



Northlands College Policy Relocation and Staff Housing

POLICY STATEMENT

Northlands College has adopted this policy to outline the assistance available to new employees relocating for employment. The College also acknowledges difficulty in obtaining staff housing. Therefore, as an incentive and a recruitment tool, the College will endeavor to provide access to and subsidize housing for term instructional staff who have to relocate for employment.

DEFINITIONS:

Permanent position is a position with no end date.

Term position is a position with an end date.

GUIDELINES

Supervisors involved in staff recruitment, in consultation with their out-of-scope Manager or Director, will administer this policy.

An employee hired into a permanent position will be entitled to relocation allowance only once upon initial hire.

An employee hired into a term position will be entitled to the standard relocation allowance for subsequent positions provided the employee must move to maintain employment with the College.

An employee who bids out of a permanent or term position into another position will not be entitled to a relocation allowance.

Transportation

- In all cases the most economical method of transportation for employees, their dependants and their belongings will be used.
- For air travel, coach tickets will be purchased.
- Shipment of belongings may be done by air, moving truck, or mail as determined by necessary economic forces.

Moving / Travel Expenses

Northlands College will provide reimbursement for reasonable moving and travel expenses which include:

- Approved travel requirements (e.g. plane tickets, hotel rooms).
- The associated costs of establishing utility connections up to a maximum of \$350.00. Receipts must be submitted to the employee's supervisor on a travel and expense claim form.
- Transportation of one personal vehicle (public service commission rates to a maximum of \$1,000.00).



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Additional expenses may be approved by the President & CEO.

Staff Housing

Staff occupying either college-owned or college-leased housing will sign a tenancy agreement with his/her out-of-scope Director.

In the event that an employee damages a college-leased property the college will be required to invoice the employee for the cost of repairs.

PROCEDURES

Relocation

Repayment Procedure Guidelines

- Northlands College requires that all approved expenses be documented, and submitted with applicable receipts attached to a Northlands College Travel and Expense Claim form.
- All relocation expenses must be incurred and reported within three months from the date of relocation.
- Any expense incurred after that period shall not be eligible for reimbursement.

Resignation Prior to Completion of Contract: In the event that an employee resigns for personal reasons within 12 months following their date of relocation, the employee will be responsible for reimbursing Northlands College with the costs incurred from the move.

This shall be repaid on a sliding scale percentage basis where 1 month of regular service (exclusive of unpaid leave programs) discharges 1/12th of the obligation. Any amount owing will be deducted from the employee's salary or from any amounts due or owing to the employee, if the employee has not arranged for the repayment.

Staff Housing

Rent will not be charged to term instructors in communities that are more than 50 kilometers away from the three main program campuses. This benefit only applies to instructors who have had to relocate to accept a term position. This is a taxable benefit and will be recorded as such on the employee's T-4.

Rent will not be charged to term instructors with contracts of 20 weeks or less in the communities of the three main program campuses. This is a taxable benefit and will be recorded as such on the employee's T-4. Term instructors who stay at either the Creighton or Buffalo Narrows Student Residence will receive a taxable benefit for a common shelter as per CRA guidelines.

In exceptional cases where recruitment is difficult the President & CEO may approve alternative staff housing arrangements.



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The supervisor will seek prior authorization from the out-of-scope Director for entering a lease agreement on behalf of an employee and a tenancy agreement with an employee. It is the supervisor's responsibility to sign a lease agreement with the landlord, and a tenancy agreement with the employee – both are to be forwarded to the Accounting Department.

The supervisor and the staff member will complete the move-in section of the "Condition of Premises Checklist" upon occupying the premises. The supervisor will keep the checklist on file and will complete section two with the staff member when the staff member moves out. Once completed, the checklist is to be sent to the Accounting Department.

Policy Originated: December 2005	Approved by: President & CEO
Last Approved: July 1, 2016	Signature: 