



Subject	RELOCATION EXPENSES (formerly titled “10.07 Relocation (Moving) Expenses”)
Procedure Section	2 Recruitment & Selection
No.	2.04 a
Exempt Employment Policy References	Not Applicable
Collective Agreement References	Not Applicable
Forms & Other Reference Material	MyOkanagan > Employee > Forms > Finance > Expense Claim Excel PDF
Status of Approval	Approved July 23, 2015 Chris Rawson

PREAMBLE:

Assistance with relocation expenses may be provided by the College to new employees who are hired through open competition and for current employees who apply and are selected for a new position at a different campus/centre through open competition.

Relocation expenses are limited to those eligible expenses identified within this procedure.

PROCEDURE:

A. ELIGIBILITY:

Employees must meet each of the criteria noted below to be eligible for relocation expenses.

1. Employees must be hired through open competition.
2. Temporary appointments must be for eight consecutive months or more (eligible groups: term [senior management, exempt, excluded support, faculty]; non-regular [vocational instructor]).
3. The assigned campus/centre for the new employee must be more than 32 km from the individual’s current residence.
4. For current employees, the assigned campus/centre must be more than 32 km for the employee’s previously assigned campus/centre.

B. MAXIMUM AMOUNT PAYABLE

The maximum amount payable for relocation expenses is normally equivalent of one month’s salary, unless otherwise authorized by the President for those appointed to senior management positions.

C. FORGIVABLE LOAN:

1. Reimbursement for relocation expenses will be provided in the form of a forgivable loan to be retired over a 36 month period of service for those hired into regular/continuing positions or the period of appointment if less than 36 months.
2. Continuing and regular employees who voluntarily leave the service of the College prior to completing 36 months of service will, upon termination, reimburse the College the unretired balance of the loan.
3. Term or non-regular employees who voluntarily leave the service of the College prior to the completion of their appointment will, upon termination, reimburse the College the unretired balance of the loan.

D. ELIGIBLE EXPENSES:

1. Relocation expenses are deemed to include out-of-pocket expenses associated with:
 - (a) The packing and transportation of household furnishings and associated goods,
 - (b) Travel costs for the employee and his/her family to the assigned campus/centre.
 - (c) The costs of disconnecting and reconnecting major household appliances, i.e. range, clothes dryer.
 - (d) Interim lodging and meal expenses at the assigned campus/centre associated with the move itself to a maximum of three days.
2. Under certain circumstances, employees may feel it is reasonable to transport their own goods. In these instances, the employee should discuss the proposed relocation arrangements prior to initiating the arrangements, with the applicable Senior Manager. If the proposed relocation arrangements are approved then OC will reimburse the employee for out of pocket expenses consistent with this procedure.

E. EXCLUDED EXPENSES

1. Reimbursement for real estate commissions, legal fees, courier or postage for real estate and mortgage documents, bank fees, telephone, computer and cable television installation, furniture storage, meals and travel costs incurred by labourers, expenses incurred by persons not considered dependants for tax purposes, costs related to immigration, loss of security deposits, utility trailers, or the cost of relocating extraordinary items requiring special handling (e.g. boats, antique cars, motor homes etc.) and any other item not specifically included in eligible expenses are considered excluded expenses.

F. EXPENSES INCURRED

1. Expenses for relocation must be incurred and submitted to the College for reimbursement within six months of the date of appointment.
2. Expense claim forms with accompanying receipts are to be submitted to the Human Resources Division for approval. Once approved they will be submitted by Human Resources to Financial Services for payment.

G. SPECIAL NOTE

This procedure does not apply if a current employee is eligible for transfer expenses under the College's exempt employment policies or collective agreements.

H. APPLICABLE FORMS

- **Expense Claim Form**
- **Relocation Expenses Reimbursement Agreement**