



SUBJECT: New Appointees and Out-of-Scope Employees Relocation Allowance/Expenses	CATEGORY: Operations & Administrative Services – Human Resources	NO. O-2.10
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PREAMBLE

SIAST is committed to the development of human resource strategies around the recruitment and retention of employees based upon:

- Attractive relocation incentives for new appointees (any individual hired from outside of SIAST to either an in-scope or out-of-scope role).
- Fair and reasonable relocation benefits for existing out-of-scope employees where the organization has initiated relocation.
- Fiscal responsibility.
- Ease of administration.

POLICY

SIAST provides financial assistance for costs related to the relocation of new appointees and out-of-scope employees. Such relocation costs for new appointees and out-of-scope employees are individually negotiated in conjunction with the relocation allowance/expenses procedure O-2.10. SIAST provides financial reimbursement for costs related to the relocation of in-scope employees through the provisions of the Collective Agreement.

PROCEDURES

The relocation allowance/expenses procedures for all employees can be found on mySIAST and are available through the Human Resource offices at each SIAST location.

Approved by: President & CEO	Prepared by: Human Resources	Date Issued: January 6, 2009	Supersedes/New Supersedes	Page 1 of 1 #O-2.10
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