

Relocation Expenses for New Employees

Policy

At the discretion of the CEO, relocation expenses may be paid to a new employee up to a maximum of \$10,000 including:

1. Actual and reasonable expenses for transportation from the new employee's former location to the Lethbridge area.
2. Actual fuel costs for one vehicle.
3. Actual and reasonable expenses for food and lodging while on route.
4. Actual and reasonable cost of transportation of usual household effects from the former to the new domicile, including loading, shipping, and unloading.

Guidelines:

1. The employee is required to:
 - a. Accept the level of assistance offered at the time of appointment;
 - b. Accept the offer of employment in writing;
 - c. Obtain necessary vouchers, receipts or other appropriate documents to substantiate all moving and relocation expenses;
 - d. Obtain two estimates from established and reputable moving companies
 - e. Enter into a written reimbursement agreement with the Chinook Arch Library Board for the total amount of all moving expenses reimbursed by the Chinook Arch Library Board including relocation and moving expenses.
2. In the event that an employee voluntarily terminates employment with Chinook Arch within 24 months of being hired, the employee may be required to return one-twenty-fourth of the allowance or reimbursement received for each month that the employee is short of the full 24 months.

Last Reviewed:	2 December 2021
Last Revised:	13 December 2018