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| Procedure: RELOCATION EXPENSES FOR NEW EMPLOYEES |

1. This procedure is limited to new full-time employees who are moving from a location that is in excess of one hundred (100) kilometres from their assigned place of work.

2.0 Expenses must be submitted within six (6) months of the hire date or within two months of the relocation, whichever is first, unless an extension has been negotiated. Extensions must be writing and up to a maximum of two (2) years from date of hire.

3.0 New employees must submit an estimate of the moving expenses and obtain approval, in writing, from their supervisor prior to the move.

1. Any subsequent claim will be submitted by the employee to their supervisor for processing. The supervisor will ensure the claim qualifies under the following terms and obtain budget approval, if required.
2. Reimbursement will be considered for the cost of:
* Packing, moving and unpacking of the employee’s home furnishings, appliances, and personal belongings
* Overnight accommodation for one (1) night upon arrival at location (receipt required)
* Meals for self and family for the moving day (original itemized receipts required for any meal expenses incurred – meal allowances are not acceptable for relocation expenses)
* One-way transportation of self and family at one-half the normal kilometerage allowance

6.0 Reimbursement will not be considered for the following, and/or related Items or areas:

* Real-estate, legal or surveyor, or similar types of fees in buying or selling property
* Sub-leasing costs or losses
* Moving of trailers, boats and other similar non-household items
* New drapes or other household furnishings to replace those in former location

**Note:** Moving expenses which are not covered by the employer are tax deductible. Contact Revenue Canada to obtain the necessary forms and a definition of what is covered.

7.0 The employee must pay his/her own moving expenses and receive proper receipts for the movement of household effects (this must be the original bill of lading from the mover or van lines, showing the weights, amounts, etc.). These receipts are to be attached to the claim turned in to the supervisor for approval and processing.

8.0 An employee may elect to rent a truck or trailer for moving and this will be accepted provided receipts are turned in for the rental vehicle and gasoline purchased en route.

9.0 The total relocation reimbursement will not exceed 8% of the annual starting salary and will be paid from the budget of the hiring department. In the case of extenuating circumstances, where the hiring leader feels that reimbursement in excess of 8% is justified, the hiring leader may make a written submission to their Executive Leader’s Team representative for consideration.

10.0 A new staff member who terminates employment before completing one years service with the College, will be required to reimburse the College for any relocation reimbursement paid (unless otherwise negotiated).

11.0 Where the employee is covered by a Collective Agreement or Terms of Employment which provide for relocation expenses, whichever provides greater benefit to the employee will take precedence.

 **Revised: September 2018**