

Assiniboine Community College shall reimburse employees that are required to relocate to commence regular employment at Assiniboine Community College. The College must approve the move. Total relocation allowance is as follows:

- In-scope: 1/12 of top rate negotiated in CBA - \$9,436.08
- Out-of-scope: 1/12 of top rate - \$18,019.44

Eligible expenses as per [Revenue Canada guidelines](#) will be reimbursed with supporting receipts. Should the employee terminate his/her employment before serving two years, the employee may be required to reimburse the College a pro-rated amount of this allowance.

All expenses, including travel expenses, are to be submitted to Human Resources using the standard Expense Claim form.

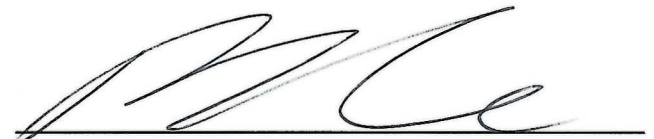
This provision is generally not applicable to employees appointed to term positions.

Any exceptions to this policy shall be approved by the President.

Date

Aug 6/24

President



Relocation Allowance

This document is intended to supplement Relocation Allowance – Policy: HRP4

New faculty and staff may be required to move for employment at ACC from other parts of Canada, or from outside of the country. The reimbursement of “relocation expenses” will be part of negotiations when hiring an employee.

Employees entitled to Relocation Allowance should understand [Canada Customs and Revenue Agency, INCOME TAX ACT – MOVING EXPENSES](https://www.canada.ca/en/revenue-agency/services/tax/technical-information/income-tax/income-tax-folios-index/series-1-individuals/folio-3-family-unit-issues/income-tax-folio-s1-f3-c4-moving-expenses.html#N103BA).

<https://www.canada.ca/en/revenue-agency/services/tax/technical-information/income-tax/income-tax-folios-index/series-1-individuals/folio-3-family-unit-issues/income-tax-folio-s1-f3-c4-moving-expenses.html#N103BA>

Employee to read and sign

- I agree and understand that I will be reimbursed for a relocation allowance to a maximum of \$_____
- I have read the above and understand the policy which pertains to me (Relocation Allowance – Policy: HRP4). I further understand the tax implications thereof as outlined in bulletin IT-178R3, INCOME TAX ACT – MOVING EXPENSES.
- I further understand that should I terminate my employment before serving two (2) years of service, I will be required to reimburse the college prior to departure a pro-rated amount of the entitlement identified in a).

(104 weeks) - (no. of completed weeks since commencement of employment)	x	Total amount reimbursed for relocation expenses
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104

Employee (print name)

Signature

Date

HR Signature (print name)

Signature

Date