



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>RECRUITMENT RELOCATION ALLOWANCES</b>
<b>Parent Policy:</b>	Recruitment Relocation Allowances
<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 Procedures**

To set out Procedures secondary to the Policy entitled "Recruitment Relocation Allowances" in connection with providing guidance in the use of relocation allowances as a support to recruitment initiatives.

## **Part II Procedure(s)**

### **2.1 Reimbursement for Recruitment Relocation Expenses**

Prospective full-time academic and full-time support staff may be eligible for reimbursement of legitimate recruitment relocation expenses supported by receipts subject to the limits identified in 2.2. Such reimbursement will be identified in the offer of employment.

Eligible expenses include costs related to the relocation (more than 100 kilometers) of the employee's family and possessions; and costs related to transportation and living expenses incurred in an attempt to locate suitable housing for the relocation. Family shall mean spouse, dependent children, and up to 2 pets. Where there are two eligible employees being relocated, each employee is entitled to the relocation expense reimbursement provisions. In administering this Procedure, the University reserves the right to accept or reject claims for relocation expenses as is appropriate.

### **2.2 Reimbursement Levels**

Members of the Executive Group, Deans of Faculties, Directors of Schools and Heads of Administrative Units are authorized to offer to reimburse prospective employees as follows:

- a) up to a maximum of \$6,000 to a full-time academic staff member;
- b) in addition to (a) above, up to \$3,000, for Canada Immigration expenses for processing fees and/or right of landing fees for the employee and his/her family, and/or employment authorizations for the employee;
- c) any offer of recruitment relocation allowance to academic staff in excess of the amounts provided in 2.2 (a) require the prior approval of the Vice-President (Administration);
- d) any offer of recruitment relocation allowance to a support staff member shall require the prior approval of the Vice-President (Administration).

### **2.3 Payments**

Payments to the new staff member will only be made upon submission of the completed Travel Claim Form supported by receipts for all expenditures. Payments will be made from the account of Dean/Director or Head of Administrative Unit only.

## **2.4 Financial Assistance for Recruitment Relocation Expenses**

Funds will be transferred from central sources to the account of the Dean, Director or Head of Administrative Unit as follows:

- a) as provided in 2.2 (a), a maximum of \$6,000 to a full time academic staff member in tenured, continuing, probationary appointments and to term appointments of more than one year. Immigration expenses under 2.2 (b) are the responsibility of the unit;
- b) a maximum of \$3,000 to a sessional, part-time or term appointments of one year or less;
- c) no funds are provided for academic staff in contingent appointments or for research associates or professional associates; and
- d) if funds are provided for support staff appointments, the amount will be determined on an individual basis as approved by the Vice-President (Administration).

### **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of these Procedures.

### **Part IV Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is September 28, 2020.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
  - a) the President and/or Vice-President (Administration) deems necessary; or
  - b) the relevant Policy is revised or rescinded

**Part V**  
**Effect on Previous Statements**

5.1 These Procedures supersede:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
- c) Policy "Moving Expenses" (February 2, 1987).

**Part VI**  
**Cross References**

Policy: Recruitment Relocation Allowances

Policy: Travel and Business Expense