



POLICY STATEMENT

SUBJECT: New Appointees and Out-of-Scope Employees Relocation Allowance/Expenses	CATEGORY: Human Resources	NO. 709
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PREAMBLE

Saskatchewan Polytechnic is committed to the development of human resource strategies around the recruitment and retention of employees based upon:

- Attractive relocation incentives for new appointees (any individual hired from outside of Saskatchewan Polytechnic to either an in-scope or out-of-scope role).
- Fair and reasonable relocation benefits for existing out-of-scope employees where the organization has initiated relocation.
- Fiscal responsibility.
- Ease of administration.

POLICY

Saskatchewan Polytechnic provides financial assistance for costs related to the relocation of new appointees and out-of-scope employees. Such relocation costs for new appointees and out-of-scope employees are individually negotiated in conjunction with the New Appointees and Out-of-Scope Employees Relocation Allowance/Expenses Procedures. Saskatchewan Polytechnic provides financial reimbursement for costs related to the relocation of in-scope employees through the provisions of the Collective Agreements.

DEFINITIONS

Appointee

An individual from outside of Saskatchewan Polytechnic who has accepted an offer of employment for a position with Saskatchewan Polytechnic. An appointee is an individual who has accepted either an in-scope or out-of-scope position.

Employee

An individual in an out-of-scope position who is employed by Saskatchewan Polytechnic.

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PROCEDURES

The relocation allowance/expenses procedures for all employees can be found on mySaskPolytech and are available through the Human Resources offices at each Saskatchewan Polytechnic location.

RELATED POLICIES/DOCUMENTS

New Appointees and OOS Employees Relocation Allowance/Expenses procedures 709

APPLICABLE LEGISLATION OR REGULATIONS

Canada Revenue Agency regulations: [*Moving expenses and relocation benefits*](#)

AMENDMENT HISTORY

1. Original issue date: October 1, 1988
2. Revision dates: August 24, 1999
February 1, 2001
July 8, 2002
October 14, 2003
January 6, 2009
May 4, 2015
3. Scheduled review date: May 4, 2020

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