

SCHOOL DISTRICT NO. 57 (PRINCE GEORGE)

RECRUITMENT AND SELECTION (POLICY 4111)

RELOCATION ALLOWANCE SCHEDULE

FEBRUARY 2008

1. New Teaching, Administrative, Exempt and PEA Staff
 - 1.1. In order to attract these employees to the district, up to \$5,000 per employee may be reimbursed for relocation expenses.
 - 1.2. Approval of a committee composed of the Director of Human Resources, the Manager of Finance, a Human Resources Officer and an Assistant Superintendent will constitute authorization to offer such reimbursement.
 - 1.3. This amount may be exceeded with the authorization of the Superintendent of Schools.
 - 1.4. Reimbursement will be provided upon submission of original receipts to the Director of Human Resources.
 - 1.5. Relocation expenses will be provided to the employee as a three-year forgivable loan. In the event the employee voluntarily resigns from School District No. 57 prior to the end of the three years, the forgivable loan is repayable to the school district on a pro-rated basis.
 2. Existing Staff
 - 2.1. Administrators or teachers asked by the Board to move to a new community (Prince George, McBride, Valemount or Mackenzie) to take an assignment will be reimbursed up to \$5,000 for relocation expenses, upon submission of original receipts.
 - 2.2. Administrators or teachers who have successfully competed for a position in a new community (McBride, Valemount or Mackenzie) will be reimbursed up to \$3,000 for relocation expenses, upon submission of original receipts.
 - 2.3. Relocation expenses will be provided to the employee as a three-year forgivable loan. In the event the employee voluntarily resigns from School District No. 57 prior to the end of the three years, the forgivable loan is repayable to the school district on a pro-rated basis.
 3. Senior Administrative Staff
 - 3.1. A person hired for the position of assistant superintendent, director or manager of finance will be reimbursed up to one month's salary for relocation expenses, upon submission of original receipts.
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- 3.2. This amount may be exceeded with the authorization of the Superintendent of Schools.
 - 3.3. Relocation expenses will be provided to the employee as a three-year forgivable loan. In the event the employee voluntarily resigns from School District No. 57 prior to the end of the three years, the forgivable loan is repayable to the school district on a pro-rated basis.
4. Eligible Expenses
- 4.1. Travel costs (airfare or mileage), hotel and meal costs for a house-hunting trip prior to commencement of employment.
 - 4.2. Travel costs, meals and lodging while en route.
 - 4.3. Moving of personal and household effects.
 - 4.4. Storage expenses.
 - 4.5. If clarification is required on the eligibility of expenses for reimbursement, new employees must contact the Director of Human Resources for approval in advance of making a claim.
- Note: Relocation expenses may be claimed as expenses when filing income tax forms. For more information, contact the Canada Revenue Agency (CRA).*
5. Specialty Areas and Locations
- 5.1. Subject areas in which the district, from time to time, has difficulty acquiring trained personnel will qualify for reimbursement. As an illustrative example only, French immersion or industrial education teachers may be eligible in particular years.
 - 5.2. In the spring of each year, the Human Resources Department will develop a list of subject areas in which difficulties may be encountered when recruiting personnel. This list will serve as the basis for using the relocation schedule.
 - 5.3. Mackenzie, McBride and Valemount are communities which may be difficult to staff in some program areas. The ability to offer reimbursement for relocation expenses may be a factor that allows the district to staff schools in these communities.