

**RELOCATION ASSISTANCE (NEW EMPLOYEES) POLICY**

**Council Policy No. 25/14**

POLICY:

The City of Fort St. John is committed to attracting and retaining outstanding employees. This policy is intended to facilitate the hiring of staff by establishing eligibility and extent of relocation assistance provided by the City. The goal of the policy is to ensure that relocation assistance is reasonable and equitable.

Relocation assistance may be granted to new employees when it is determined that it is required to meet the recruitment needs of the City. Relocation assistance is normally only be paid to successful candidates filling exempt, supervisory or technical positions for which qualified candidates are not available on a local basis.

PROCEDURE:

1. The manager of the hiring department is responsible for approving relocation assistances and ensuring that employees who are eligible for relocation assistance are informed of the City's policy.
2. The maximum relocation assistance that shall be paid for relocations within Canada and the Continental United States is as follows:

Exempt Position (salary grid 6 and above <sup>1</sup> )	\$10,000.00*
Exempt Position (salary grid 5 and below <sup>1</sup> )	\$ 8,000.00
Union Supervisory/Technical Position	\$ 8,000.00

\* This maximum may be increased up to an additional \$10,000.00 with prior approval of the City Manager should the City Manager deem circumstances warrant the increase.

3. The maximum relocation assistance that shall be paid for overseas relocations is \$20,000.00.
4. Relocation assistance may be approved to the maximum outlined above for eligible moving expenses upon presentation of appropriate documentation and/or receipts. Expenses must be incurred within eighteen months of date of hire to be eligible. Expenses must be incurred as, or on account of the following:
  - (a) travelling costs (meals, lodging, transportation expenses) incurred in the course of moving the employee and members of the household. Vehicle expenses will be calculated in accordance with the City of Fort St. John City Council and Employee Allowable Expense Policy 98/10. All other expenses require detailed receipts;
  - (b) transportation and storage costs for household effects;

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<sup>1</sup> Refer to Exempt Staff Merit Salary Administration Policy 114/11

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PROCEDURE: (continued)

- (c) costs for up to 15 days of meals and temporary accommodation near either residence;
  - (d) costs of cancelling a lease for the old residence;
  - (e) selling costs for the sale of the taxpayer's old residence, including advertising, notarial or legal fees, real estate commissions and mortgage prepayment or discharge fees incurred on the sale, but not including expenses for work done to make the property more saleable or any loss incurred on the sale;
  - (f) legal fees in respect of the purchase of the taxpayer's new residence, and any tax, fee or duty (other than GST or value-added tax) imposed on the transfer or registration of title to the new residence, where the old residence is sold by the taxpayer or spouse as result of the move.
  - (g) interest, property taxes, insurance premiums and heating and utility costs, to a maximum of \$5,000.00 for the old residence during that period that reasonable efforts are being made to sell it, and it is neither rented out nor occupied by the taxpayer or a member of the employee's household; and
  - (h) costs of revising legal documents to reflect the address of the taxpayer's new residence, replacing drivers' licences and non-commercial vehicle permits, and utility connections and disconnections.
5. Where the employee requests, the City may pay some or all of the relocation assistance directly to a moving company and reduce the lump sum assistance accordingly.
6. If an employee is paid a relocation assistance under this Policy and resigns prior to the completion of two (2) years of employment with the City, an amount equal to 1/24 of the relocation assistance for every month less than the two (2) years not completed shall be deducted from any salary, wages, assistance or other payment owed to that person by the employer, or shall be collected through an invoice. This section does not apply to an employee released during probation or terminated without cause.