



RELOCATION AND INTERVIEW EXPENSES

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	C. People & Culture
Policy Number:	C05
Approval Date:	February 19, 2023
Effective Date:	February 19, 2023
Policy Owner:	Chief People & Culture Officer

Objective:	<p>Olds College of Agriculture and Technology (the College) recognizes the importance of attracting and retaining a high caliber of talent. The purpose of this policy is to ease the burden of moving a New Hire's primary residence, and to specify relocation and interview expenses that are eligible for reimbursement.</p> <p>This policy does not create an obligation to provide relocation assistance, nor cover all expenses related to relocation. However, the practice of offering relocation assistance supports the College's ability to attract and retain critical skill sets, if they are unavailable in the local market.</p>
Policy:	<p>Relocation Expenses</p> <ol style="list-style-type: none"> 1. This policy is only applicable to permanent employees who reside at a distance of 130 kilometers or more from Olds, Alberta, or if being requested to relocate to Olds, Alberta by the College. 2. Eligibility for a Relocation package will vary depending on the level of the position, and potentially, the difficulty hiring for that position. 3. The amount of the Relocation will be determined by a number of factors. For example: the level of the position; how far a new hire has to move; and, if the move is a one-bedroom apartment versus if the move involves the sale and purchase of a home. 4. The relocation must be completed within six months, or as determined by the Hiring Lead, from the new hire's start date and must be within 130 km of Olds, AB.

	<p>5. This policy uses the same definitions and expense eligibility as the Canada Revenue Agency (CRA) provided guidance as defined on form T1-M Moving Expenses Deduction.</p> <p>Interview Expenses</p> <p>1. The College will reimburse candidates for reasonable interview expenses as outlined in the Travel Expense Policy. Interview expenses will be reimbursed for candidates who reside and have to travel more than 130 km to Olds College.</p>
Definitions:	<p>New Hire: refers to an individual who has accepted an offer of employment with the College.</p> <p>Relocation: a negotiated lump sum payment to assist a New Hire with their move to a location as a result of an offer of employment.</p>
Related Information:	<p>Canada Revenue Agency Moving Expenses and Relocation Benefits T1-M Moving Expenses Form B300 Travel Expense Policy</p>
Related Procedures:	<p>C05 Relocation and Interview Expenses Procedure</p>
Review Period:	<p>3 years</p>
Revision History:	<p>Revised: February 16, 2016 Revised: January 19, 2023</p>