

## POLICY

<b>Policy Title</b>	Relocation Expenses
<b>Policy Holder</b>	Organizational Effectiveness
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	January 24, 2014
<b>Next Review Date</b>	

### Purpose

To assist in the recruitment process, the College may reimburse the successful candidate for reasonable expenses incurred to relocate to the place of employment.

### Scope

1. Relocation expenses may be paid to encourage a candidate to move as a result of a competition that is difficult to staff.
2. Although the above-mentioned positions will normally include vice president, dean, director, manager and faculty, this practice may be implemented for other positions as necessary.
3. The appropriate Vice President or Executive Director, in consultation with Human Resources Services, must approve the request.

### Policy Statements

- **ALLOWABLE EXPENSES**

1. Reasonable and customary expenses may be reimbursed for the following:
  - a. Travel costs of the employee and their family to the new place of employment
  - b. Cost of moving personal items, including furniture
  - c. Rental of a home or apartment for a limited period of time
  - d. Living expenses for a limited period of time

2. Expenses incurred as a result of the following will not be reimbursed:
  - a. Purchase or sale of a house
  - b. Legal or real estate fees

- **REIMBURSEMENT**

Employees receiving relocation expenses may be required to reimburse the College if they resign their position within two years of being hired. In these situations, the letter of offer of employment will stipulate the payback terms as a condition of employment.

## Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance

## Revision History

Version	Change	Author	Date of Change