAs will have the option to carry forward and bank unused vacation (up to a max of 10 days or 70 hours).
- Vacation can be banked two ways:
 - Carry Over: max of 5 days or 35 hours/year, which will expire if not used during the following contract year. This will automatically be moved over by payroll.
 - Accumulated: max of 5 days or 35 hours/year (up to a max total of 20 days or 140 hours), which does not have an expiry date.
 - You must fill out an [Accumulated Vacation Form](#), have your MLA approve and forward the signed [Accumulated Vacation Form](#) to Payroll Consultant, Dena King at Dena.King@novascotia.ca before the end of April each year.

Vacation Recording Forms

- Link to [Vacation Recording Form](#) on “Members Only” site.
- Link to [Accumulated Vacation Form](#) on “Members Only” site.

Contract CA Leaves

General Illness

Information

- Each Contract Constituency Assistant will earn 1.5 days for each month of service (based on 100% employment).
- If an employee works less than 100% then the General Illness allocation will be prorated to reflect the percentage worked.
- The General Illness allocation (based on 100% employment for a fiscal year) would equal 18 days or 126 hours.
- General illnesses entitlements have an annual renewal date of April 1st each year.

Process to record General Illness hours taken by Employee

STEP 1 Employee

Employee goes to “Members Only” site and downloads **General Illness Recording Form**

Employee inputs all general illness hours used during the bi weekly pay period (week 1 and week 2). Refer to payroll calendar for dates

Employee prints form and forwards to MLA for review and signature

STEP 2 MLA

MLA reviews and signs **General Illness Recording Form** to approve general illness hours taken

STEP 3 Employee

Employee emails signed **General Illness Recording Form** to Dena King, Payroll Consultant at Dena.King@novascotia.ca

Contract CA Leaves

Leave of Absence (without pay)

Information

- Before an employee's leave begins, an employee must pay the employee's portion of the Consolidated Health and Dental Plan, Basic Group Life Insurance Plan and Optional Group Life Insurance Plan premiums for the entire period of the employee's special leave.
- If an employee does not pay premiums under subsection (1) for the entire period of their special leave, the benefits for which premiums have not been paid are suspended for the period of the employee's special leave.
 - **Unpaid maternity leave** - Please provide a Doctor's note stating approximate start and end dates of unpaid maternity leave.
 - **Unpaid medical leave** - Please provide a Doctor's note stating approximate length of absence.
 - **Unpaid personal leave** – Please provide a letter requesting personal leave stating how long and the reason for absence.
- Reminder you must submit appropriate documentation along with your signed [Leave of Absence Form](#).
- Follow the steps below to start the process of applying for your leave without pay.

Contract CA Leaves

Absence Recording Forms

[General Illness Recording Form](#) on Members Only site

[Leave of Absence Request Form](#) on Members Only site

Process to request an Unpaid Leave of Absence

STEP 1 Employee

Employee goes to “Members Only” site, downloads and fills out the [Leave of Absence Form](#)
Employee obtains applicable documentation, depending on type of leave (i.e., doctor note)
Employee signs and scans the form and delivers it to MLA for review and approval.

STEP 2 MLA (report to)

MLA reviews and approves leave.

STEP 3 Employee

Employee scans the approval [Leave of Absence form](#), along with any required back up (i.e. doctor note) and emails to:

- Administrative Support, Office of the Speaker at mlapersonnel@novascotia.ca

STEP 4 Administrative Support, Office of the Speaker

Administrative Support creates letter approving leave subject to prepayment of benefit/pension premiums by employee and then

- | | | | |
|---------------|------------|---------------|--|
| emails | • Employee | copies | • Benefits at PSCBenefitinquiries@gov.ns.ca |
| | | | • Payroll at Dena.King@novascotia.ca |
| | | | • HR at Cathy.Kalbhenn@novascotia.ca |

Contract CA Leaves

STEP 5 Employee

Employee reviews letter approving leave and contacts Benefits at 902.424.8240 to confirm the premium amounts owing for the leave period.

Employee provides payment by cheque or money order to the Minister of Finance (for benefit payment during unpaid leave of absence) and sends it to:

Benefits, Public Service Commission
PO Box 943
5th Floor, WTCC, 1800 Argyle Street
Halifax, NS B3J 3N8

STEP 6 Benefits (Department)

The Benefits Department will create a letter confirming benefit premiums have been paid, and email letter to:

- Employee
- Administrative Support, Office of the Speaker at mlapersonnel@novascotia.ca
- Payroll at Dena.King@novascotia.ca

Contract CA Resignation

Resignation

Information

- Please ensure your vacation or general illness entitlement is up to date by sending in any Vacation or General Illness Recording Forms that are due to Payroll before your last day of employment.
- You will be contacted by Pension Services regarding your Public Service Superannuation.
- You will have access to the medical and dental benefits for 28 days after your end date.

Process to Resign

STEP 1 Employee

Employee notifies MLA by letter or email that she/he will be resigning (minimum of two weeks' notice required unless other arrangements have been approved by MLA)

STEP 2 Employee

Employee returns all keys and other items related to position at Constituency Office

STEP 3 MLA

MLA forwards resignation letter to Speakers Office Administrative Support at mlapersonnel@novascotia.ca or to Director of Administration

STEP 4 MLA

MLA follows up with employee to ensure that all keys and other items are returned by employee on last day of work

Contract CA Termination

Termination

Information

- Payroll will ensure that all accrued vacation will be processed on your final pay cheque as a lump sum payment. Please ensure your vacation or general illness entitlement is up to date by sending in any Vacation or General Illness Recording Forms that are due to Payroll before your last day of employment.
- You will be contacted by Pension Services regarding your Public Service Superannuation.
- You will have access to the medical and dental benefits for 28 days after your end date.
- Counselling services are available through the Nova Scotia Government Employee and Family Assistance Program (EFAP). This is a confidential service available by calling 1.800.777.5888. EFAP coverage is not extended for anyone for 30 days. It stops on the date their employment ends.

Contract CA Contacts

Contacts

If you have any questions or concerns with respect to details of your contract, please see the following contact information.

General Inquiries

(Office of the Speaker – Administration)

Kira Fitzgerald 902.424.4478
Kira.Fitzgerald@novascotia.ca

Benefits

902.424.3240
pscbenefitinquires@novascotia.ca

Payroll

Payroll Consultant

Dena King 902.497.6325
dena.king@novascotia.ca

Pension Services

902.424.5070
pensionsinfo@nspension.ca

MLA Office Staff

Contract CA Contacts

Human Resources

Human Resource Assistant

Monica Rose 902.220.2532

Monica.Rose@novascotia.ca

HR Business Partner

Rosalynne K Brown 902.240.7127

Rosalynne.Brown@novascotia.ca

Contract CA FAQs

Frequently Asked Questions
I am a Contract CA and I want to know...

Contract CA FAQs

Frequently Asked Questions

I am a Contract CA and I want to know...

How do I receive my ESS sign in information?

- Your employee ID# will be sent to you by Payroll shortly after you start.
- Refer to “Employee Self Service Portal (ESS)” for more detailed instructions.

When will I get paid and how do I check my pay?

- **When will I get paid** - please review the Payroll Calendar on “Members Only” site for payroll submission cut off and pay dates.
- **How do I check my pay?** - Log in to ESS, click on My Payment box, click on pay Advice Inquiry to view salary statement. Your pay stub is a summary of your income, deductions, and year to date. Any retroactive activity is under the retro column, while current activity is in the current section and the YTD is the year to date amounts. The middle section indicates your taxes and benefits and at the bottom is a summary of your taxable benefits and vacation entitlements. You may also review your T4 slip on ESS when it becomes available. Please note: if there are specific questions regarding your pay please contact your Payroll Consultant Dena King at 902.497.6325 or by email at dena.king@novascotia.ca

Contract CA FAQs

How do I change my address?

Login to ESS and click on Employee Self-Service, then click on Addresses under personal information. On the right you will see a picture of a small pencil click on to edit address, click save and back to complete address change.

I am going on unpaid maternity leave; what do I do?

1. A Doctor's note is required stating the approximate start and end date of the unpaid maternity leave.
2. The [Leave Request Form](#) must be completed by employee prior to leave start.
3. Employee must provide a Doctor's note along with the signed [Leave Request Form](#) and submit both to the MLA for review and signed approval.
4. Forward signed form and doctors note to Administration, Office of the Speaker, by email at mlapersonnel@novascotia.ca
5. A letter will be provided to the employee from Administration, Office of the Speaker, approving leave and outlining the requirement to prepay benefit premiums (in advance of the start of the employee's leave) for the unpaid maternity leave.
6. Employee must contact Benefits to find out premium amount to be paid.
7. Benefits will follow up with the employee if payment for benefit premiums is not received prior to the leave start date.

Contract CA FAQs

8. Please refer to “Leave of Absence” for more detailed instructions and where to obtain template forms.

I am going on unpaid medical leave; what do I do?

1. A Doctor’s note is required stating the approximate start and end date of the unpaid medical leave.
2. The [Leave Request Form](#) must be completed by employee prior to leave start.
3. Employee to provide a copy of the Doctor’s note along with the signed [Leave Request Form](#) and submit both to the MLA for review and signed approval.
4. Forward signed form and doctors note to Office of the Speaker, Administration by email at mlapersonnel@novascotia.ca
5. A letter will be provided to the employee from Administration, Office of the Speaker, approving leave and outlining the requirement to prepay benefit premiums (in advance of the start of the employee’s leave) for the unpaid medical leave.
6. Employee must contact Benefits to find out premium amount to be paid.
7. Benefits will follow up with the employee if payment for benefit premiums is not received prior to the leave start date.
8. Please refer to “Leave of Absence” for more detailed instructions and where to obtain template forms.

Contract CA FAQs

How do I enter my vacation or general illness hours?

Vacation

- Employee goes to “Members Only” site and downloads [Vacation Recording Form](#), inputs all vacation hours used during the bi weekly pay period (week 1 and week 2) and forwards to MLA for review and signature.
- Once the [Vacation Recording Form](#) has been approved then the employee emails signed [Vacation Recording Form](#) to: Dena King, Payroll Consultant at Dena.King@novascotia.ca.
- The form may be signed before or after the vacation has been taken as long as verbal approval of vacation time has been received from your Member.

General Illness

- Employee goes to “Members Only” site and downloads [General Illness Recording Form](#), inputs all general illness hours used during the bi weekly pay period (week 1 and week 2) and forwards to MLA for review and signature.
- Once the [General Illness Recording Form](#) has been approved then the employee emails the signed [General Illness Form](#) to Dena King, Payroll Consultant at Dena.King@novascotia.ca

Contract CA FAQs

How is vacation calculated and how do I determine how many vacation days I have left?

- You earn vacation entitlement for each month you work 11 days or more.
- Your “vacation service date” is used to calculate your entitlement, based on your years of service.
- Your vacation will be prorated when you are first hired and when you depart.
- You are able to access this information in the ESS portal (Employee Self Service) under ‘My Time;’ you can display your information and check to see what you have already requested. The link to ESS is prov-portal.cfms.gov.ns.ca/irj/portal.
- **Vacation Service Date** - a date used by Payroll to determine vacation quotas based upon civil service regulations.

I have been terminated or resigned how do I receive my ROE?

ROE’s are available on the Service Canada website the day of your final pay. Please refer to the link to the annual [Payroll Calendar](#) for pay dates.

Contract CA FAQs

Am I eligible to receive support and services from the Employee and Family Assistance Program, and how do I access the information?

- Yes, as a Contract Constituency Assistant you are eligible to access the Employee and Family Assistance Program. The program is administered by Morneau Shepell and is available to provide you and your family with the support you need, when you need it.
- For confidential and immediate support with your work, health and well-being 24/7/365 call 1.800.777.5888 or click on link beta.novascotia.ca/programs-and-services.

I lost my “T4” how do I get a replacement?

T4 replacements are available on ESS (if you are an active employee) or by emailing payroll with your Current mailing address. A duplicate T4 will then be requested for you and mailed to the address provided.

I require a letter confirming my salary, how do I receive one?

Confirmation of employment letters are available by emailing your Payroll Consultant, Dena King at email Dena.King@novascotia.ca.

Contract CA FAQs

I have incurred travel expenses as a CA – how do I get reimbursed?

First, you need to request a vendor code. Send an email request to mclaims@novascotia.ca with the following information:

- Legal name (exactly as provided to HR)
- Mailing address and postal code
- Personnel ID number

And then you need to complete a [Constituency Assistant Travel Expense Claim Form](#), indicating the dates and reasons you were required to travel for the member. Once the MLA approves the form, you can submit it to mclaims@novascotia.ca, similar to MLA expense forms.

MLA Office Staff

Casual Support Staff

Casual Support Staff

Casual Support Staff

Overview

Overview

The MLA may hire Casual staff if they see the need and have the funds available from their monthly constituency expense allowance. This would be in addition to the Contract Constituency Assistant position or to fill in for a Constituency Assistant who is on sick leave or vacation.

The MLA is responsible to:

- Define the scope and specific accountabilities of the position
- Advertise, interview, hire and manage the casual staff
- Determine the hourly rate of pay and the number of working hours/week
- Have the funds available for the additional casual staff from their monthly constituency expenses
- Ensure the bi-weekly time sheets are submitted by email to Payroll Client Relations
- Advise the casual staff in writing of any changes regarding pay rate, hours of work or termination of employment

Inform the Speaker's Administration Office, HR CSU or Payroll Client Relations in writing of any changes in employment status, weekly hours or pay rate for their casual staff

MLA Office Staff

Casual Support Staff

Casual Office Staff Compensation

Casual Office Staff Compensation

Hiring Process

MLA Authorization

Scan and email the following to Property and Personnel Administrator, Office of the Speaker (mlapersonnel@novascotia.ca, fax 902.424.2404).

- [MLA Casual Constituency Payroll Authorization form](#)
 - Fill in hourly rate (keep in mind, as of April 1, 2023, minimum wage is \$14.50/hour and will increase October 1, 2023 to \$15.00/hour), and actual start and end dates.
 - Ensure MLA signs and dates the form
- [Employee Personnel Info Sheet](#)
- [Harassment Policy Acknowledgement Form](#)
- [Constituency Assistant Confidentiality Agreement](#)

Payroll Forms

Scan and email the following to Dena King, Payroll Consultant, Payroll Client Relations for The Office of the Speaker (Dena.King@novascotia.ca, phone 902.424.8883, fax 902.722.5047). If you can't scan, you can fax to 902.722.5047, however, you must follow up with an email to Dena King to confirm she has received it.

MLA Office Staff

Casual Support Staff

Casual Office Staff Compensation

- TD1NS Form (Provincial)
- TD1 Form (Federal)
- Direct Deposit Form for payroll (with void cheque)
- Employee Personal Data Payroll
 - These forms will be provided to the Casual Office Staff by either their Member or the Constituency Assistant.
 - You must submit completed payroll forms as soon as possible after your start date to ensure you are set up in payroll prior to your first pay period.

Hourly Salary

Casual Office Staff are paid by direct deposit to a financial institution on a bi-weekly basis.

Payroll Deductions

- Income Tax: Federal and Provincial mandatory deductions based upon information provided on your completed TD1 forms.
- Employment Insurance: mandatory deduction in accordance with deduction table.
- Canada Pension Plan: mandatory deduction in accordance with CPP deduction table, unless the employee is in receipt of CPP.

Casual Support Staff Time Sheets

Time Sheets

Time Sheet Information

- Casual staff must submit [time sheets](#)
- Examples of filled in time sheets
- Casual staff must submit the completed time sheet to the office Constituency Assistant or Member (depending on office protocol) for approval on the Friday/ Saturday prior to payroll cut off (refer to payroll calendar for dates). The approved time sheet **must** then be scanned and emailed, at least bi-weekly and prior to **noon** on the Payroll Cut-off date for that pay period, to Dena King, Payroll Consultant at Dena.King@novascotia.ca.

(For reference, minimum wage in NS is \$14.50/hour effective April 1, 2023 and will increase October 1, 2023 to \$15.00/hour).

Time sheet template and examples

- [Time sheet](#) template on Members Only site
- Time sheets examples on Members Only site
 - [Casual sample](#)
 - [Holiday not worked sample](#)
 - [Holiday worked sample](#)

MLA Office Staff

Casual Support Staff

Payroll Calendar

Benefits

Payroll Calendar

[Payroll Calendar](#) on Members Only site

Benefits

Information

Casual staff **are not entitled** to the benefits associated with the Contract Constituency Assistant position.

Employee and Family Assistance Program (EFAP)

- Casual Staff have access to the Employee and Family Assistance Program or EFAP.
- The Province of Nova Scotia is committed to making sure that provincial government employees and their families have the supports and services they need to live a healthy and balanced life. The Employee and Family Assistance Program, administered by Morneau Shepell, is here to provide you and your family with the support you need, when you need it. The link to the web page is <https://beta.novascotia.ca/employee-and-family-assistance-program>.

For confidential and immediate support with your work, health and wellbeing 24/7/365 call 1.800.777.5888 or TTY 1.877.338.0275

Casual Support Staff

Vacation and Sick Leave

Paid Holidays

Vacation and Sick Leave

Information

Casual Support Staff are not entitled to sick leave or vacation days. They are paid an additional 4% vacation pay, on each pay.

Paid Holidays

Paid holidays for casuals only include New Years' Day, Christmas Day, Heritage Day, Good Friday, Canada Day and Labor Day.

- Payment of casual staff for those 6 holidays is done automatically by Payroll by running reports that determine eligibility.
- Eligibility is determined by following Labour Standards which state that you must work 15 out of the previous 30 days to be eligible for any of the above paid holidays.
- Time sheets that include a holiday should only have hours written in for the holiday **IF** the employee worked that day.

Casual Support Staff

Resignation

Termination

Resignation

Casual Support Staff should provide a minimum of 7 days' notice to their Member in writing prior to resignation.

Termination

- If Casual Support Staff employment is not renewed before end date, there will be no additional notice given to employee before termination.
- If Casual Support Staff are terminated prior to their end date, the Constituency Assistant or their Member should provide 7 days of unpaid notice to employee.
- If Casual support staff are terminated, the Constituency Assistant or MLA must notify Payroll Consultant, Dena King by email of termination and include end date of casual staff employee.

Casual Support Staff FAQs

Frequently Asked Questions
I am a Casual Support Staff Employee and I want to know...

Casual Support Staff FAQs

Frequently Asked Questions

I am a Casual Support Staff Employee and I want to know...

How do I receive my ESS sign in information?

- Your employee ID# will be sent to you by payroll shortly after you start.
- Refer to “Employee Self Service Portal (ESS)” on above Table of Contents for more detailed instructions.

When will I get paid and how do I check my pay?

When will I get paid - please review the Payroll Calendar for payroll submission cut off and pay dates. The Payroll Calendar will be located on the “Members Only” website for your review.

How do I check my pay? - Log in to ESS, click on My Payment box, click on Pay Advice Inquiry to view salary statement.

- Your pay stub is a summary of your income, deductions, and year to date.
- Any retroactive activity is under the retro column, while current activity is in the current section and the YTD is the year to date amounts.
- The middle section indicates your taxes and benefits and at the bottom is a summary of your taxable benefits and vacation entitlements.

Casual Support Staff FAQs

- You may also review your T4 slip on ESS when it becomes available. Please note: if there are specific questions regarding your pay please contact your Payroll Consultant, Dena King 902.497.6325 or dena.king@novascotia.ca

How do I fill out a time sheet?

- Casual staff must submit the completed time sheet to Constituency Assistant for approval on the Friday/Saturday prior to payroll cut off. The approved time sheet must be submitted bi-weekly to Dena King, Payroll Consultant by email at Dena.King@novascotia.ca.
- Refer to “Casual Office Staff – Time Sheets” for more detailed information.

Do I get paid for holidays?

- Paid holidays for casuals only include New Years’ Day, Christmas Day, Heritage Day, Good Friday, Canada Day and Labor Day.
- Payment of casual staff for those 6 holidays is done automatically by Payroll through reports that determine eligibility. Eligibility is determined by following Labour Standards which state that you must work 15 out of the previous 30 days to be eligible for any of the above paid holidays.
- Refer to “Casual Office Staff – Paid Holidays for more detailed information.

Casual Support Staff

FAQs

I lost my “T4” how do I get a replacement?

T4 replacements are available on ESS (if you are an active employee) or by emailing Payroll Consultant, Dena King at Dena.King@novascotia.ca with your current mailing address. A duplicate T4 will then be requested for you and mailed to the address provided.

How do I change my address?

Login to ESS and click on Employee Self-Service, then click on Addresses under personal information. On the right you will see a picture of a small pencil click on to edit address, click save and back to complete address change.

I have been terminated or resigned. How do I receive my ROE?

ROE's are available on the Service Canada website the day of your final pay. Please refer to the [Payroll Calendar](#) link located on the “Members Only” site for pay dates.

Personnel Policies for Staff

Personnel Policies for Staff

Government of Nova Scotia Policies and Acts

Information

Click to follow link and review policies

- [Respectful Workplace Policy](#)
- [Attendance Management Policy](#)
- [Occupational Health and Safety Policy](#)
- [Conflict of Interest Policy](#)
- [Public Disclosure of Wrongdoing Act](#)
- [Electronic Mail Policy](#)
- [Fraud Policy](#)
- [Social Media Policy](#)

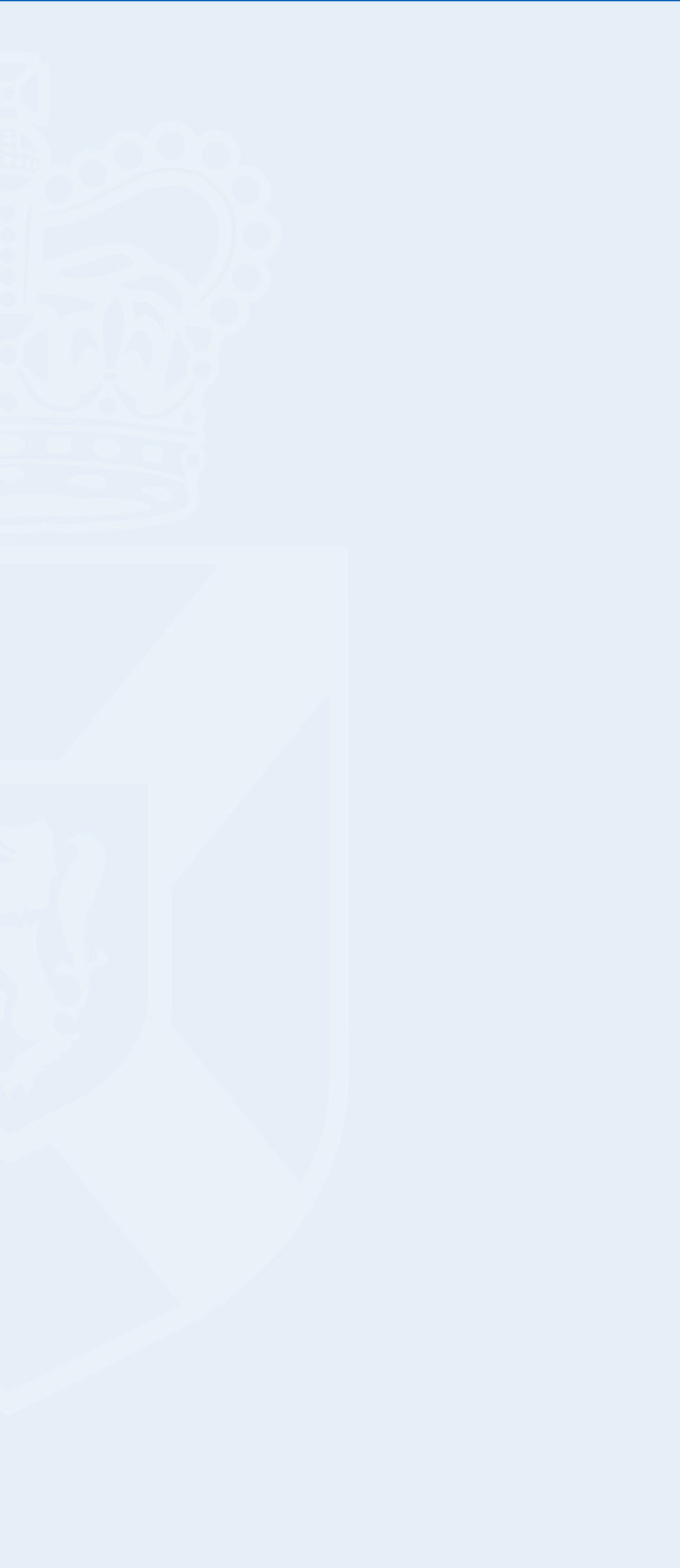
House of Assembly Management Commission

[Link to NS House of Assembly Harassment policy:](#)

Election FAQ's

Election FAQ's

MLA Office Staff



Election FAQ's

Election FAQ's

What Happens When an Election is Called?

General Information

- A current member ceases to be a MLA the day the election writs are issued and the “election period” begins.
- The House of Assembly Management Commission Regulations define the “election period” as the period of time from the day the writs are dropped (election is called) until the candidate is declared elected by Elections Nova Scotia.
- The constituency offices usually remain open and are managed by constituency office staff.
- Although an MLA can claim eligible expenses related to the constituency office for up to three months after the end of the month the election was held, the Constituency Assistant can only work to the end of his/her contract notice period. The MLA will have the option to offer casual employment until the office is closed.

Election FAQ's

Contract Constituency Assistant

- Per clause (5c) in your employment contract, when your employer ceases to be a member you are deemed to have been given notice of termination. You will be provided a letter of notice that will advise the number of weeks of notice you have been given based on your years of service. The Constituency Assistant will work out their notice period.
 - during the first year of service, at least 4 weeks written notice,
 - during the second year of service, at least 8 weeks written notice, or
 - after two years of service, at least 12 weeks written notice
- If your notice period is shorter than the “election period” there might be a need to bridge the gap between your last day on contract and the date the members are “declared elected”, and you will move to a casual status until the current MLA is either declared re-elected or defeated. The hourly rate is the same you would be paid on contract. In this situation, in order to be paid time sheets will have to be submitted biweekly noting the hours worked. There are some implications to your pension and benefits by temporarily moving from contract to casual status.
 - **Pension** - It is terminated on your last day of employment on contract however you can buy back the weeks you are a casual employee. If you choose to do so, please contact the NS Pension Services Corporation at 902.424.5070 once you are back on contract.

Election FAQ's

- **Health and Dental** - These benefits continue for 28 days after your last day of employment on contract. There should be no noticeable impact as long as the MLA is declared elected within 28 days after the election day.
- **Life Insurance** - It is terminated on your last day of employment on contract. There will be a gap in the provision of life insurance until you are back on contract.
- **If a Contract Constituency Assistant works on or in support of the election campaign of a candidate or a political party during office hours they must take a leave of absence without pay and/or utilize vacation time entitlement.**
 - Please refer to "Leave of Absence" or "Vacation" as applicable for detailed instructions and template forms.
 - Please refer to "Election- Political Activity Rights and Restrictions during an election" for more information.

Casual Office Staff

If a Casual Office Staff employee chooses to work on or in support of the election campaign of a candidate or a political party they may not provide that support during hours they are submitting for pay.

Election FAQ's

What Happens if my Member is not Re-Offering?

Contract Constituency Assistant

If your employer (MLA) has not re-offered, you will continue to be paid to the end of your eligible working notice. The MLA will have the option to offer casual employment until the office is closed.

Casual Office Staff

If your employer (MLA) has not re-offered you will be advised by your Member either verbally or in writing as to your last day of employment.

What Happens if my Member is Re-Elected?

Contract Constituency Assistant

If your employer (MLA) is re-elected, and providing they wish to continue your employment, you will be provided a withdrawal of notice letter to be signed by your Member and yourself and will continue on your current contract with no interruption of service for the purpose of applicable benefit calculations.

Election FAQ's

Casual Office Staff

If your employer (MLA) is re-elected, and providing they wish to continue your employment, you will continue until your previously determined end date.

What Happens if my Member is NOT Re-Elected?

Contract Constituency Assistant

If your employer (MLA) is not re-elected, you will continue to be paid to the end of your eligible working notice. The MLA will have the option to offer casual employment until the office is closed.

Casual Office Staff

If your employer (MLA) is not re-elected, you will be advised by your Member either verbally or in writing as to your last day of employment.

Election FAQ's

Frequently Asked Questions After or During Election

I am a Contract CA working during an Election and I want to know...

I want to work on the election, what do I do?

If you would like to work in, or in support of, the election campaign of a candidate or a political party during office hours and outside of the constituency office, you must take a leave of absence without pay and/or utilize vacation time entitlement. A combination of work in the office focusing on constituency related matters only and vacation can also be applied. Please obtain approval from your member and then contact mlapersonnel@novascotia.ca to obtain approval form and process.

I have received a notice of termination letter due to an election writ dropping. What does it mean?

During the “election period” a current member ceases to be a MLA as per clause 5 (c) in your employment contract. When your member ceases to be a member of the House of Assembly you have been deemed to be given notice depending on your length of service; during the first year of service, at least 4 weeks written notice, during the second year of service, at least 8 weeks written notice, or after two years of service, at least 12 weeks written notice and you are expected to work out your notice period.

Election FAQ's

How do I determine my vacation quota after the writ has dropped?

To determine vacation quota after you received a notice of termination use the following calculation:

Annual quota/12 x number of months until notice period ends.

Example

2017 election with 8 weeks' notice

The start of the notice period was April 30th and ends June 24th. The annual entitlement is **105 hours divide by 12 = 8.75 then multiply by 3** (April, May and June) = **2.91 days' vacation entitlement or 7 (hours in work day) x 2.91 vac. days = 20.37 hours of vacation quota.**

Plus, any carryover vacation and accumulative vacation, that has not been used yet. Please review ESS to obtain an up to date list of your carryover and accumulative vacation banks.

Election FAQ's

I am on unpaid leave, but have received termination notice due to an election. What do I do?

If your employer (MLA) is defeated, or is not re-offering, you will continue to be unpaid during your notice period but will continue your benefits (if you have prepaid your premiums) until the end of your notice period. You will receive a refund of all benefit premiums prepaid after the end of your notice period.

Example

You have prepaid your premiums from September to the end of December and your notice of the end of your employment is June 24th, all premiums for the months of July thru to December will be repaid either directly deposited into your bank account or any cheques not yet deposited will be returned to you.

Please ensure that your vacation entitlement is up to date by sending in signed [Vacation Request Form](#) that are due to Payroll. At the end of your notice period your contract will be terminated and an ROE will be issued and sent directly to Service Canada.

If your employer (MLA) is re-elected, your MLA will contact you to review your status of employment after the election. If the elected MLA wishes to continue your employment as a Contract Constituency Assistant he/she will provide you with a “withdrawal of notice of termination” letter to sign and you will continue employment on your previous contract.

Election FAQ's

What does the term “election period” mean?

The term “**election period**” means the period of time between the dissolution of the House, or the occurrence of a vacancy for which a writ for an election is issued, and when a candidate is declared elected. As per clause 5 (c) in your employment contract when your member ceases to a member of the House of Assembly you have been deemed to be given notice.

What does the term “declared elected” mean?

The term “**declared elected**” is when the returning officer for the electoral district declares the candidate elected (generally 10 days after the election day).

What happens when my contract notice period ends and the constituency office has not closed?

If your MLA makes the request, you may continue to be paid as a casual employee on an hourly basis to assist in closing the office.

A [Casual Staff Authorization form](#) must be completed and sent to the Office of the Speaker-Administration at mlapersonnel@novascotia.ca

Time sheets must be submitted biweekly noting the hours worked. Per regulation 43, the ex-MLA has a maximum of 3 months from the last day of the month the election was held to close the office.

Election FAQ's

If my MLA is not re-elected, when do my benefits end?

Your health and dental benefits will end 28 days after your termination date and your life insurance and EFAP benefits and pension contributions will end on your last day of employment.

Does my termination notice period get extended if I take an unpaid leave to work on an election?

No, there is no extension of the notice period if a contract employee has been given notice of termination due to a MLA not reoffering, and the employee had decided to work on the election during the notice period. All pay must be stopped during the time the employee takes a leave to work on the election and the employee must prepay their portion of the benefits. The end date of the notice will remain the same and not be affected by the stop in pay.

What should I do after I get my termination notification?

Ensure that all vacation has been submitted and up to date on ESS. Payroll Client Relations will ensure that all remaining accrued vacation will be processed on your final pay cheque as a lump sum payment. You will be contacted by Pension Services regarding your Public Service Superannuation. You will have access to the medical and dental benefits for 28 days after your last day of employment. You will be issued an ROE the same week as your final pay and it will be sent directly to Service Canada. Please refer to "Constituency Assistant – Termination" for additional detailed information.

Election FAQ's

Frequently Asked Questions After or During Election

I am a Casual Office Staff Employee working during an Election and I want to know...

I want to work on the election, what do I do?

If you would like to work in support of the election campaign of a candidate or a political party during office hours, you must not submit those hours worked on the election for payment.

What does the term “election period” mean?

The term “**election period**” means the period of time between the dissolution of the House, or the occurrence of a vacancy for which a writ for an election is issued, and when a candidate is declared elected. As per clause 5 (c) in your employment contract when your member ceases to a member of the House of Assembly you have been deemed to be given notice.

What does the term “declared elected” mean?

The term “**declared elected**” is when the returning officer for the electoral district declares the candidate elected (generally 10 days after the election day).

Election FAQ's

What happens if my Member is re-elected?

If your employer (MLA) is re-elected, your MLA or Contract Constituency Assistant will contact you to review your status of employment after the election. If the elected MLA wishes to continue your employment as a Casual Office Staff employee, he/she will provide you with verbal or written communication that you will continue employment until your previously agreed upon end date.

What happens if my Member does not re-offer or is not re-elected?

Your Member or the Contract Constituency Office Assistant will notify you either verbally or in writing as to your last day. You will be issued an ROE the same week as your final pay and it will be sent directly to Service Canada.

Political Activity Rights and Restrictions during an Election

General Information

- Employees do not require permission to engage in non-candidacy political activities, however they are responsible for ensuring that engaging in such activities does not impair, or is not perceived as impairing, their ability to perform their duties in a politically impartial manner.

Election FAQ's

- During an “election period” a MLA cannot utilize any employee for election purposes. If office staff work in, or in support of, the election campaign of a candidate or a political party they must take a leave of absence without pay and/or utilize vacation time entitlement. A combination of work in the office and vacation can also be applied. If you wish to take a leave of absence without pay please fill out a [Request for Unpaid Leave Form](#), obtain approval from your Member and follow the steps to request an unpaid leave of absence.
- If you wish to utilize vacation entitlement please fill out a [Vacation Request Form](#) submit to your Member for signing and forward signed [Vacation Request Form](#) to your Payroll Consultant, Dena King at email Dena.King@novascotia.ca

Political Activity Guide

Click on link to access the reference guide novascotia.sharepoint.com/sites/MyHR/ActAndRegs/PoliticalActivityGuide_Employees_Jan2017.pdf

Resources relating to Policies, Acts and Regulations

Resources relating to Policies, Acts and Regulations



House of Assembly Management Commission Overview

House of Assembly Management Commission Overview

nslegislature.ca/index.php/people/offices/house-of-assembly-management-commission/

On May 11, 2010, the House of Assembly Management Commission Act came into effect and created the House of Assembly Management Commission (HAMC). HAMC replaced the Legislature Internal Economy Board (LIEB), which was established under the Public Service Act. The new Act states that the commission shall consist of:

- the Speaker;
- the Deputy Speaker;
- the Government House Leader in the House of Assembly;
- two additional members of the Government Caucus in the House of Assembly, of whom only one may be a member of the Executive Council;
- the House Leader in the House of Assembly of the Official Opposition;
- one additional member of the caucus of the Official Opposition, selected by the caucus;
- one member of the caucus of each other recognized party, selected by the caucus; and
- the Chief Clerk, as a non-voting member

Resources relating to Policies, Acts and Regulations



House of Assembly Management Commission Act

House of Assembly Management Commission Act

nslegislature.ca/sites/default/files/legc/statutes/house%20of%20assembly%20management%20commission.pdf

Resources relating to Policies, Acts and Regulations



House of Assembly Management Commission Regulations

House of Assembly Management Commission Regulations

nslegislature.ca/sites/default/files/pdfs/committees/hamcregann.pdf

The Regulations get updated frequently with any directives, amendments or clarifications, so please refer to the website and review the annotated version.

Resources relating to Policies, Acts and Regulations



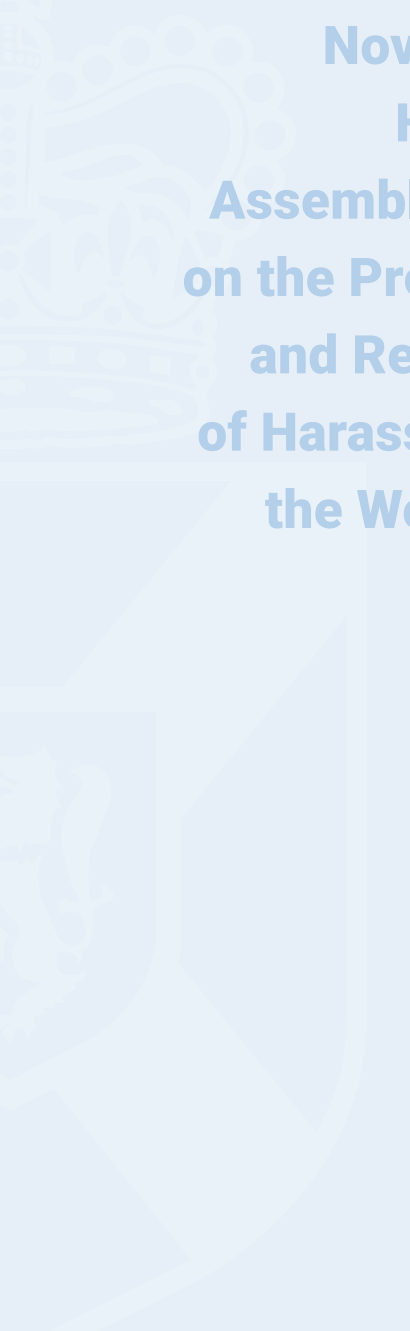
House of Assembly Management Commission Regulations Summary

House of Assembly Management Commission Regulations – Summary

This is a short summary of key regulations, however the actual regulations should be reviewed when looking up an issue or if you have a question, and always will be the authority on a matter.

[HAMC Regs Summary.pdf](#)

Resources relating to Policies, Acts and Regulations



Nova Scotia House of Assembly Policy on the Prevention and Resolution of Harassment in the Workplace

Nova Scotia House of Assembly Policy on the Prevention and Resolution of Harassment in the Workplace

nslegislature.ca/pdfs/people/harassment-policy.pdf

Respectful Workplace Formal Complaint Form

Resources relating to Policies, Acts and Regulations

MLA Guide re the Taking of Oaths

MLA Guide re the Taking of Oaths

A member of the House of Assembly is not a notary public or a commissioner of oaths unless the member has been appointed as such by the Governor in Council pursuant to the Notaries and Commissioners Act (“the Act”). Members need to be careful when asked to “notarize” anything. If you have not been appointed as a notary public, you cannot do this.

However, Section 13 of that Act states that members of the House of Assembly may administer oaths and take and receive affidavits, declarations and affirmations **only for use in Nova Scotia**. They can do this as members of the Assembly, not as notaries public or commissioners of oaths. If you are asked to take or receive an affidavit, declaration or affirmation, you should firstly satisfy yourself that you know the person making the request. As well, you may witness the signing of a document but you must actually see the signing of the document by the person whose signature you are witnessing.

The Act requires that members print his or her name below or adjacent to their signature, and “member of the House of Assembly” should be printed under the member’s name, not “notary public” or “commissioner of oaths”.

An MLA does not have the authority pursuant to Section 13 of the Notaries and Commissioners Act to administer oaths, take and receive affidavits, or declarations and affirmations **during an election period**. An election period

Resources relating to Policies, Acts and Regulations

MLA Guide re the Taking of Oaths

commences on the day the election is called and ends on the date a candidate is declared elected. The only time an MLA is permitted to administer oaths, take and receive affidavits, or declarations and affirmations during an election period is when the MLA holds a separate and distinct valid appointment as a notary public of a commissioner of oaths.

The member should not use a notary seal unless they have been appointed as a notary public.

Although you are not a commissioner of oaths, the Department of Justice has a guidance document for commissioners of oaths, which sets out the same concerns and procedures that you should observe in administering oaths and taking affidavits, declarations and declarations as a member of the Assembly novascotia.ca/just/legal_services/_docs/Instruction-Booklet-Commissioners.pdf

Members may be asked to make statements on behalf of constituents, sometimes in relation to legal proceedings, particularly in family law matters. If you are concerned the situation may end up before a court of law, you should direct the individual to a lawyer to make sure that proper legal procedures are followed and the person's rights are protected.

Forms and Resources

Personnel and Payroll Forms and Resources

Forms

- [Application for Group Health Benefits](#)
- [Beneficiary Nomination](#) (Life Insurance Designation)
- [Confidentiality Agreement](#)
- [Direct Deposit Authorization for Electronic Funds Transfer \(EFT\)](#) (Finance Direct Deposit)
- [Harassment Policy Acknowledgement](#)
- [Memorandum](#) (Personnel Information Sheet)
- [MLA Casual Constituency Payroll Authorization Office of the Speaker](#) (MLA Casual Staff Payroll Authorization)
- [Optional Group Life Insurance Application](#)
- [Payroll Direct Deposit Enrollment](#)
- [TD 1 - Federal Personal Tax Credits Return](#)
- [TD 1 NS - Nova Scotia Personal Tax Credits Return](#)

Resources

- [Employees Group Life Insurance Coverage](#) (non-bargaining unit)
- [Employee Health and Dental Plan Booklet](#)
- [General Illness Recording](#)
- [Hourly Paid/Overtime Time Sheet](#)
- [Leave Without Pay Request](#) (Leave of Absence)
- [Payroll Cut Off Calendar](#)
- [About your Pay](#) (For Contract CA's)
- [Policy in the Prevention and Resolution of Harassment in the Workplace](#)
- [Vacation Carryover/Advance Request](#)
- [Vacation Day Recording](#)

Forms and Resources

Members' Forms and Resources

- Acknowledgement (Record proceedings)
- Application for Constituency Office Insurance
- Authorization and Consent for Disclosure of Personal Information to Members of the Legislative Assembly
- CA Assistant Travel Expense Log
- Constituency Office Barrier-free Compliance Plan
- Constituency Office Lease Agreement
- Contract of Service of Constituency Assistant
- Leader's Expense Claim
- MLA - Asset/Inventory Addition
- MLA Asset/Inventory Disposal
- MLA Constituency Expense Claim
- MLA Living Allowance Expense Claim
- MLA Open House Expense Claim
- MLA Recurring Payment Authorization Office of the Speaker
- Nova Scotia Building Accessibility Checklist
- Speaker Approval Form
- Travel Log - related to Constituency Travel
- Travel Log > 20,000 kms - related to Constituency Travel
- Travel Log - related to Other Travel and per diems
- Travel Log >20,000 kms - related to Other Travel And Per Diems