



## Reimbursement of Moving Expenses

### Background

These guidelines summarize the relocation reimbursement available to eligible employees.

### Guidelines

1. New certified Teacher, Vice Principals and Principals who have accepted employment with KTCEA and must relocate from another town, city or province will be granted a relocation allowance. Allowances are as below:
  - a. Employees relocating from Calgary and north of Calgary – One Thousand Dollars (\$1,000.00).
  - b. Employees relocating from south of Calgary, Saskatchewan and BC – One Thousand Six Hundred Dollars (\$1,600.00).
  - c. Employees relocating from other provinces – Two Thousand Five Hundred Dollars (\$2,500.00).
2. The above amounts are payable only once for a given relocation.
3. In the event that an employee resigns within one year of the date of their relocation, the employee will be responsible for reimbursing KTCEA for their relocation costs on a pro-rated basis, based on the number of months worked prior to their resignation.

Reimbursement of moving expenses is subject to the approval of the Superintendent.

#	Procedure	Roles & Responsibilities
1.	Providing relocation related information as requested by supervisor or Human Resources.  Retaining receipts relating to their relocation in the event that they are required for tax purposes.	Employees
2.	Coordinating payment of moving expense reimbursement.  Identifying requirement for moving expense reimbursement for a newly hired employee.  Approving reimbursement of moving expenses.	Human Resources

### References:

KTCEA Policy 12 Human Resources

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.