



RELOCATION AND INTERVIEW EXPENSES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	G. People & Culture
Parent Policy:	G20
Approval Date:	January 13, 2023
Effective Date:	January 19, 2023
Procedure Owner:	Chief People & Culture Officer

Overview:	Olds College of Agriculture and Technology (the "College") recognizes the importance of attracting and retaining a high caliber of talent. The purpose of this procedure is to clarify how reimbursements will be made and who will be accountable for the costs.
Procedures:	<ol style="list-style-type: none"> 1. Where a Candidate resides and must travel more than 130 km to the College for an interview, allowable interview expenses will be discussed and approved, in advance with the candidate. The Candidate must provide receipts for all allowable expenses. Expenses for candidate's interviews should be submitted to the Hiring Leader/ Budget Owner who will review and submit to Accounts Payable for payment. 2. Any Relocation must be pre approved and documented before any offer of relocation assistance is made. The Hiring Leader / Budget Owner must engage with their Human Resources Business Partner to establish a reasonable Offer of Employment, including the Relocation package. Factors noted in the Relocation and Interview Expenses Policy will be taken into consideration to arrive at a reasonable Relocation. Final approval will be granted by the Director, Human Resources and Occupational Health & Safety. 3. Details of the Relocation will be included in the Offer of Employment, along with the T1-M Moving Expenses Deduction form. 4. The Relocation will be charged to the Hiring Leader's budget. 5. The Employee must provide receipts for all expenses (see Canada Revenue Agency guidance on T1-M Moving Expenses Deduction Form). Expenses must be submitted to their Leader/ Budget Owner for approval through the normal expense approval and submission process). 6. In the event that the Employee who has received a Relocation, voluntarily terminates employment prior to the completion of twenty-four (24) months of employment, they will be required to repay a prorated amount equal to one

	<p>twenty-fourth (1/24) of the for each month that they are short of the full twenty-four (24) months of employment.</p>
Definitions:	<p>Relocation: A negotiated lump sum payment to assist a new employee with their move to a location as a result of an offer of employment.</p>
Related Information:	
Review Period:	<p>3 years</p>
Revision History:	<p>New: January 13, 2023</p>