

PARKLAND REGIONAL HEALTH AUTHORITY

RELOCATION GUIDELINES

NOTE: RELOCATION PLANS SHOULD BE DISCUSSED WITH HUMAN RESOURCES PRIOR TO FINALIZING RELOCATION ARRANGEMENTS. CLAIMS FOR REIMBURSEMENT OF RELOCATION EXPENSES MUST BE SUPPORTED BY RECEIPTS.

PRE-RELOCATION:

Intended to provide an opportunity for *new appointee and spouse* to arrange for accommodation at new location. However, arranging accommodation at new location may be accomplished at the same time as actual removal of household effects, and a pre-relocation trip may not be required.

- Duration of the pre-location trip *shall not exceed 4 nights*.
- Where new location is within distance permitting one-day trips, *total cost of all trips shall not exceed the amount that would have been spent on a single trip plus 4 nights accommodation*.
- Reimbursement for pre-relocation expenses (travel, meals, and accommodation) for *appointee and spouse only*, may be claimed at actual cost up to the maximum amounts indicated under “**ACTUAL REMOVAL**” below.

ACTUAL REMOVAL:

Travel: Actual cost for employee & family by most suitable public carrier at economy or equivalent rates

OR

Actual vehicle costs of gasoline.

Meals: Actual cost (for employee & dependants) up to the following maximum amount for each:

Breakfast ⇒ \$5.85

Lunch (noon) ⇒ \$7.70

Dinner ⇒ \$14.05

Accommodation: Where a pre-relocation trip is selected, this and removal trip shall not exceed 8 nights. Where there is *no pre-relocation trip*, one removal trip to new location allowed to a maximum of 9 nights.

Accommodation in standard rooms for employees and dependants – no additional charges for pool side room or other services shall be reimbursed.

REMOVAL OF HOUSEHOLD EFFECTS:

Two written estimates of costs should be obtained/submitted for consideration and authorization.

Household effects includes personal clothing, furniture, china, kitchen appliances and other items of equipment and supplies used in the regular home and domestic garden, except where special handling or packing is required. **Excludes** bulky hobby equipment or collections and supplies, guns, antiques where special packing or handling is required, perishable plants, livestock, pets, lumber, furniture and equipment from a summer home or cottage, boats, motors, heavy machinery, or similar items, and any items used in connection with a secondary source of family income.

Normally a household moving company will be used. When other arrangements are considered necessary or appear more economical, reimbursement will be at actual cost but limited to that payable had a moving company been used.

ALLOWABLE EXPENSES:

- Loading from former residence, cartage/transportation, delivery to and unloading at the new residence at the applicable tariff rate.
- Cost of mattress and wardrobe cartons, cartons or china barrels as provided by the carrier.
- Crating, packing and unpacking of china, glass and breakable items, which shall be done by the mover provided that the individual makes articles to be packed/moved readily available for the movers. All small non-breakable articles are to be packed by the individual in suitable containers that he or she will provide. Mattresses and garments to be transported in wardrobe cartons will be packed by the movers in cartons provided for that purpose.
- Comprehensive transit protection at the standard tariff rate (\$0.60 per \$100.00 declared value, with the minimum declared value equaling \$2.00 per lb. of weight of shipment). Excess coverage, including coverage at replacement value, is the responsibility of the individual.
- Storage-in-transit of household effects *ONLY BY PRIOR APPROVAL* and where deemed necessary for economy of cost.
- Where a second vehicle owned by the individual or a dependant is transferred to the new location, an allowance may be claimed equivalent to (& in lieu of) the cost of the most economical public transportation for one person.

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 the regional Employing Authority to seek approval for an extension of the claim time beyond six months. All claims beyond six months must be approved by the Department Head.