

Title	Relocation Assistance		
Classification	Administrative	Oversight & Responsibility	Office of the VP & CFO; Human Resources
Category	Human Resources & Employment	Effective Date	2005 Dec 22
Approval	Executive	Policy No	1033

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

NOTE: The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

Policy Statement

Royal Roads University may provide financial assistance to eligible new employees to reduce the impact of moving and relocation expenses. Financial assistance may be offered when it is desirable to attract staff from outside of the Victoria area. Please note that there is no obligation on the part of the University to provide this assistance.

Procedures

Relocation assistance may be provided to newly hired regular full time employees upon acceptance of their employment contract when their principal residence is more than fifty (50) kilometers from the university. Relocation assistance is a taxable benefit. Approval from the VP Academic and Provost, the VP Finance and Corporate Services or the VP University Relations is required before relocation assistance is offered to a prospective employee being offered a position.

Financial assistance may be provided as follows:

- Fifty-one (51) kilometers to one thousand (1000) kilometers - up to \$6,000.00 plus up to \$1,000.00 in total for expenses for two people to search for new accommodation
- One thousand and one (1001) kilometers to four thousand (4000) kilometers – up to \$10,000.00 plus up to \$2,000.00 in total for travel expenses for two people to search for new accommodation
- Four thousand and one (4001) kilometers or more – up to \$15,000.00 plus up to \$2,500.00 in total for travel expenses for two people to search for new accommodation
- Up to \$20,000.00 for relocation from a location other than North America plus up to \$3,000.00 in total for travel expenses for two people to search for new accommodation

Relocation assistance is provided only toward those costs directly related to the actual relocation of the employee, immediate family, household goods and the real estate and legal fees arising from the sale and purchase or lease of a principal residence.

Approved moving expenses will be reimbursed subject to the submission of all receipts for the relocation. Advance payment to a moving company may be made if the Canadian Association of University Business Officials (CAUBO) approves the moving company or a rate lower than a CAUBO rate is obtained.

Relocation assistance is provided with the understanding that an employee will be employed for at least three years. If an employee resigns before completing three years of employment, the repayment of

relocation assistance required shall be one-thirty-sixth (1/36) of the total assistance provided for each whole month not worked.

Newly hired employees approved for relocation assistance are to be provided a copy of this procedure.

Review and Revision History

Date	Action
2005-Dec-22	Approved by Executive; current published version
2021-Oct-12	Transfer to new template – no content change
Next Review	
2008-Dec-22	For review