

Selkirk College Policies and Procedures		Title and number	6120 Employee Relocation	
		Replaces	B6002.2	
		Effective	2003-10-03	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2003-01-01	
Director, Human Resources	Director, Human Resources	Recommended/Approved by Education Council	N/A	
		Approved by President	2004-02-04	

1 POLICY

Selkirk College may reimburse a new employee who is required to relocate in order to commence employment with the College.

2 ADMINISTRATIVE REGULATIONS

Regular Full-time Appointments:

1. For regular appointments, reimbursement shall be the actual cost of relocation or \$5000, whichever is less.
2. Only costs for household goods and family may be claimed (real estate, utilities connections, storage, hotel and restaurant costs, etc., excluded).
3. The policy is not applicable if the appointee lives within 65 kilometres of the working site.
4. The application for subsidy is to be made within 90 days of commencing employment.
5. The move and reimbursement is to be completed no later than 12 months after commencing employment.
6. If the employee fails to provide twelve (12) months of service following his/her commencing employment with the College, the employee shall reimburse the College the full amount of monies paid in item 1.
7. Exceptions to these regulations or the policy require the approval of the President.

Short-term Appointments:

1. Reimbursement shall be the actual cost of relocation or \$1500 whichever is less.
2. Only costs for household goods and family may be claimed (real estate, utilities connections, storage, hotel and restaurant costs, etc., excluded).
3. The policy is not applicable if the appointee lives within 65 kilometres of the working site.

4. The application for subsidy is to be made within 90 days of commencing employment.
5. If the employee fails to complete the term of the appointment, he/she shall reimburse the College the full amount of monies paid in item 1.
6. Exceptions to these regulations or the policy require the approval of the President.

Other relevant policies:

9400 Reimbursement for College Business Expenses

Key words:

Appointments, Employees, Relocation