



MUNICIPALITY OF THE COUNTY OF KINGS
Relocation Assistance Policy

Creation Date: February 2019

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Revision Date:

Policy Category: Human Resources

Next Review Date: February 2022

Replaces: N/A

1. Purpose:

The Municipality of the County of Kings ("Municipality") is committed to attracting and hiring the best talent. In certain circumstances it may be necessary to broaden the search for suitable candidates for a position. In order to help attract candidates that may need to relocate, the Municipality may offer relocation assistance under prescribed requirements.

The purpose of this Policy is to provide criteria for the reimbursement of eligible relocation expenses.

2. Objective

2.1 The objectives of this Policy are to:

- a. Determine the eligibility criteria to receive relocation assistance;
- b. Define the expenses that are eligible under this Policy; and
- c. Outline additional stipulations pertaining to the provision of relocation assistance.

3. Policy

3.1 Eligibility

3.1.1 The Chief Administrative Officer (CAO) may authorize the provision of relocation assistance for a candidate under one or more of the following conditions:

- i. The candidate is a part of the management team (manager level and above);
- ii. The candidate has a necessary and required skill set that cannot be recruited locally; or
- iii. There is a need to be competitive in order to attract a candidate who will provide good value for the cost.

3.1.2 Subject to 3.1.1, the candidate's primary place of residence must be located at minimum 75km driving distance from the Municipal office in order to qualify for relocation assistance.

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3.2 Eligible Expenses

3.2.1 The following expenditures shall be eligible for reimbursement:

- Costs related to packing, unpacking, and transportation of the employee's household items
- Short-term living expenses pending location of permanent living quarters
- Trips to Kings County to locate accommodations
- Cost of terminating unexpired leases
- Rent to hold living quarters until move can be accomplished
- Real estate agents' fees or commissions associated with sale of the employees home, and acquisition of a new home
- Legal fees in regard to real estate transactions

3.2.2 The eligible expenditures outlined in 3.2.1 of this Policy are limited to those real and reasonable costs limited to the employees' primary residence.

3.2.3 The amount of relocation assistance to be reimbursed is subject to the discretion of the CAO in consultation with the Mayor to a maximum of \$20,000.

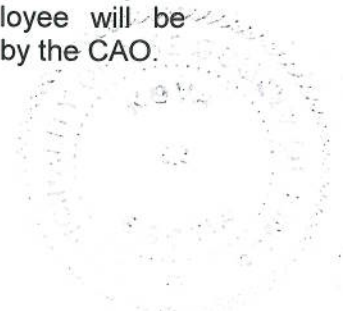
3.2.4 The Municipality shall reimburse the cost of a one-way trip for the employee, their spouse, and dependents from their current place of residence to their new one. Travel expenses in this regard are subject to provisions outlined in FIN-05-008: Business Expense Policy.

3.3 Selection of Moving Company

3.3.1 Where possible, at least three reputable transfer companies are to be contacted for a complete quotation. Upon receipt they shall be turned over to the CAO for review, selection, and to initiate the purchase order. Payment will be made directly to the mover by the Municipality of the County of Kings.

3.3.2 If the employee wishes to be moved by a firm other than that chosen by the CAO, in accordance with the Policy herein, the employee will be responsible for the cost that exceeds that quotation chosen by the CAO.

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3.4 Repayment

3.4.1 All employees who receive relocation assistance will be required to sign a repayment agreement (Schedule A). In the event that the employee resigns within three (3) years of their hire date with the Municipality, the employee will be required to repay the relocation expense according to the following schedule:

0 - 1 st anniversary date of hire	75% of reimbursement amount
1 st - 2 nd anniversary date of hire	50% of reimbursement amount
2 nd - 3 rd anniversary date of hire	25% of reimbursement amount
3 rd anniversary date of hire +	0% of reimbursement amount

4. Responsibilities:

4.1 Council will:

- a) ensure that the Municipality of the County of Kings has in place a Relocation Assistance Policy; and
- b) review, amend, and adopt changes to the Relocation Assistance Policy.

4.2 The Chief Administrative Officer will, either directly or through their designate:

- a) administer and implement the Relocation Assistance Policy of the Municipality;
- b) identify necessary revisions to the Relocation Assistance Policy in consultation with Council and managerial staff; and
- c) ensure that staff are advised of the Relocation Assistance Policy as located in the Policy Manual.

4.3 Employees will:

- a) Be familiar with, and act in accordance with, the Relocation Assistance Policy.

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**SCHEDULE A:
RELOCATION ASSISTANCE REPAYMENT AGREEMENT**

This Relocation Assistance Repayment agreement ("Agreement") is entered into by and between the Municipality of the County of Kings ("the Municipality") and _____ ("the Employee").

WHEREAS, the Municipality has offered to provide relocation assistance to the Employee;

WHEREAS, the Municipality is providing such relocation assistance to the Employee in anticipation that the Employee will work for the Municipality for at least three (3) years so that the Municipality recovers some of the benefit of the investment in the Employee's relocation;

WHEREAS, the Municipality 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 Municipality would not provide such relocation assistance unless the Employee intended to work for the Municipality and were to agree to reimburse the Municipality in the event that the Employee voluntarily terminated his or her employment prior three (3) years from the relocation;

NOW, THEREFORE, in consideration of the premises and the promise stated below, the undersigned Employee agrees that;

1. The Municipality of the County of Kings intends to provide the following relocation assistance to the Employee:

Relocation Assistance: \$ _____ Date: _____

2. If the Employee voluntarily terminates their employment with the Municipality within three (3) years following the date of the relocation, the Employee agrees to reimburse the Municipality the amount of the relocation assistance provided by the Municipality as determined by the schedule shown below:

0 - 1 st anniversary date of hire	75% of reimbursement amount
1 st - 2 nd anniversary date of hire	50% of reimbursement amount
2 nd - 3 rd anniversary date of hire	25% of reimbursement amount
3 rd anniversary date of hire +	0% of reimbursement amount

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