



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**HUMAN
RESOURCES**

POLICY NUMBER: HR 03

POLICY TITLE: MOVING/RELOCATION ALLOWANCE

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Date Adopted by Council / Motion Number:

12.03.183

PURPOSE:

The Municipal District recognizes the need to provide a relocation allowance when necessary to ensure that the best qualified applicant for a position is hired.

POLICY:

The Municipal District may provide an interview allowance to prospective candidates, and a relocation allowance to successful candidates.

1. In accordance with the hiring policy, Council will establish an annual budget for relocation allowances that may be granted to perspective candidates for job positions.
2. The CAO will determine the amount of relocation allowance using up to \$7,500, but not limited to, the following criteria: Any amount over \$7,500 will be at the discretion of Council.
 - a) Organizational position;
 - b) Job market;
 - c) Economic factors;
 - d) Relocation / interview distance; and
 - e) Personal credentials.
3. Allowable moving expenses may include, but are not limited to:
 - a) Travel expenses including mileage, auto and / or trailer rental, and fuel expenses;
 - b) Moving company expenses;
 - c) Room and meal expenses incurred during the relocation; and
 - d) Room and meal expenses incurred after relocation while waiting for accommodation to become available.
4. The relocation allowance will be prorated on a monthly basis over a twenty-four month period in the event of an individual resigning from their position within 24 months. Relocation must occur within the 24 month period to be eligible for reimbursement.
5. Upon determination of the relocation allowance, Administration will issue payment within one month upon arrival and submission of eligible receipts. Failure to submit receipts within two months of arrival may result in the forfeiture of the allowance.
6. Arrangements for disbursement of the approved allowance (for subsistence, rooms, etc.) may be made through Administration, and will be deductible, at cost, from the initial approved allotment.

(Original signed copy on file)

REEVE

C.A.O.