



Town of Happy Valley-Goose Bay
Policy Statement

Index: Administration		Policy Number: A0040	
Approved Date: July 28, 2015	Effective Date: July 28, 2015	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 1 of 4	

Topic: RELOCATION

Policy Statement:

1. The purpose of this policy is to ensure consistent practice for payment associated with relocation expenses incurred through a job competition. This policy applies to all qualifying employees of the Town of Happy Valley-Goose Bay.
2. It is the policy of the Town that qualifying employees who are required, through a job competition, to relocate from their permanent residence at the request of the Town will be reimbursed relocation expenses.

Procedure:

1. Eligibility

The Town has the authority to determine which positions are eligible for relocation expenses based on location of position; relevance to the Town's operational requirements; recruitment and retention challenges; financial capacity; and other considerations as warranted. This determination would normally occur in advance of a staffing action.

All relocation requests must follow the appropriate process to qualify for approval of relocation expenses.

2.0 Method of Transportation

2.1 General

Employees will be reimbursed for expenses as approved in the employee's relocation plan. This plan is normally based on the most economical method of relocation taking into consideration methods of transportation available and the amount of traveling time required for each method.



Town of Happy Valley-Goose Bay
Policy Statement

Index: Administration		Policy Number: A0040	
Approved Date: July 28, 2015	Effective Date: July 28, 2015	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 2 of 4	

Topic: RELOCATION Continued

3.0 Payment

3.1 Lump Sum Payment

A lump sum taxable payment of: up to a maximum of \$5,000 CDN will be provided for relocation.

The Request for Relocation Expenses Form must be completed and signed, and written documentation must be provided to Human Resources to identify the estimated cost prior to a lump sum payment being approved.

The employee must pay for these costs up front and provide written receipts of expenses incurred to be eligible for reimbursement from the Town once the move is complete.

4.0 Accommodations

3.1 Commercial Accommodations

Where commercial accommodations are required, employees will be reimbursed for the cost of such accommodations based on the Town's Policy and the submission of receipts. These costs will be included as part of the lump sum payment.

5.0 Meals

When employees claim for meals they should note the number of persons for whom meals are claimed as well as the ages of all children. Employees, their spouses and their dependents 10 years or older may claim the meal allowance rate outlined in the Town's Policy. Employees may claim one half of this rate for dependents under the age of 10 years. These costs will be included as part of the lump sum payment.



Town of Happy Valley-Goose Bay
Policy Statement

Index: Administration		Policy Number: A0040	
Approved Date: July 28, 2015	Effective Date: July 28, 2015	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 3 of 4	

Topic: RELOCATION Continued

6.0 Relocation Expense Agreement

6.1 Qualifying employees for whom relocation expenses are to be paid by the Town will be required to sign a Relocation Expense Agreement.

6.2 Permanent employees will sign a Relocation Expense Agreement of two years duration.

6.3 Temporary, seasonal or contractual employees will sign a Relocation Expense Agreement equivalent to the expected length of employment, up to two years duration.

6.4 On satisfactory completion of the terms of the Relocation Expense agreement, an employee's indebtedness (in respect of relocation expenses) will be discharged in full in accordance with the Schedule A - Amortization of Relocation Expenses.

6.5 All employees who fail to fulfill the terms of the Relocation Expense Agreement will repay expenses for the period not served as set out in Schedule A of this document. If the period of employment, due to operational requirements determined by the employer, is less than those identified in Schedule A, the repayment will be adjusted such that the individual will not be penalized due to the shorter term of employment.

Schedule A – Amortization of Relocation Expenses

Financial assistance provided by the Town for relocation will be tied to employee retention. If the employee leaves the Town of his/her own accord at any time within the first year of employment, the employee will be responsible for repaying 100% of funds provided for relocation.

If you the employee leaves the Town of his/her own at any time within the second year of employment with the Town, the employee will be responsible for repaying 50% of funds provided for professional development debt repayment and relocation.



Town of Happy Valley-Goose Bay
Policy Statement

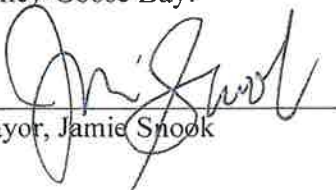
Index: Administration		Policy Number: A0040	
Approved Date: July 28, 2015	Effective Date: July 28, 2015	Revision Date:	
Authority: 11th Council of the Town of Happy Valley-Goose Bay		Page 4 of 4	

Topic: RELOCATION Continued

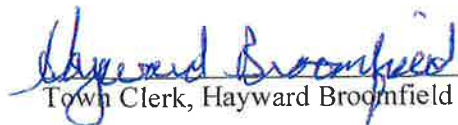
Relocation Process

- 1) The Director of Human Resources and Employee Relations provides the successful candidate with a written job offer and a copy of the relocation policy, including all appendices.
- 2) The successful candidate, prior to commencement of employment, will provide the employer with a completed application that includes: signed Relocation Expense Agreement, Request for Relocation Expenses. Completed documents will be submitted directly to the Director of Human Resources and Employee Relations.
- 3) The Director of Human Resources will review the information to ensure its completeness and compliance with policy before forwarding it to the Town Manager.
- 4) Subject to final approval by Council, the relocation request is signed and returned to the Director of Human Resources and Employee Relations.
- 5) The Director of Human Resources and Employee Relations will relay any and all information to the successful candidate pertaining to the relocation.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, Jamie Snook



Town Clerk, Hayward Broomfield