

STAFF AND HUMAN RESOURCES POLICY

10.0

Policy Title: Relocation

Last Approved: October 2023

BACKGROUND

The purpose of this policy is to provide guidance and assistance to the Executive Director in offering employment to new employees of the Saskatchewan School Boards Association ('Association') who require monetary assistance to relocate.

APPLICATION

This policy applies to all new Association employees.

POLICY STATEMENT

Relocation assistance may be provided to new employees only when it is required to meet the recruitment needs of the Association.

Responsibilities

The Executive Director is responsible for establishing and from time to time making any adjustments to the Relocation Policy and must consider the following:

- Budgetary constraints;
- Operational needs of the organization;
- The need to attract competent employees; and
- Reasonable and legitimate relocation costs incurred.

Approval of relocation assistance is the responsibility of the Executive Director.

10.1 ELIGIBILITY

A new employee may be eligible for relocation assistance if:

- a. The position has been advertised as available to individuals not currently working for the Association. Exceptions may be approved at the discretion of the Executive Director;
- b. The new employee currently resides in a geographic location at least 100 km from Regina; and
- c. To enhance an offer of employment in order to secure that new employee for the position to be filled.

10.2 ELIGIBLE RELOCATION ASSISTANCE

Relocation Assistance will be provided for eligible expenses pursuant to "Revenue Canada Income Tax Act" to a maximum of fifty (50)% or five thousand dollars (\$5000), whichever is the lesser, upon submission of receipts. Receipts must be submitted within one year of hire.

10.2 SERVICE COMMITMENT

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- a. The new employee will be required to sign a written commitment (see 10.0-A Service Commitment for Relocation Assistance) to remain in the employ of the Association for a period of two (2) years or repay a pro-rated portion of the relocation assistance.
- b. If required, repayment of the relocation assistance will be pro-rated based on the number of months remaining for the service commitment using the following formula:

$$\frac{(24 - \# \text{ of Months Worked})}{\text{Twenty-Four}} \times \$ \text{ Relocation Assistance Provided} = \text{Repayment Amount}$$

- c. Repayment of relocation assistance is required prior to the new employee leaving the employ of the Association. If the new employee leaves the employ of the Association at the request of the Employer, the outstanding balance may be forgiven.

REFERENCES