



**HR-16 INTERVIEW AND RELOCATION EXPENSES
POLICY
HUMAN RESOURCE SERVICES**

POLICY

Yukon College wishes to attract highly qualified and capable applicants for vacant positions. It is recognized that, due to the College's northern location, travel to and within the territory can be expensive to the point of prohibiting job candidates from considering employment with it. To facilitate the recruitment and hiring of excellent staff, the College may pay actual and reasonable interview expenses to employment applicants required to present themselves for interviews. The College may also pay relocation expenses to new employees and staff transferred from one location to another.

Subject to prior authorization by the Director, Human Resource Services, job candidates invited for interviews may be eligible for reimbursement of costs of the most reasonable and economical travel, or equivalent, for accommodation booked by the College, and for meals and incidentals based on the College's standard per diem and mileage rates for contract staff.

Candidates residing outside the territory who apply on locally advertised competitions will not normally be eligible for reimbursement of travel expenses but may be reimbursed for accommodation and meals.

On initial employment, a new College employee may be eligible, subject to prior authorization by the Director, Human Resource Services, for reimbursement of the actual costs of the most economical travel, or equivalent, and actual costs of reasonable accommodation and meals for up to five days, for the staff member and his/her spouse to "house-hunt".

On initial employment, a new College employee may be eligible, subject to prior authorization by the Director, Human Resource Services, for reimbursement of actual relocation expenses if relocating from outside the location of employment. This includes the travel, accommodation and meals of the staff member and dependents and moving of household/personal effects.

In no case will the reimbursement of house-hunting expenses and relocation expenses together exceed more than one month's gross salary for bargaining unit and excluded employees or 12% of gross annual salary for senior managerial employees.

If a bargaining unit or excluded employee voluntarily terminates employment within one year of employment with the College, or a senior managerial employee terminates employment within two years, a portion of the house-hunting and relocation expenses paid shall be reimbursed to the College in proportion to the uncompleted length of employment.



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Any current employee will be paid for reasonable relocation expenses (as outlined for new employees) if he/she transfers, for a period of one year or more, from one community to another as a result of a job vacancy or transfer due to layoff.

BOARD GOVERNING POLICIES

This policy recognizes the Yukon College Board of Governors Policy on Executive Limitations, including:

“With respect to treatment of paid and volunteer staff, the President may not.....

3. Fail to foster professional excellence among staff.”

GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

None

PROCEDURES

1. Prior to interviewing, the Chair of a Selection Committee must seek prior authorization (verbal or written) from the Director, Human Resource Services, to cover interview expenses. Such authorization will not normally be given for more than three candidates.
2. Human Resource Services will arrange for the most reasonable and economical transportation (if by air) and accommodation for the interview candidate(s).
3. For reimbursement of per diem and mileage expenses, Human Resource Services will have the interview candidate complete and submit a *Travel Authorization and Claim* form with relevant details, receipts and other records of transaction as appropriate.
4. The successful candidate will receive an authorization letter from the Director of Human Resource Services when eligible for reimbursement of house-hunting or relocation expenses.



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5. Claims for house-hunting and/or relocation expenses will be reimbursed by Human Resource Services based on actual expenses as submitted on a *Travel Authorization and Claim* form with relevant details, receipts and other records of transaction as appropriate, up to the authorized maximum.

AUTHORIZATION

Approved by the President _____ (signature)

On _____ (date)

B. FORM (available from the Department of Financial Services)

Travel Authorization and Claim form