



## Medicine Hat College Policy EMPLOYEE RELOCATION ASSISTANCE

Policy #:	HR-06
Policy Authority:	Director, Human Resources
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President and CEO
Effective Date:	August 4, 2021
Next Mandatory Review Date:	August 4, 2024
Frequency of Review:	Every 3 years

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### 1. POLICY OBJECTIVE

This policy outlines the criteria for payment of relocation assistance to eligible new employees, to support with relocating from their current primary residence to Medicine Hat.

### 2. POLICY SCOPE

This policy applies to

- (a) management/excluded positions hired into full-time or part-time, on-going appointments;
- (b) support staff positions hired into full-time or part-time, on-going appointments; and
- (c) faculty hired into full-time, on-going appointments.

### 3. DEFINITIONS

- **MHC or the College:** Medicine Hat College.

### 4. PRINCIPLES

MHC recognizes that in order to attract and retain qualified employees, there may be a need to provide relocation assistance.

### 5. DIRECTIVES

5.1. Relocation assistance will not be considered unless the individual has a primary domicile at least 100 kilometers from where the majority of the work will be performed.

5.2. Where relocation assistance is approved, the following conditions apply.

- Eligible relocation assistance will be one month's pay of the respective position at the time of hire. (Receipts not required.)
- Details are to be included in the offer letter.
- All financial assistance will be paid through the payroll system upon relocation, and will be included in the employee's taxable earnings and T4 at year-end.

- Eligible moving expenses are defined by the Canada Revenue Agency (CRA) and amounts not covered by the relocation assistance may be claimed on the new employee's income tax return as indicated in the CRA instructions for completing the Form T1-M.
- In the event that an employee voluntarily terminates employment from the college within 24 months of being hired, the employee will return one-twenty-fourth of the allowance received for each month that the employee is short of the full 24 months.
- The employee must utilize the relocation assistance within twelve months of commencement of employment. Failure to access this allowance prior to that date will result in the forfeit of its availability.
- In the event of an emergency situation of a pandemic, other natural disasters, or state of emergency, an extension of up to six months will apply.

**6. RESPONSIBILITIES**

6.1. **Director, Human Resources, in consultation with the hiring manager**, is responsible for reviewing the appointment and approving the relocation assistance prior to any offer, formal or informal, to a prospective employee.

**7. APPLICABLE LEGISLATION/REGULATIONS**

Canada Revenue Agency Act

**8. RELATED POLICIES**

7.12: Employee Interview Expenses

7.13: Employment Recruitment and Hiring Procedures

**9. RELATED INFORMATION**

Terms of Employment for Management and Excluded Employees

***ORIGINAL COPY SIGNED***

Kevin Shufflebotham  
President and CEO

Date: August 4, 2021

***ORIGINAL COPY SIGNED***

Wayne Resch  
Vice-President, Administration and  
Finance

Date: August 4, 2021

**DOCUMENT HISTORY**

August 2021                      Revised policy approved