

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-47

SUBJECT: **RELOCATION EXPENSES**

SECTION: Personnel

APPLIES TO: Regular Full Time Employees

EFFECTIVE: April 20, 2006

47.1 **ELIGIBLE EXPENSES**

For the purpose of this policy, relocation expenses shall be limited to those real and reasonable costs limited to a primary residence only. The following expenditures are not eligible for reimbursement unless approved by the Chief Administrative Officer:

- Living expenses pending location of permanent living quarters
- Trips to Sioux Lookout to locate accommodations
- Cost of terminating unexpired leases
- Rent to hold living quarters until move can be accomplished
- Real estate agents' fees or commissions
- Lawyer fees in regard to real estate transactions

47.2 **EMPLOYEE ELIGIBILITY**

(a) Employees requesting reimbursement of relocation expenses may be authorized by the Chief Administrative Officer under one or more of the following conditions:

- (i) The candidate brings difficult to recruit skills to the job; or
- (ii) There is a need to be competitive in order to attract a candidate who will provide good value for the cost.

(b) Reimbursement in excess of the provisions of this schedule may be authorized by the Chief Administrative Officer in the following situations:

- (i) Budgetary constraints,
- (ii) Operational needs of the organization,
- (iii) The need to attract competent staff; and
- (iv) Reasonable and legitimate relocation costs incurred.

47.3 **SELECTION OF MOVING COMPANY**

All eligible employees requesting a reimbursement for the relocation expense will be required to provide a minimum of two (2) quotes from moving companies prior to approval for reimbursement.

47.4 **REIMBURSEMENT AMOUNT**

Subject to Section 47.2 (a) and (b) and Section 47.5, reimbursement will be determined by the CAO at hiring and as may be negotiated based on distance as follows:

Within Northwestern Ontario (Marathon – Kenora)	\$0.00 - \$3,000.00
Within Ontario (outside of NWO)	\$0.00 - \$10,000.00
Outside of Ontario	\$0.00 - Actual Cost

47.5 REPAYMENT

All employees who are receiving relocation assistance will be required to sign a repayment agreement. In the event that the employee resigns within three (3) years of their hire date with the Municipality of Sioux Lookout they will be required to repay the relocation expense according to the following schedule:

0 – 1 st anniversary date of hire	75%
1 st – 2 nd anniversary date of hire	50%
2 nd – 3 rd anniversary date of hire	25%
3 rd anniversary date of hire	0%