

SUBJECT: RECRUITMENT/RELOCATION EXPENSES

The President or appropriate Vice-President will take responsibility for establishing expense limitations for recruitment/relocation with respect to each and every search in areas under the President and Vice-Presidents' jurisdiction - local, regional or national/international.

In approving the filling of a position, the President or appropriate Vice-President will approve the level of search and assign a fixed dollar amount to cover all expenses including: advertising, interviewing (travel/accommodations/etc) and relocation. The following limits will serve as a general guideline (based upon typical recruitment expenses):

- Local \$1,000 Northern Dailies plus minimal interview expenses
- Regional \$8,500 Sun, Journal or Herald, Northern Dailies, 3 airfares, 3 hotels/meals/miscellaneous, relocation (\$3,500)
- National \$26,000 Globe, Sun, Journal or Herald, Northern Dailies, 3 airfares (@\$2500), 3 hotels/meals/miscellaneous relocation (\$12,000)

For academic positions the allocation would be as above (ie. local, regional or national) but an additional \$1,300 would be allocated to cover the costs of CAUT and University Affairs.

TYPICAL RECRUITMENT EXPENSES

1. Advertising

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|----|---------------------------------|-----------------------------------|
| a) | Globe & Mail | \$2,500 |
| b) | Vancouver Sun | \$2,300 |
| c) | Calgary Herald/Edmonton Journal | \$1,500 each |
| d) | Northern Dailies | \$ 750 |
| e) | CAUT and University Affairs | \$ 650 each |
| f) | Courier charges | \$ 100 (Payable to the Ad Agency) |

2. Interview Expenses

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|----|------------------------------|--|
| a) | Airfare | \$1,500 from Ontario |
| | | \$ 700 from Vancouver/Calgary/Edmonton |
| b) | Hotels, meals, miscellaneous | \$ 200/interviewee |

3. Relocation Expenses

Approximately \$12,000 to relocate from Eastern Canada \$10,000 from Central Canada and \$3,500 from BC Lower Mainland.

Should the hiring supervisor wish to appeal the initial allocation of funds or wish to receive

additional funds during the hiring process, they would be responsible for submitting a written request to their Vice-President. If an individual search/appointment is approved to exceed these proposed expenses limits, President's Council is to be notified and the reasons are to be given.

Where a hiring supervisor does not have sufficient funds to cover remaining obligations under UNBC policies (eg. funds remaining will not cover relocation costs), and where approval has not been granted to increase their allocation, the supervisor's operating budget would be charged to make up the shortfall.

The President or appropriate Vice-President will sign for all expenses or delegate signing authority. Only expenses allowable under UNBC policy (eg. house hunting trips are not permitted) will be approved for payment from the hiring supervisor's allocation, without specific prior approval of the President or appropriate Vice-President.