

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Relocation and Interview Expenses
POLICY NUMBER:	C05
CROSS REFERENCE:	

<b>NEW \ REVISED</b>	
Administrative Services Committee	Academic Council
February 16, 2016	

### POLICY STATEMENT

When a candidate is recruited from outside the vicinity of the Town of Olds, Olds College may reimburse such candidates for the cost of travel to interviews and to relocate their personal effects. This policy shall apply only to permanent positions.

### SPECIFIC GUIDELINES

1. Relocation expenses will be approved by the Director, Human Resources in advance of any commitment to a prospective staff member.
2. The approval of any and all allowable expenses will vary from position to position (e.g. an executive level position's allowable expenses will differ from that of an entry level position).
3. The normal maximum relocation allowance will be five percent (5%) of the candidate's annual salary at commencement, or actual expenses, whichever is the lessor.
4. Payment of a relocation allowance is intended to assist a new staff member in the cost of physical relocation of the staff member, his/her family (spouse and dependent children) and necessary personal effects.
5. The relocation allowance is not intended to cover a variety of sundry items arising from the relocation, such as legal fees, commissions on the sale or purchase of property, rentals, house hunting, cleaning, and storage of personal effects, losses on the sale of assets, and other expenses not directly related to the physical relocation.
6. The employee shall submit official estimates from three moving companies to the Director, Human Resources for consideration. The Director, Human Resources will review these estimates and approve the estimate that appears to be both the most comprehensive and fiscally responsible for processing.
7. In the event that an Employee who has received a relocation allowance, voluntarily terminates employment prior to the completion of twenty-four (24) months of employment, the Employee will return to the College an amount equal to one twenty-fourth (1/24) of the allowance for each month that the employee is short a full twenty-four (24) months of service.
8. The employee must utilize the relocation allowance within ten (10) months of commencement of employment at the College. Failure to access this allowance prior to that date will result in the forfeit of its availability.

### IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services in conjunction with the Director, Human Resources.  
This policy will be reviewed at least every five (5) years.

## OLDS COLLEGE PROCEDURES

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<b>SUBJECT AND POLICY NUMBER</b>	C05 Relocation and Interview Expenses
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**NEW \ REVISED**

<b>Vice President Student and Support Services</b>	<b>Vice President Academic and Research</b>	<b>Vice President Advancement</b>
February 16, 2016		

### PROCEDURE

1. The Manager will consult with the Director, Human Resources regarding the relocation allowance or interview expenses.
2. The Director, Human Resources will advise the candidate of the terms and conditions of the granting of relocation allowance or interview travel cost coverage.
3. The costs for the travel and relocation will be incurred by the department that the employee is being hired to.
4. The employee will provide a full receipt accounting of expenses incurred, to the Director, Human Resources for approval.
5. The Director, Human Resources will forward approved claims to the Business Services Office for payment.