

RELOCATION EXPENSES

SECTION: **Human Resources**
POLICY: HR 21507
PAGE: 1 of 1
EFFECTIVE DATE: December 1, 1999

GOAL: To provide guidelines for relocation expenses incurred by new employees and current employees transferring to a position in another location within the region.

POLICY:

1. The decision to pay relocation costs for new or current transferred employees shall be considered on an individual basis.
2. The decision to pay or not to pay relocation costs shall be made by the Manager, in consultation with the appropriate Vice President, based on the following criteria:
 - Difficult to recruit
 - Relocation costs involved
 - Requirement for specific qualification.
3. Employees or potential employees shall be advised in the Letter of Offer as to whether relocation costs will be covered by the Parkland Regional Health Authority.
4. In the event that relocation costs shall be covered by the Parkland Regional Health Authority, Relocation Guidelines, Form #HRD33 shall be enclosed with the Letter of Offer, and relocation specifics shall be discussed with Human Resources prior to making a commitment for any reimbursement of costs.

KEYWORDS: Moving Expenses, Relocation Expenses

Director Of Human Resources
Parkland Regional Health Authority
Approved By Executive Management Committee: (November 20, 1999)