



POLICY

SECTION:	Administration	NUMBER:	FIN 03
APPROVED:	<i>A. Kasade</i> Acting Board Chair	ORIGINAL:	November 1987
	<i>[Signature]</i> Chief Financial Officer	REVIEWED/REVISED:	May 2013
	<i>[Signature]</i> Chief Executive Officer		

RELOCATION EXPENSE REIMBURSEMENT

The Nipigon District Memorial Hospital, within the guidelines described in the Procedures, will provide reimbursement for relocation expenses incurred by a successful candidate of one of the following employment groups/areas -

- a) Management (Managers and Directors) in those areas/positions identified as hard-to-fill;
- b) Any other local shortage area or hard-to-fill position for which there is an agreement to pay for relocation expenses between the Senior Director of the department and the Chief Executive Officer.

DEFINITIONS

shortage area - an employment area for which there is a local shortage of workers able to meet the specified requirements of a job.

hard-to-fill - a vacancy designated by NDMH as hard-to-fill based on previous recruitment experience related to location or classification and/or the availability of human resources.

This policy only applies to a successful candidate of an employment group/area as specified above, being hired on a permanent full-time basis.

Successful candidates of the employment groups/areas specified above required to relocate from a distance in excess of 200 kilometers beyond the boundaries of the Nipigon district, may be granted a reimbursement for relocation expenses based on the following guidelines. The exact relocation amount will be determined by the Senior Director of the department in consultation with the Chief Executive Officer.

- Moving 3,501 kilometers or more may qualify for up to \$4,000.00;
- Moving between 2,001 and 3,500 kilometers may qualify for up to \$3,000.00;
- Moving between 501 and 2,000 kilometers may qualify for up to \$2,000.00; and
- Moving less than 500 kilometers but in excess of 200 kilometers may qualify for up to \$1,000.00.

Any reimbursement for relocation expenses exceeding the maximum the amounts noted above must be approved by the Chief Executive Officer and, for relocation expenses related to the Chief Executive Officer, by the Board of Directors.

REIMBURSEMENT EXPENSES

Relocation expenses will be reimbursed in accordance with Canada Revenue Agency (CRA) guidelines and shall be limited to -

- Expenses related to moving household goods and furnishings (up to a maximum of 16,000 pounds and subject to a limitation or exclusion of items (see attached Appendix B) to the new principle residence, including packing, crating, shipping, insurance in transit, unpacking and connection of appliances.
- Reimbursement for gasoline purchased while travelling in the main and second cars from the original location to the new location (receipts required) or shipping costs for the main and second cars, provided the distance from the prior location to the new location is at least 1,000 kilometers; or travel costs (most economical) for the successful candidate for travel between the existing residence and the new residence; and
- Hotel accommodation and meal allowance (as per the Expense Guidelines Policy and Procedure FIN-7) incurred by the successful candidate while in transit between the existing residence and the new residence.

Such expenses must be incurred within the probationary period, unless agreed-to by the Senior Director or Chief Executive Officer.

SERVICE COMMITMENT / RELOCATION EXPENSE AGREEMENT

The duration of the service commitment shall be of two (2) years. The candidate will be asked to sign a Relocation Expense Agreement (see Appendix A) prior to the reimbursement of relocation expenses. In the event that a candidate resigns from NDMH prior to the expiration of the two-year service commitment, the candidate shall repay expenses for the period not served as set out on the following schedule -

- 100% if employed less than 6 months;
- 75% if employed at least 6 months, but less than 12 months;
- 50% if employed at least 12 months, but less than 18 months;
- 25% if employed at least 18 months, but less than 24 months (or 2 years)

RESPONSIBILITY FOR EXPENSES PAYMENT

The Accounting Department is responsible for payment of relocation expenses. Eligible candidates will receive relocation payments upon receipt of signed offer letter, signed Relocation Expense Agreement and provision of original receipts.

PROCEDURE

The Senior Director, in consultation with the Chief Executive Officer, will determine whether or not this policy is applicable and will establish the exact amount to be reimbursed as relocation expenses.

The letter of offer to the successful applicant will refer to the relocation reimbursement entitlement and service commitment and the Relocation Expense Agreement is attached to the letter.

The employee submits the original paid invoices and receipts and the signed offer letter and Relocation Expense Agreement to the Senior Director responsible for the employee. In the case of a Senior Director position, documents are submitted to the Chief Executive Officer. In the case of the Chief Executive Officer, documents are submitted to the Board Chair. Those who are in receipt of the required documents reviews the information to ensure accuracy, signs and returns to the Business Office for preparation of the reimbursement cheque.

NIPIGON DISTRICT MEMORIAL HOSPITAL

RELOCATION EXPENSE AGREEMENT

Name of Employee: _____ Start Date: _____

Social Insurance Number: _____

In the event that I resign from Nipigon District Memorial Hospital prior to the expiration of a two-year duration, effective from my start date, I agree to repay expenses paid to me by Nipigon District Memorial Hospital for the period not served as set out in the following schedule:

- 100% of a maximum of \$_____ if employed less than 6 months;
- 75% of a maximum of \$_____ if employed at least 6 months, but less than 12 months;
- 50% of a maximum of \$_____ if employed at least 12 months, but less than 18 months;
- 25% of a maximum of \$_____ if employed at least 18 months, but less than 24 months (2 years).

Further, I agree that Nipigon District Memorial Hospital may off-set, in the event of my resignation within the time period referred to in this agreement, any final payout of unused vacation by the appropriate amount of relocation reimbursement expenses to be repaid. Should the final payout of vacation leave not be sufficient to repay the appropriate amount of relocation reimbursement expenses, repayment will be done through withholding from any and/or all remaining pay cheques, beginning the pay period when I submit my resignation. Should the final payout of withholding from my remaining pay cheques not be sufficient to repay the appropriate amount of relocation reimbursement expenses, I will agree to a schedule of payments to repay such relocation reimbursement expenses.

I have read, fully understand and agree to the terms and conditions above.

Employee Signature

Date

Appendix B

NIPIGON DISTRICT MEMORIAL HOSPITAL

GENERAL MOVING EXPENSES

ITEMS REQUIRING SPECIFIC AUTHORIZATION

- Frozen food and perishables
- Pets
- Plants
- Second car via carrier
- Boats, motors, motorcycles, skidoos
- Trailers, campers/recreational equipment, swing sets
- Heavy hobby materials or 'shop' equipment
- Other items not normally considered as usual household furnishings or personal belongings
- Items which may require special servicing or disassembling – i.e. pianos, organ, artwork, antiques, billiard tables, computers, grandfather clocks, stereos, etc.
- Plumbing & carpentry, electrical work relating to removal or re-installation of fixtures or built-in appliances
- Labor for disassembly and/or reassembly of recreation equipment i.e. fitness equipment, above-ground pool
- Work performed by carrier on weekends, holidays or overtime hours
- Additional pick-up or delivery
- Long-term storage

EXCLUSIONS

The following items may not be included or requested in the shipment –

- Firewood
- Building material i.e. lumber, patio stones
- Greenhouses, tool sheds
- Combustible items, propane tank, paints, aerosol cans, etc.
- Firearms, ammunition, explosives
- Tropical fish
- Valuable items i.e. jewelry, coin collections, insurance policy, etc.
- Alcoholic beverages
- Prescription or other drugs
- Above ground pools