

# PARKLAND REGIONAL HEALTH AUTHORITY

## RELOCATION GUIDELINES

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**RELOCATION PLANS SHOULD BE DISCUSSED WITH YOUR IMMEDIATE MANAGER PRIOR TO FINALIZING RELOCATION ARRANGEMENTS. CLAIMS FOR REIMBURSEMENT OF RELOCATION EXPENSES MUST BE SUPPORTED BY ORIGINAL RECEIPTS.**

### **ALLOWABLE EXPENSE CLAIMS:**

- Moving expenses including packing, moving, and unpacking specified household goods and personal effects. The employee will obtain a firm and fixed price quotation (for the same services e.g. full or partial packing) from three (3) moving businesses and submit them with other expense claims to the PRHA.
- Moving expenses may include:
  - Pick-up, transportation and delivery charges of furniture, one means of primary transportation (e.g. car, truck or motorcycle) and personal effects that normally can be contained in a standard moving van
  - Packing and unpacking of all items contained in the household
  - Replacement value insurance protection except for items of extraordinary value; and
  - Reasonable storage expense as necessary

### **NON-ALLOWABLE EXPENSE CLAIMS:**

- Moving services not to be included are:
  - Large boats, trailers and other large recreation vehicles
  - Flammable items
  - Third party servicing charges – e.g. washers, dryers, refrigerators, freezers, dishwashers, water purifiers, electronic air cleaners stereo equipment, T.V. and RAD antennae, and/or towers, water beds, pool tables, etc.
  - Housecleaning – at the old or new residence
  - Plants
  - Frozen foods, preserves, etc
  - Perishables
  - Firewood, outdoor swimming pools, building supplies, and other bulky items
  - Pets and domestic animals
  - Extra charges for loading and unloading on a weekend
  - Extra charges for loading at a second location
  - Removal of broadloom, draperies, fixtures, etc
  - Large volumes of heavy items such as books that may be transported cheaper by some other means
  - Insurance for items of extraordinary value
  - In transit storage
  - Real Estate fees and Legal expenses of selling and purchasing the employees primary former residence and new primary residence.

- Travel, meals and lodging expenses for moving the employee from their former residence to the new residence.
- If required, pre-move travel, meals, and lodging expenses for applicant and spouse up to a maximum of five (5) days to search for a new residence after obtaining employment.
- If required, the cost of meals and lodging for the entire family while occupying temporary living arrangements for a period of up to five (5) days prior or proceeding the start date of employment.
- Claims for reimbursement of relocation expenses are accepted up to 6 months from the date of transfer. Where necessary, a request may be made to seek approval for an extension of the claim time beyond six months. All claims beyond six months must be approved by the appropriate Vice-President.