

## **Relocation Expenses Reimbursement**

### **Background**

Where an employment candidate must relocate from another community, province, country, etc. to accept a position the district considered “hard to fill” in School District 5, they shall be offered reasonable reimbursement for relocation expenses as an inducement to accept the position in School District 5. Such reimbursement shall be for expenses incurred related to moving or relocating to School District 5 as set out below.

### **Procedures**

1. To be eligible for relocation expense reimbursement, an employment candidate must be required to relocate within School District 5 and must incur related moving expenses to assume a position the School District determines “hard to fill”. The eligibility for reimbursement for relocation expenses will be noted in the job posting.

A list of the type of related relocation expenses that may be reimbursed under this administrative procedure is included as Schedule “A.”

2. Eligible employment candidates shall have the relocation expenses reimbursement offered to them in their offer of appointment. If the employment candidate accepts the offer and commences work for the district, they are entitled to reimbursement for reasonable relocation expenses as set out in this administrative procedure.
3. Proof of expenses incurred (receipts) is required for reimbursement submitted within six (6) months from the start date of the accepted position.
4. The maximum amount to be reimbursed as a moving allowance is \$5,000.

## **SCHEDULE A**

1. the cost of house-hunting trips to the new location, including child care and pet care expenses while the employee is away
2. traveling costs (including a reasonable amount spent for meals and lodging) while the employee and members of the employee's household were moving from the old residence to the new residence
3. the cost to the employee of transporting or storing household effects while moving from the old residence to the new residence
4. costs to move personal items such as automobiles, boats, or trailers
5. charges and fees to disconnect telephones, television or aerials, water, space heaters, air conditioners, gas barbecues, automatic garage doors, and water heaters
6. charges to connect and install utilities, appliances, and fixtures that existed at the old residence
7. fees to cancel leases
8. the cost to the employee of selling the old residence (including advertising, notarial or legal fees, real estate commission, and mortgage discharge penalties)
9. adjustments and alterations to existing furniture and fixtures to arrange them in the new residence, including plumbing and electrical changes in the new residence
10. legal fees and land transfer tax to buy the new residence
11. the cost to revise legal documents to reflect the new address
12. reasonable temporary living expenses while waiting to occupy the new, permanent accommodation
13. long-distance telephone charges that relate to selling the old residence
14. amounts you paid or reimbursed for property taxes, heat, hydro, insurance, and grounds maintenance costs to keep up the old residence after the move, when all reasonable efforts to sell it have not been successful

Reference:

Approved: April 23, 2024