



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>RECRUITMENT RELOCATION ALLOWANCES</b>
<b>Effective Date:</b>	September 28, 2010
<b>Revised Date:</b>	
<b>Review Date:</b>	September 28, 2020
<b>Approving Body:</b>	Administration
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President, Delegated to Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employee Groups: see list below

### Groups:

**Administrative Academic Staff**  
**Geographic Full-time Academic Staff**  
**Research Academic Staff**  
**Other Academic Staff**  
**Members of the UMFA bargaining unit**  
**Members of the UMDCSA bargaining unit**  
**Members of the CUPE Sessional bargaining unit**  
**Managerial Support Staff**  
**Medical/Dental Practitioners and Administrators**  
**Nurses in Northern Manitoba**  
**Support Staff in Bargaining Units**

### Part I Reason for Policy

To provide support for recruitment incentives offered by the University designed to recruit the best qualified staff.

## **Part II Policy Statement**

### **2.1 Relocation Allowances**

The University faces challenges in competing for the best qualified staff in today's competitive market. As a result relocation allowances in accordance with Procedures: Recruitment Relocation Allowances may be offered as an incentive to attract qualified staff to work for the University of Manitoba and to relocate from their current place of residence.

### **2.2 Authorization**

Members of the Executive Group, Deans, Directors and Heads of Administrative Units are authorized to offer to reimburse prospective academic employees for legitimate relocation expenses supported by receipts and provided they are in accordance with the provisions of Procedures: Recruitment Relocation Allowances. Offers of reimbursement for relocation expenses for support staff must receive the approval of the Vice-President (Administration).

## **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

## **Part IV Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

## **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is September 28, 2020.
- 5.2 In the interim, this Policy may be revised or rescinded if:
  - a) the Approving Body deems necessary; or
  - b) the relevant Bylaw, Regulations or Policy is revised or rescinded.

- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

## **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes the following:
- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein; and
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;
  - c) Policy "Moving Allowances" (February 2, 1987)
- 6.2 This Policy supersedes Policy "Naming of Buildings, Parts of Buildings and Special Units", (approved by Senate November 6, 1985 and modified February 1, 1999).

## **Part VII Cross References**

Procedures: Recruitment Relocation

Policy: Travel and Business Expense Allowances