

## Relocation Expenses for New Employees – B-P-003

### Board of Health Policy

#### 1.0 Policy Statement

The Board of Health recognizes that the current labour market shortage for public health professionals facing Health Units places a greater emphasis on the employer to be more proactive and competitive in their recruitment strategies and thus offer incentives that encourage applicants to relocate to our district if required.

#### 2.0 Purpose

This policy describes the criteria used to determine when it is appropriate to offer reimbursement of relocation expenses to a new permanent employee.

#### 3.0 Scope / Responsibility

This policy applies to new permanent employees hired by the North Bay Parry Sound District Health Unit to fill positions that have been identified as being challenging to fill.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

#### 4.0 Procedure

- 4.1 Where recruitment is a challenge, an Executive Team member, in consultation with the Executive Director, Human Resources and with the approval of the Medical Officer of Health/Executive Officer (MOH/EO) may consider providing a relocation expense reimbursement to a new permanent employee. If approved, the job posting will indicate that relocation expenses will be reimbursed as per the Board of Health Policy – Relocation (Moving) Expenses for New Employees – B-P-003 and there will be a link in the job posting to this Board of Health policy. The relocation expenses may be reimbursed even though not specified in the job posting with approval of the MOH/EO.
- 4.2 Employees reimbursed by the Health Unit for relocation expenses will be required to sign an agreement which stipulates that if they resign from their position at the Health Unit prior to the completion of 24 months of service that they will be required to reimburse the Health Unit for 100% of the relocation expenses reimbursed to the Employee.
- 4.3 In order to qualify for receipt of the relocation expense reimbursement, the successful applicant must be currently living at least 120 kilometres (one way) from the office where the applicant is to be assigned.
- 4.4 The allowance provided will be determined by:
  - a) the lowest of two quotations, based on actual costs incurred, if the relocation is contracted to a third party;

b) the actual out-of-pocket costs incurred if the relocation is conducted by the employee.

**4.5** The allowance provided for the transportation of belongings will not exceed:

- a) two thousand five hundred dollars (\$2,500) for relocation from within Ontario;
- b) three thousand five hundred dollars (\$3,500) for relocation from outside Ontario.

**4.6** Expenses eligible for reimbursement will also include one night's accommodation (up to \$120 maximum with original receipt) and meals (up to a maximum of \$50 – receipts not required).

**4.7** Additional relocation costs related to moving to the area, including travel and accommodation over and above the allowance set out in 4.5 and 4.6 may be considered at the discretion of the Executive Team member with the MOH/EO approval provided there is evidence of recruiting difficulties in the field.

**4.8** Details surrounding the arrangement will be confirmed and agreed to in writing and will be referenced in the employment offer letter and return of service agreement.

**4.9** When applicable, the letter of hire issued to new employees includes wording which outlines the value and limits established for relocation expenses and conditions for reimbursement.

**4.10** A new permanent employee, who qualifies to receive the relocation expense, may elect to apply for reimbursement or waive claiming for such.

**4.11** If the new permanent employee wishes to claim reimbursement, a Moving Expenses Reimbursement Agreement [BF-P-003-01](#) is signed by the employee.

**4.12** The relocation expense is recognized as a recruitment expense.

**4.13** If a temporary employee is hired in a permanent position in which the job posting indicated that relocation expenses would be reimbursed, the employee can request reimbursement for relocation expenses incurred when the employee moved at the time hired in the temporary position, provided criteria under 4.3 is met. The completion of the 24 months of service referred to in 4.2 is from the hire date in the temporary position.

## **5.0 Records Retention**

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

## **6.0 References**

### **Internal References**

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)
- d) Moving Expenses Reimbursement Agreement - [BF-P-003-01](#)
- e) Geographic Areas Serviced by the North Bay Parry Sound District Health Unit - [B-G-001](#)

## External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) Canada Revenue Agency (CRA) - Taxable Benefits and Allowances (T4130). [Canada Revenue Agency Website](#)

## 7.0 Summary of Revisions

2019-03-26 – Clarifies that the relocation expenses may be reimbursed even though not specified in the job posting with approval of the MOH/EO. Also clarifies that this policy applies to permanent employees only; minor changes to 4.3 and 4.7.

## 8.0 Board Policy Development Details

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