

POLICY TITLE	HR-16 Relocation Allowances
POLICY HOLDER	Director Human Resources
ORIGINAL DATE	May 7, 2003
REVIEW DATE	September 14 2016
REVISED DATE	September 14 2016
NEXT REVIEW	September 2019

POLICY

To assist the College in recruiting the best available candidate, the College may offer a taxable relocation allowance to incent a candidate to relocate.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President this policy is hereby deemed in effect the 11 day of October, 2016.



President, Yukon College

11 October 2016
Date

1.0 PURPOSE

To provide a taxable relocation allowance to the successful candidate for those recruitments where relocation allowance has been approved by the Director of Human Resources in consultation with the hiring Dean or Director.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Canada Revenue Agency; Moving allowance – Non-accountable allowances

3.0 SCOPE

For those positions which have been approved for a relocation allowance, when the successful candidate is required to relocate more than 100 kilometres from their current location to accept the assignment location.

4.0 DEFINITIONS

Mapping program; the web based geographic distance calculating program in use by the Human Resources Department to determine if the employee qualifies for the relocation allowance and calculate the appropriate distance for relocation.

Relocation allowance; an amount based on the geographic location that the new or relocating employee is moving from in order to accept the new assignment. The employee does not have to provide the College with a detailed account of expenses, however the employee must certify in writing that he or she incurred expenses for at least the amount of the non-accountable allowance, up to a maximum of \$650. Income tax deductions, Canada Pension Plan contributions and Employment Insurance premiums will be deducted, at source, on amounts paid in excess of the non-accountable allowance and the amount will be reported as employment income on the employee's T4.

Relocation base amount; the minimum amount which the College will provide to relocating employees. There will be a Yukon, national and international base amounts.

Taxable amounts; the relocation allowance in excess of the non-accountable allowance is a taxable benefit, however some expenses incurred may be tax deductible. Employees are expected to claim their taxable deductions according to the current Canada Revenue Agency Guidelines.

5.0 PROCEDURES

5.1 Upon identification of successful candidate(s), the selection committee chair will request a relocation allowance for the potential candidate(s).

5.2 The Director Human Resources in consultation with the Dean or Director in the recruiting area will determine if a relocation allowance will be offered.

5.3 Relocation Allowance Calculation:

Base amounts

Relocation within Yukon	\$1,000
Relocation from within Canada	\$4,000
Relocation from outside Canada	\$9,000

Distance compensation

Rate of \$1.00 per km.

The kilometer compensation component will not normally be considered for relocations from outside Canada.

Distance will be calculated based on a mapping program in use by the Human Resources Department referenced at the time of offer.

(EXAMPLE relocation from Calgary to Whitehorse)

		Calgary–Whitehorse
Base Amount	\$4,000	\$4,000
Distance (kms X \$1.00)	(2,243 X \$1.00)	2,243
Total		<u>\$6,243</u>

(Example non Canadian address to Whitehorse)

Flat rate \$9,000

5.4 In the event that an employee resigns or is dismissed, within one year of the start of the appointment, he/she will be required to reimburse the College a pro-rated amount of the Relocation Allowance. The pro-ration will be calculated on the basis of the time worked compared with the twelve months, e.g.

Time Worked	Repayment Required
4 months	67%
6 months	50%
8 months	33%

6.0 PROBLEM SOLVING

Any issues or concerns surrounding interpretation should be discussed with the Director of Human Resources prior to the advertisement of the opportunity or at the earliest opportunity.

7.0 FORMS

Relocation Allowance Agreement
Confirmation of non-accountable allowance eligibility

8.0 APPENDICES

Appendix A – Examples of kilometers from Whitehorse
Appendix B – Relocation Allowance Agreement

9.0 ADDENDUMS

Addendum A – Communications Checklist

APPENDIX A - EXAMPLES OF KILOMETERS FROM WHITEHORSE

Halifax	6,799
Quebec City	5,801
Toronto	5,456
Regina	2,762
Winnipeg	3,286
Calgary	2,243
Vancouver	2,402

APPENDIX B - RELOCATION ALLOWANCE AGREEMENT



In consideration of my taking up an appointment of employment with Yukon College, as set out in my Letter of Appointment dated _____, Yukon College has agreed to pay to me a taxable Relocation Allowance in the sum of _____ (\$_____).

Request for Non-accountable Relocation Allowance

(Tick one box as applicable to your situation)

I certify that my actual moving costs have exceeded the allowable maximum of \$650.00 (six hundred and fifty dollars). I request that Yukon College consider that amount as non-accountable. I acknowledge that the remainder of my moving allowance will be taxable at the applicable rate and that I may claim moving expenses as per Canada Revenue Agency Guidelines.

OR

I certify that my actual moving costs were less than \$650 (six hundred and fifty dollars). The actual amount is _____. I request that Yukon College consider that amount as non-accountable.

I acknowledge that if my employment with Yukon College is terminated for any reason whatsoever prior to the expiration of the term of my appointment or within 12 months from the initial date thereof, whichever period is less, I shall immediately pay back to Yukon College, that portion of the Relocation Allowance granted to me herein, calculated as follows:

- The full amount of the Relocation Allowance less an amount equal to 1/12 of such allowance for each full month of my appointment actually served.

I agree that immediately upon terminating my appointment, I shall repay Yukon College that portion of the Relocation Allowance as outlined above, failing which, I irrevocably authorize Yukon College, at its option, to deduct that amount from any salary, wages, overtime pay or any other entitlements owed to me, and this shall be Yukon College's sufficient authority to make such deductions.



I acknowledge that any monies owed by me to Yukon College pursuant to this Agreement, is a just debt due and owing to Yukon College and I agree to pay interest on such monies at the rate of 15% per annum (simple interest) from the date of the termination of my appointment, until such monies have been paid in full to Yukon College.

DATED this _____ day of _____, 20____ in the City of Whitehorse, in the Yukon Territory.

Employee Signature

Witness Signature

Employee Name

Witness Name / Job Title

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name:
Number: HR 16
Submitted by: Brian Bonia

List those consulted with in preparation of this policy:

Name	Department	Date
Gayle Corry	Finance	

The order for communication and/or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

Body	Communication Planned	Completed	Comments
SEC for Final Review			