



Statement of Policy and Procedure			
Department:	Corporate Services	Policy No.	2.1
Section:	Human Resources	Issued:	April 23, 2007
Subject:	Relocation Expenses Policy	Effective:	December 16, 2024
Council Resolution # and Date:	Council Resolution No. 0358 dated December 16, 2024		
		Replaces:	2
Issued by:	Kevin Yates, HR and OHS Manager	Dated:	April 23, 2007
Approved by:	Kiley Bear, Director of Corporate Services		

1 POLICY

- 1.01 The City of Prince Albert is dedicated to attracting qualified and experienced candidates for positions. To support employees who need to relocate, the City will provide relocation assistance when applicable.

2 PURPOSE

- 2.01 This Policy is to address the challenges of attracting qualified external candidates to work for the City of Prince Albert by offering relocation assistance.
- 2.02 The purpose of this Policy is to provide clear criteria and guidelines for reimbursing eligible relocation expenses.

3 SCOPE

- 3.01 All employees of the City of Prince Albert.

4 RESPONSIBILITY

- 4.01 The City Manager and Human Resources are responsible for ensuring compliance with this Policy.
- 4.02 The City Manager must authorize relocation assistance for candidates.
- 4.03 Department Heads must approve the specific reimbursement amounts claimed by employees.

5 DEFINITIONS

- 5.01 “City Manager” – The Chief Administrative Officer of the City of Prince Albert, responsible for authorizing relocation assistance and Policy compliance.
- 5.02 “Department Head” – The senior, executive leader of a specific department within the City of Prince Albert, responsible for approving the individual reimbursement claims.
- 5.03 “Relocation Assistance” – Financial support provided by the City to cover eligible expenses incurred by an employee moving to a new residence to accept a position with the City of Prince Albert.
- 5.04 “Relocation Expenses” – Costs incurred by an employee for moving household goods and personal effects, as well as other approved costs associated with relocating to the City of Prince Albert.
- 5.05 “Reimbursement” – Payment to an employee by the City to cover approved moving expenses upon submission of appropriate documentation, such as original receipts.
- 5.06 “Time Commitment” – The minimum period an employee is required to remain employed with the City after receiving relocation assistance, as specified in the Policy.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

7 PROCEDURES

- 7.01 To be eligible for relocation assistance, the employee’s primary residence must be located within the city limits of the City of Prince Albert.
- 7.02 Relocation assistance must have prior authorization of the City Manager.
- 7.03 Approved employees who relocate are eligible for up to \$10,000 for moving expenses upon submission of appropriate receipts. The Department Head must approve the reimbursement amount.
- 7.04 Reimbursement is limited to actual, substantiated expenses supported by original receipts.

- 7.05 Moving expenses include the cost of moving household goods and personal effects from the employee's former residence to a new residence. Employees must be relocating from at least 100 kilometres away to qualify for relocation.
- 7.06 If employees elect to move themselves, allowable expenses include:
- (a) Rental costs of a truck, trailer, or other related equipment.
 - (b) Costs for assistance in loading and unloading.
 - (c) Gas expenses for rental vehicles.
 - (d) Mileage allowance for personal vehicles; and/or
 - (e) Lodging expenses until belongings are relocated, for a period not to exceed thirty (30) days.
- 7.07 Reimbursement claims must be submitted within six (6) months of the employee's start date. Employees unable to meet this deadline must request an extension through their Department Head outlining their reasons and anticipated date of their move. Extensions are subject to City Manager approval.
- 7.08 Time Commitment/Compensation:
- (a) Employees who resign within two (2) years of relocating must repay 50% of the relocation assistance.
 - (b) All employees who receive relocation assistance will be required to sign a Relocation Assistance Repayment Agreement (Schedule "A").
- 7.09 Financial Process:
- (a) Relocation expenses are charged to the budget for the vacant position being filled. Employees must complete a Cheque Requisition Form and attach receipts for Department Head approval.
 - (b) An original of the Relocation Assistance Repayment Agreement, along with all applicable relocation expense receipts, must be provided to Human Resources for placement on the employee's personnel file.



SCHEDULE "A"

To the Relocation Expenses Policy

RELOCATION ASSISTANCE REPAYMENT AGREEMENT

This Relocation Assistance Repayment Agreement ("Agreement") is entered into by and between the City of Prince Albert ("the City") and _____ ("the Employee").

WHEREAS the City has offered to provide relocation assistance to the Employee; to relocate to the City of Prince Albert.

WHEREAS the City is providing such relocation assistance to the Employee in anticipation that the Employee will work for the City for at least two (2) years so that the City recovers some of the benefit of the investment in the Employee's relocation;

WHEREAS the City and the Employee recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment;

WHEREAS the undersigned Employee understands that the City would not provide such relocation assistance unless the Employee intended to work for the City and reside within the city limits of the City of Prince Albert. The Employee agrees to reimburse the City if he or she voluntarily terminates his or her employment or relocates outside the City of Prince Albert prior to two (2) years after the relocation.

NOW THEREFORE in consideration of the conditions and the premises stated below, the undersigned Employee agrees that:

1. The City of Prince Albert will reimburse up to \$10,000 for eligible relocation expenses, as per the Relocation Expenses Policy.
2. If the Employee voluntarily terminates their employment with the City or relocates outside the city limits of the City of Prince Albert within two (2) years following the date of the relocation, the Employee agrees to reimburse the City fifty (50%) percent of the amount of the relocation assistance provided by the City.

Employee Signature

Date

City Manager Signature

Date