

SUBJECT: RELOCATION**1. Purpose**

This document defines who is eligible for relocation monies, what is an eligible relocation expense, and what is the process used when relocating to Prince George or the regions.

2. Scope

This policy applies to Senior Administration as well as those employees within the Director's, Exempt and CUPE groups. Employees relocating from a distance of 100 kilometers or more are eligible for relocation assistance.

3. Authority

The Director of Human Resources is responsible for ensuring that this policy and these procedures are followed.

4. Full-time and Part-time Permanent Appointments

The University will assist new full-time and part-time permanent employees (.5 FTE or greater) relocating to begin employment at UNBC. A part-time permanent employee will receive relocation assistance on a pro-rated basis (i.e. .8 FTE – 80% relocation).

Relocation assistance is intended to assist new employees with the costs of physical removal of their family and personal effects from their place of domicile at the time of their appointment to the University. It is not intended to cover a variety of sundry items arising from the relocation, such as legal fees, commissions on the sale or purchase of property, medical costs associated with immigration, duty on articles brought into Canada, rentals, cleaning services, storage of furniture, losses on the sale of assets, or any other expenses not directly related to the physical move. In order to receive relocation assistance, the employee will obtain three quotes from moving companies and submit these to the University. The University will normally pay the least expensive quote directly to the moving company. The University is taking advantage of moving rates offered by the Canadian Association of University Business Officers (CAUBO). Employees are asked to obtain one quote from a moving company associated with CAUBO, as well as two other rates. Human Resources will provide a list of CAUBO contact numbers.

An employee will be reimbursed for the cost of a one-way direct economy airfare, unless return airfares are less expensive, to assist in personal relocation. Automobile travel by direct route will be paid at the authorized University rate plus moderate costs of food and lodging for a reasonable number of driving days. Reimbursement for automobile travel, however, will not exceed the costs which would have been incurred had economy airfare been used as noted in this policy. It is intended that, where applicable, this benefit will be extended to members of the employee's immediate family.

The University will reimburse the cost of one house hunting trip for a new permanent employee upon presentation of receipts for economy airfare and hotel accommodations. Meal per diems will be paid at the current University rate. Normally a house hunting trip will include an employee and his or her spouse or partner and be three days in duration. Exceptions must be made in writing and submitted to the Director of Human Resources for approval. If an employee resigns his/her position within twenty-four months of commencing employment, or is terminated

within the probationary period, the employee will reimburse the University for the relocation assistance on the basis of 1/24th for each unserved month of employment.

5.0 Full-time Term Appointments

A full-time term appointment for one year will be reimbursed, upon presentation of receipts, to a maximum of \$1500. Should both spouses/partners begin employment with the University, only one person is eligible for relocation assistance. In the event that a spouse/partner collects relocation assistance from another employer, the UNBC relocation benefit is negated and the employee becomes ineligible.