

APPENDIX J

RELOCATION ALLOWANCE

PURPOSE

To assist with relocation of employees.

POLICY

All employees required to relocate to a work location in either a different urban centre or one (1) at least twenty (20) kilometres (road distance) from the immediately preceding work location due to any employee:

- being transferred, promoted or demoted for the benefit of the receiving **Campus**,
- applying reversion provisions

shall be eligible for compensation provisions **and relocation benefits** as set out in this policy.

Excludes:

- new appointees
- individuals under contract
- simultaneous compensation to married employees being relocated to the same work location.

1. RESPONSIBILITY FOR EXPENSES

The **Campus** initiating an employee relocation is responsible for expenses of initial relocation as well as all consequent relocations resulting from it including application of reversion provisions.

2. REIMBURSEMENT RATES

Campus rates, plus specified allowances for spouse and/or dependents, apply as maximums.

Policy provisions may be increased only in exceptional circumstances with prior written approval of the President.

3. RECEIPTS

Must be submitted within one (1) year in order to be eligible for reimbursement (no receipts needed for meals).

4. ACCOUNTABLE ADVANCES

Granted upon employee request, in the amount of estimated relocation benefits for which employee is eligible.

5. SEARCH FOR ACCOMMODATION

Compensation provided to a maximum of:

- one (1) return trip to new work location for employee and spouse
- five (5) nights' accommodation allowance for employee plus \$6.00/night for spouse
- five (5) days' meal allowance for employee and spouse plus extra meal allowance for reasonable travel time to and from new work location
- four (4) regular work days off with pay for employee.

Employee may make more than one (1) trip to new work location in order to locate accommodation, but total compensation shall not exceed maximum allowance above.

6. PRIMARY HOUSEHOLD EFFECTS

Compensation provided to cover all reasonable costs for packing and/or crating, loading, transporting, unloading and unpacking employee's primary household effects (excluding expedited service charges).

Transportation to be accomplished by:

- commercial household goods mover, under normal circumstances, or
- rented truck, if approved by the **Human Resource Manager** and total cost does not exceed estimated total cost of the commercial household goods mover's fees.

7. IN-TRANSIT INSURANCE

Saskatchewan Property Management Corporation has arranged a centralized, full replacement value insurance plan for all **Campus** employees, providing additional insurance up to a maximum of \$5.00/pound per article. The coverage is based on the actual weight of each individual's household effects up to a maximum of \$100,000. The premiums are paid by the Saskatchewan Property Management Corporation.

8. PERSONAL MOTOR VEHICLE

Compensation provided for freight costs of moving one (1) personal motor vehicle if employee's old and/or new work location is "beyond road's end". Vehicle to be transported by auto carrier if available.

In-transit insurance coverage of motor vehicle is covered for actual cash value, not replacement cost. It is recommended the employee take out additional coverage through the moving company. Additional insurance coverage is the responsibility of the employee.

9. TRAVEL TO NEW WORK LOCATION

Compensation provided to a maximum of:

- actual costs of transporting employee, spouse and/or dependents directly to new work location.
- accommodation allowance while directly en route to new work location for employee plus \$6.00/night for spouse plus either \$5.00/night for each dependant, or a second motel/hotel room, subject to prior approval of the **Human Resource Manager**.
- meal allowance while directly en route to new work location for employee, spouse and/or dependants.

10. STORAGE COST

Compensation for costs associated with storage of employee's primary household effects to a maximum of:

- thirty (30) days,
- three (3) months, with prior approval of the **Human Resource Manager**.

Note: Goods in storage are covered for the first thirty (30) days only. If beyond thirty (30) days, special arrangements must be made.

11. TEMPORARY ACCOMMODATION AND MEALS AT NEW WORK LOCATION

Compensation provided to a maximum or:

- thirty (30) nights accommodation allowance for employee only
- thirty (30) days meal allowance for employee only

Resulting maximum may alternately be applied to:

- accommodation allowance for employee plus \$6.00/night for spouse, plus either \$5.00 night for each dependant or a second motel/hotel room, subject to prior approval of the **Human Resource Manager**.
- meal allowance for employee, spouse and/or dependents.

12. MAINTENANCE OF ORIGINAL DOMICILE

In lieu of temporary accommodation and meals at new work location (above), if employee must maintain original domicile to allow dependents to complete their school term at the old work location, compensation at new work location is provided to a maximum or:

- two (2) months' accommodation allowance for employee only
- two (2) months' meal allowance for employee only
- four (4) return trips to original domicile at a rate of one (1) per month for every month that original domicile is maintained, subsequent to employee's relocation.

Time periods may be extended to four (4) months with prior approval of the **Human Resource Manager**.

13.

RESIDENTIAL PROPERTY EXPENSES

If employee's principal residence is rented and if employee faces a lease discharge fee on principal residence and/or rental payments on both old and new principal residences, then compensation is provided to a maximum of:

- one (1) month's rent, based on old residence's rent, or
- up to four (4) months' rent, with prior approval of the **Human Resource Manager**.

If employee's principal residence is a mobile home and if employee wishes to move the home to the new work location, the compensation is provided for:

- removal and reattachment of blocking and skirting
- disassembly and reassembly of attachments, including entry porch, patio, cabana and stairways
- installation and removal of wheels and hitch
- pick-up and delivery of mobile home and attachments to new work location
- lease discharge fee to a maximum of one (1) month's rent based on old location's rent, or up to three (3) month's, with prior approval of the **Human Resource Manager**
- cost of obtaining a moving permit
- pilot car rental, if required.

Compensation is not provided for:

- removal of mobile home from concrete foundation
- construction of concrete foundation for mobile home
- placement of mobile home on concrete foundation

Note: Employees claiming compensation for moving of mobile home remain eligible for compensation for primary household effects.

If employee's principal residence is owned by employee and if legal and/or real estate fees are incurred in the sale of the employee's principal residence at the old work location, then:

Compensation is provided as follows:

- reimbursement of actual real estate fees up to seven (7) percent of sale price to a maximum of \$10,000
- reimbursement of legal fees at rate of the Law Society for sale and purchases of homes
- reimbursement of mortgage discharge fees not exceeding three (3) months' mortgage interest, to a maximum of \$1,500
- reimbursement of bridge financing up to three (3) months interest to a maximum of \$1,500. (This provision applies when a relocated employee takes title to a residence at the new location before the sale of the residence at the old location and is required to arrange for a short term loan to finance the purchase.)

14. INCIDENTAL EXPENSES

Compensation is provided for:

- altering drapes, carpeting, floor covering, etc.
- replacing household fittings
- erecting television aerials
- installing telephones
- disconnecting and reconnecting appliances
- long distance telephone calls pertaining to move
- costs associated with obtaining and preparing a mobile home site including disconnecting and reconnecting utilities and septic tank installation
- other expenses approved by the President.

Compensation is provided to a maximum of \$200 without receipts or \$500 with receipts.

15. PROCEDURE

All instances of removal of household effects arising from relocation are coordinated through the Saskatchewan Property Management Corporation. Inquiries should be directed to:

Relocation Coordinator
Saskatchewan Property Management Corporation
10th Floor, Sturdy Stone Building
122 - 3rd Avenue North
Saskatoon, Saskatchewan
S7K 2H6