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| Category: Corporate Human Resources Policy | |
| Title: RELOCATION POLICY Applies to: <u>PART 1</u> <ul style="list-style-type: none"> • All non-contract positions deemed Difficult to Fill (DTF) including • Physicians both salaried & service contract <u>PART 2</u> Nursing, (DTF) Health Science Professionals Bargaining Association (HSPBA) and (DTF) Public Service (BCGEU and PEA) position | Reference Number: HR.007 Revision Number: HR.007 v5.3 |
| Approved by: PHSA Executive Leaders Council | Last Approved: September 26, 2006 (v3 06_30_06) Last Reviewed: October 2009 |

1. PURPOSE

The purpose of this Relocation Policy (the “Policy”) is to outline the relocation assistance that is available to eligible new and existing PHSA employees and physicians both salaried and service contractors. Relocation assistance is a tool to aid the Provincial Health Services Authority and its Agencies in meeting their recruitment needs.

2. SCOPE

This Policy applies to external candidates being recruited into the following positions: positions deemed **DTF (Difficult to Fill) by Human Resources and the hiring Agency and senior leaders including physicians both salaried and service contract**. A difficult to fill (DTF) vacancy is a job that remains unfilled after 3 months of active recruitment. This Policy may also apply to current PHSA employees and service contract physicians being transferred to another site location at the request of the organization.

3. POLICY

The PHSA and its Agencies may grant reimbursement of relocation expenses to eligible employees as outlined in the Policy. Relocation assistance may be provided should it be deemed necessary or preferable to relocate the new employee or existing employee, family and household. The amount of relocation assistance will be proportionate to the relocation distance. Please see Appendix A for this information. The reimbursement maximum may be exceeded with the prior joint written approval of the Agency Head or Functional/Corporate Services Head and the applicable HR Director or in the case of Physicians, Physician Support Services Director. In order to be eligible for reimbursement of relocation expenses, the relocation reimbursement amount must be agreed upon by hiring leader and candidate at time of offer letter.

Relocation assistance will only be considered for individuals required to relocate more than 125 km from their current residence. (Relocation assistance may also be considered in special circumstances for those candidates being recruited from/to Vancouver Island and also for employees being transferred from one Agency location (transfers between the Abbotsford Centre, Fraser Valley Centre BC Cancer Vancouver Centre, and in-town transfers).

Relocation assistance is provided on a reimbursement basis only, for relocation costs specified as eligible in accordance with this policy. New and existing employees and service contract physicians eligible to receive relocation assistance will be reimbursed for relocation costs in accordance with this policy. Employees and physician service contractors are to submit all receipts related to their relocation within six **(6)** months of their move. Please see Appendix B for relocation expenses eligible for reimbursement. PHSA retains original receipts for all expenses submitted for re-imburement.

By providing relocation assistance, the PHSA is demonstrating its commitment to attracting and retaining highly talented professionals. In return, the PHSA requests that new and existing employees who receive relocation assistance make a commitment to the PHSA by agreeing to work for the PHSA for a specified period of time. This commitment will be specified in the Offer of Employment letter. If an employee leaves the PHSA before their service is completed, they will be required to repay a portion of the relocation assistance received pro rated according to the number of calendar months remaining in their agreement. In the case of employed and service contract physicians, the conditions under which repayment would be required will appear in the individual physician employment or service contracts.

4. PROCEDURES

- a. Hiring leader must answer “**Yes**” when generating New Hire E-form to the question: ‘Will the Successful Applicant receive Relocation Allowance?’
- b. Hiring leader communicates the maximum amount of relocation assistance funding directly to candidate.
- c. The candidate returns the signed offer of employment to Employee Services. Not in the case of physicians
- d. Employed and Service contract physicians should return their signed employment or service contract to hiring Department for forwarding to Physician Support Services.

- e. Employees and service contract physicians are to submit an expense claim and all original relocation expense receipts to their hiring leader, who will review and approve reimbursement in accordance with this policy and forward all necessary documentation to applicable department for processing.¹ All ineligible receipts will be returned to the employee or service contract physician.

¹ **Original receipts for all expenses (include original boarding cards for air travel expense claims)**

APPENDIX A: Maximum Relocation Assistance

The hiring leader, in consultation with their HR Consultant, or in the case of Physicians with the Physician Support Services when appropriate, will determine an appropriate amount of relocation funding not to exceed the amounts below. Note: Minimum Qualifying periods are as seen below (please refer to relocation guidelines for determining factors).

| Move Distance | Maximum Allowance | Length of Service Agreement |
|---|-------------------|-----------------------------|
| 125 – 1000 km | Up to \$7850 | 24 months |
| 1001 – 2500km | Up to \$12150 | 24 Months |
| 2501 – 4000km | Up to \$16150 | 24 Months |
| 4001km & above | Up to \$18800 | 24 Months |
| Overseas (outside of Canada & Mainland USA) | Up to \$23500 | 36 Months |

Note: Employment and Service Contract Physician's length of service agreement will be reflected in Physician Employment and Service Contracts and is therefore not reflected in the above table.

For existing employees "Move Distance" is defined as the distance between work locations, with the exception of Vancouver to/from Vancouver Island.

APPENDIX B: ELIGIBLE REIMBURSABLE RELOCATION EXPENSES

The following relocation expenses are eligible for reimbursement up to the maximum amount of relocation assistance set by the Department in accordance with this Policy and in the case of physicians reflected in their employment or service contract. Eligible relocation expenses include: (Has nothing to do with what they *agree* to)

- a. Moving of household goods
 - i. Two (2) written estimates required (reimbursement based on moving company cost and availability);
Reasonable expenses related to self-move (i.e. packing supplies, shipping expenses)
 - ii. Insurance on the transportation of household goods
- b. Travel expenses for relocating employee and dependent family members as follows:
 - i. Airfare - most economical fare for air travel as per PHSA Travel & Business Expenses Policy
 - ii. Fuel expenses if driving (most direct route) supported by original receipts
- c. Hotel/Motel expenses and meals (according to PHSA per diem allowances) en route for employee and eligible dependents supported by original receipts
- d. Interim standard accommodation upon arrival up to a maximum of 30 days, supported by original receipts. Where non-commercial lodgings are used, an allowance of \$30.00 per day will be paid.
- e. Costs for obtaining original Work Permit/ Visa
- f. Moving of one (1) vehicle
- g. Pets (travel only)
- h. Temporary health insurance coverage for up to 90 days (BC Medical Services Plan waiting period for new residents), if required
- i. Interim transportation (standard rental vehicle for up to one week), rental only

Relocation assistance is not intended to cover a variety of sundry items arising from a move such as duty on articles brought into Canada, real estate commission fees, babysitters, loss on sale of assets, and other expenses not directly related to the move.

Subject/Title:

RELOCATION POLICY

PART 2:

Applies to: Nursing, (DTF) Allied Health/Health Science Professionals Bargaining Association (HSPBA) and (DTF) Public Service (BCGEU and PEA) positions

1. PURPOSE

The purpose of this Relocation Policy (the “Policy”) is to outline the relocation assistance that is available to eligible new and existing Registered Nurses (RN) including Registered Psychiatric Nurses (RPN), Allied Health/Health Science Professionals Bargaining Association (HSPBA) and Public Service (BCGEU and PEA) positions deemed Difficult to Fill (DTF). Relocation assistance is a tool to aid the Provincial Health Services Authority and its Agencies in meeting their recruitment needs.

2. SCOPE

This Policy applies to all RNs/RPNs, Allied Health/Health Science Professionals Bargaining Association (HSPBA) and Public Service (BCGEU and PEA) positions being recruited into positions deemed **DTF by Human Resources and the hiring Agency leader**. A difficult to fill (DTF) vacancy is a job that remains unfilled after 3 months of active recruitment. This Policy may also apply to existing RNs/RPNs and Allied Health candidates deemed DTF being transferred to another/new site location at the request of the organization, pursuant to the *Health and Social Services Delivery Improvement Act*, that is more than 50 KM from their current place of work or in accordance with the relevant Public Service collective agreement language.

3. POLICY

The PHSA and its Agencies may grant reimbursement of relocation expenses to eligible candidates as outlined in this Policy, in accordance to the guidelines for relocation assistance Bargaining Unit personnel, (BCNU and Health Science Professionals) as agreed to by the BC Provincial Health Authorities Recruitment Committee. Relocation assistance may be provided should it be deemed necessary or preferable to relocate the new employee or existing employee, family and household. The amount of relocation assistance will be proportionate to the relocation distance. Please see Appendix A for this information. In order to be eligible for reimbursement of relocation expenses, the relocation reimbursement amount must be agreed upon by hiring leader and candidate at time of offer letter.

Relocation assistance is provided on a reimbursement basis only. New and existing employees eligible to receive relocation assistance will be reimbursed for specific, eligible relocation expenses in accordance with this policy or the relevant Public Service collective agreement language. Employees are to submit

all receipts related to their relocation within six **(6)** months of their move. Please see Appendix B for relocation expenses eligible for reimbursement. PHSA retains original receipts for all expenses submitted for re-imbusement.

By providing relocation assistance, the PHSA is demonstrating its commitment to attracting and retaining highly talented professionals. In return, the PHSA requests that new and existing employees who receive relocation assistance make a commitment to the PHSA by agreeing to work for the PHSA for a specified period of time. This commitment will be specified in the Offer of Employment letter. If an employee leaves the PHSA before their service is completed, they will be required to repay a portion of the relocation assistance received pro-rated according to the number of calendar months of service remaining in their agreement.

4. PROCEDURES

- a. Hiring leader must answer “**Yes**” when generating New Hire E-form to the question: ‘Will the Successful Applicant receive Relocation Allowance?’
- b. Hiring leader communicates the maximum amount of relocation assistance funding directly to candidate.
- c. The candidate returns the signed offer of employment to Employee Services.
- d. Employees are to submit an expense claim and all original relocation expense receipts to their hiring leader, who will review and approve reimbursement in accordance with this policy and forward all necessary documentation to applicable department for processing. All ineligible receipts will be returned to the employee.

APPENDIX A: General Guidelines:

Applies to: Nursing and (DTF) Allied Health/Health Science Professionals Bargaining Association (HSPBA) positions

A. New Employees – Nurses and Allied Health Professionals

In accordance to the guidelines for relocation assistance Bargaining Unit personnel, (BCNU and Health Science Professionals), as agreed to by the BC Provincial Health Authorities Recruitment Committee.

- Relocation assistance of up to \$3,000 will be provided to new employees who relocate from other areas of BC (inside BC) providing such relocation involves a distance of 150 km or more or if ferry travel is involved, where there is a current or historical recruitment challenge.
- Relocation assistance of up to \$5,000 will be provided to new employees who relocate from other Provinces (outside BC) and other countries.
- Original receipts must be provided to the Employer for reimbursement.
- The employee is required to provide a commitment for 12-month service period. The employee will be required to reimburse PHSA on a pro-rated basis should they terminate their employment prior to the completion of one year.

B. Existing Employees - Nurses and Allied Health Professionals

- Relocation assistance of up to \$1,000 will be provided to employees who are transferred to a new work location, pursuant to the *Health and Social Services Delivery Improvement Act*, that is more than 50 km from their current place of work or in accordance with the relevant PS collective agreement language.
- Relocation assistance of up to \$1,000 may be provided to employees who are asked to move to a new work location to fill a position that the Employer has determined, in its discretion, as a “Difficult to Fill” position. This expenditure must be approved by the Chief Human Resources Officer (VP HR).*
- PHSA reserves the right to exceed suggested relocation expense amounts where exceptional circumstances merit a different approach.
- Original receipts must be provided to the Employer for reimbursement.

The exact amount of relocation assistance to be provided to a candidate should first be discussed with your leader/manager and the amount should be inserted in the candidate’s offer of employment.

APPENDIX B: ELIGIBLE REIMBURSABLE RELOCATION EXPENSES

The following relocation expenses are eligible for reimbursement up to the maximum amount of relocation assistance the new or existing employee has agreed to:

- j. Moving of household goods
 - i. Two (2) written estimates required (reimbursement based on moving company cost and availability);
Reasonable expenses related to self-move (i.e. packing supplies, shipping expenses)
 - ii. Insurance on the transportation of household goods
- k. Travel expenses for relocating employee and dependent family members as follows:
 - i. Airfare - most economical fare for air travel as per PHSA Travel & Business Expenses Policy
 - ii. Fuel expenses if driving (most direct route) supported by original receipts
- l. Hotel/Motel expenses and meals (according to PHSA per diem allowances) en route for employee and eligible dependents supported by original receipts
- m. Interim standard accommodation upon arrival up to a maximum of 30 days, supported by original receipts. Where non-commercial lodgings are used, an allowance of \$30.00 per day will be paid.
- n. Costs for obtaining original Work Permit/ Visa
- o. Moving of one (1) vehicle
- p. Pets (travel only)
- q. Temporary health insurance coverage for up to 90 days (BC Medical Services Plan waiting period for new residents), if required
- r. Interim transportation (standard rental vehicle for up to one week), rental only

Relocation assistance is not intended to cover a variety of sundry items arising from a move such as duty on articles brought into Canada, real estate commission fees, babysitters, loss on sale of assets, and other expenses not directly related to the move.

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