

 <b>Selkirk College</b> Policies and Procedures		<b>6120</b>	<b>Employee Relocation</b>		
		Replaces:	B6002.2		
		Effective:	2018-04-01	Next Review:	2023-01-01
Executive Responsibility:	Administrative Responsibility:	Recommended by Policy Review Committee:		2018-03-21	
President	Director Human Services	Recommended/Approved by Education Council:		n/a	
		Approved by President:			
Linkage to Board Policies		E10 & E30	Mission & Value Statements and Pillars of Success		

**A. PURPOSE**

This policy is aligned with Selkirk College’s strategic direction to be the employer of choice in the West Kootenay/Boundary region. In order to achieve this strategic pillar the College is committed to attract high performing staff and this policy works toward this goal.

This policy outlines the terms of reimbursement offered to an employee who is required to relocate in order to commence employment at Selkirk College.

**B. SCOPE / LIMITS**

The relocation must result in the new employee living at least 40 kilometers closer to the new work or business location as per Canada Revenue Agency requirements.

This policy does not apply if the appointee already lives within 100 kilometers of the designated campus.

Relocation reimbursement is not intended to cover the complete costs of relocating.

This policy will normally only apply to employees who are new to the College or who have not worked at Selkirk College in the past five years.

This policy will not normally apply to employees transferring to a new work location within Selkirk College.

This policy will normally only apply to initial regular appointments. For example, an employee who commences employment with the College on a short-term appointment and then does a full relocation upon receiving a regular appointment will not normally be eligible for a relocation reimbursement.

**C. PROCEDURE**

1. The responsible hiring manager will request, in writing, that the Human Resources Director consider offering a relocation reimbursement to the employee about to be offered a regular, full-time position.
2. Relocation reimbursements will be approved and offered to employees who are deemed to be eligible as determined by the Human Resources Director in consultation with the Leadership Team and/or the President and in line with the College’s overall recruitment strategy and budget.
3. The relocation offer will be put in writing in the offer of employment and must be signed by the employee.
4. Reimbursement of relocation costs will be paid at the commencement of employment through submission of the Employee Relocation Reimbursement Form by the employee, which is then approved by the Director of Human Resources and paid directly to the new employee. Payment will be made through the payroll system and, therefore, required government deductions will be taken.
5. Recipients who voluntarily leave the College’s employ prior to three years of employment will be required to pay back any reimbursement at a pro-rated amount based on the number of months of employment.
6. Relocation reimbursement guidelines are to be reviewed annually by the Leadership team.

**D. REIMBURSEMENT GUIDELINES**

Regular appointments of 100% full-time equivalency in the Senior Exempt Group may be eligible to receive up to \$5,000. Out-of-province appointments may also be eligible for an additional amount up to \$5,000, to a total possible maximum of \$10,000.

Regular appointments: Exempt, Faculty or Support, 100% full-time may be eligible to receive up to \$2,500 (for example: positions that have been vacant for over a year, due to recruitment challenges).

**E. SUPPORTING FORMS**

Employee Relocation Reimbursement Form

**F. OTHER RELEVANT POLICIES**

Policy 9400 Reimbursement for College Business Expenses – Travel

**G. LINKS TO RELATED INFORMATION**

CRA MOVING EXPENSES – PDF

<http://www.cra-arc.gc.ca/E/pbg/tf/t1-m/README.html>

CRA MOVING EXPENSES

<http://www.cra-arc.gc.ca/tx/ndvdl/tpcs/ncm-tx/rtrn/cmpltng/ddctns/lms206-236/219/menu-eng.html>