

Employee Relocation Guidelines Centre for Christian Studies

Costs for relocation to assume employment responsibilities, according to the following guidelines, will be provided by the Centre for Christian Studies when specified in the employment offer.

CCS' objective is to enable the employee to relocate without unreasonable stress or cost. In keeping with the school's commitment to be responsible stewards, employees are required to consider the most reasonable and economical way to move, including in the assessment the costs of time and stress as well as money. Wherever employees are able to provide the oversight and management of the move and be creative in reducing costs, that is appreciated.

Employees are **required** to consult with CCS staff about the anticipated moving costs as plans are developed to ensure that there is agreement on fair and reasonable expenses. Costs can either be paid directly by CCS or an employee may **receive an accountable advance** or submit receipts for reimbursement.

Relocation Definition

Normally, relocation must be greater than 40 km to be eligible for coverage. Normally, an employee would relocate prior to beginning employment.

Professional Moves

CCS will cover the costs of a professional move within the following guidelines:

- a minimum of three quotes is obtained, and the most economical (if trustworthy) quote is accepted
- alternative ways of transporting books (if large number) are investigated and assessed regarding cost
- the employee arranges the move directly with the moving company
- the employee packs undamagable and unbreakable items (the mover packs fragile items)
- the goods moved are legitimately the property of the employee or the family who is relocating with them
- upgraded insurance (such as replacement insurance) is the responsibility of the employee
- costs of travel will be reimbursed by receipt only and will include safe and clean, but modest accommodation, modest meals and gas based on the number of days required for a direct trip from the former location to Winnipeg for the employee and those members of their family who are relocating with them.

Employee Managed Moves

An employee may prefer to rent a truck or trailer and make their own move with the help of friends, volunteers, or casual help. CCS will reimburse costs based on these guidelines:

- where possible, more than one quote on the cost of renting equipment be obtained and the most economical (if trustworthy) quote is accepted
- goods and volunteer or hired help be reasonably insured against damage and injury; upgraded insurance (such as replacement insurance) is the responsibility of the employee

- rental and purchase of reasonable services and equipment to facilitate the move (such as dolly, specialized boxes, moving pads) can be included
- the employee arranges the move directly with the rental company and any additional labourers
- the goods moved are legitimately the property of the employee or the family who is relocating with them
- costs of travel will be reimbursed by receipt only and will include safe and clean, but modest accommodation, modest meals and gas based on the number of days required for a direct trip from the former location to Winnipeg for the employee and those members of their family who are relocating with them.

Costs which are not covered in any move

- Costs related to sale of former home.
- Costs related to purchase of home in new location.
- Temporary storage costs.
- Costs for kennelling and moving pets.

Termination of Employment

If an employee leaves the position prior to the conclusion of their probationary period, normally they are required to reimburse CCS for 50% of the moving costs which were negotiated to be covered by CCS.

Tax Status of Coverage

None of the relocation costs which are covered by CCS are eligible for claiming as Moving Expenses for income tax purposes. Employees are advised to keep copies of all receipts in the event that some costs not covered by CCS are eligible for tax claim.