



CITY OF CORNER BROOK

Policy & Procedure

Index	Human Resources			Section	Recruitment		
Title	Relocation Policy			Policy Number	10-03-02	Authority	Council
Approval Date	18-Jul-22	Effective Date	18-Jul-22	Revision Date			

Purpose:

The City of Corner Brook is committed to hiring and maintaining a competent, qualified and diverse workforce. The City recognizes that in certain instances to attract the most qualified and competent applicant provisions must be made to allow coverage of some expenses to facilitate employee relocation.

Policy Statement:

The City Manager has the authority to determine which positions are eligible for relocation expenses and whether or not relocation expenses will be approved. The City Manager will make this decision with recommendation from the appropriate Director and in consultation with the Director of Finance & Administration. When relocation expenses are expected to exceed \$10,000 the decision for approval will rest with Council.

The City Manager may approve up to \$8,000 in relocation expenses for a relocation that occurs within the island portion of the Province.

The City Manager may approve up to \$10,000 in relocation expenses for a relocation that occurs between Labrador and the island portion of the province and/or between the island portion of the province and Canada.

Relocations considered under this policy must meet the following criteria:

- Relocation costs are to be approved prior to any commitment being made to the candidate
- Relocations must exceed 250km one way
- Expenses to a maximum of \$200 per day, for up to two weeks, to cover meals and hotel for employee to locate living accommodations for self and family. Expenses claimed for this purpose will directly reduce the eligible relocation money approved.

Employees may choose to use the services of a moving company or transportation service. Prior to selection of these services employees must ensure they receive and submit three quotes.

Employees may claim the following expenses, up to their approved maximum, for the transportation of furniture and household effects:

- Crating, packing and unpacking;
- Cartage and transportation;

- Complete replacement insurance in transit; and,
- Reasonable expenses incurred in shipping domestic family pets.

The following items are not covered under this policy:

- Payments related to real estate commissions, legal fees, mortgage penalties, losses on real estate, etc.
- Purchases of any non-disposable items used in the relocation. Such examples include, but are not limited to, storage units, trailers, vehicle modifications, tarps, rope, net, etc.
- Items which, by law or tariff, may not be moved with household effects;
- Goods requiring climatically controlled conditions;
- Electrical, cable and telephone hookups and disconnects and change of address referral costs;
- Livestock (cattle, sheep, etc.); and,
- Travel Trailers

An employee receiving reimbursement for moving expenses must sign a return of service agreement. If an employee leaves the employment of the City within two years of the date of hire, relocation costs will be reimburse proportionately to the number of months remaining in the two years, e.g. employees resigning 18 months after date of hire, will be expected to reimburse the City for 6/24ths of relocation expenses.

Proportional repayment calculations:

Monthly Amount: $\$10,000/24 \text{ months} = \416.67

Service owed: $24 \text{ months} - 18 \text{ months} = 6 \text{ months}$

Repayment Amount: $\$416.67/\text{month} \times 6 \text{ months} = \$2,500$

DETAILED ACTION REQUIRED

Responsibilities:

All levels of management are responsible for the administration of this policy.

Council will:

- Review, amend, and adopt changes to this policy; and,
- Receive and review requests for relocation approval exceeding \$10,000.

The City Manager will:

- Bring recommended changes of this policy forward to Council for consideration and approval;
- Adhere to this policy;
- Bring forward relocation requests exceeding \$10,000 to Council for consideration and approval; and,
- Receive recommendations from Directors regarding employee relocations

The Directors will:

- Recommend to the City Manager changes to this policy;
- Adhere to this policy; and,
- Provide recommendation to the City Manager regarding new hire relocation expenses;

The Human Resources Manager will:

- Ensure the policy is followed and the new employee is aware of this policy;
- Ensure that new employees are provided a return of service agreement prior to any expenses being reimbursed; and
- Ensure fairness throughout by ensuring this policy is consistently applied.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR

CITY CLERK