

Human Resources Policy 15 - Relocation

Last updated April 12, 2016

New Hires

The purpose of this policy is to outline the relocation assistance that is available to new public service employees and appointees.

The policies for new **excluded employees, OIC Category A, and OIC Category C employees** are documented in [Schedule 5 – Relocation in the Terms & Conditions of Employment for Excluded Employees / Appointees.](#)

The policies for new **bargaining unit employees, Schedule A, and OIC Category B employees** are documented below:

1. Purpose

The purpose of this policy is to outline the relocation assistance that is available to new public service employees who are members of a bargaining unit, or persons who are Schedule A employees or Category B appointees.

2. Goal

The goal of this policy is to ensure that relocation assistance, when offered, is reasonable, equitable and consistent with Treasury Board relocation assistance policy.

3. Principles

3.1 Relocation assistance is granted to new employees/appointees only when it is required to meet the recruitment needs of the hiring ministry.

3.2 The determination as to level and extent of the relocation assistance will include consideration of:

- a. Budgetary constraints;
- b. Operational needs of the organization;
- c. The need to attract competent staff; and
- d. Reasonable and legitimate relocation costs incurred.

4. Mandatory Requirements

4.1 General

- a. Employee/appointee relocation assistance, when offered, is the responsibility of the hiring Ministry. The upper dollar limits in the schedule below reflect the maximum amounts that may be offered for moves of specific distances. Payment of allowances in excess of those listed requires the prior approval of the Deputy Minister of the hiring ministry.
- b. In determining the amount of assistance offered, factors considered should include recruitment priority and the personal situation of the individual (e.g. number of dependents and actual real estate/moving costs).

Distance of Move	Minimum	Maximum
40 - 1,000 km	\$0	\$7,850
1,001 - 2,500 km	\$0	\$12,150
2,501 - 4,000 km	\$0	\$18,150
4,001 km or more	\$0	\$18,800
Overseas	\$0	\$23,500

- c. The overseas recruiting range is only to be used when relocating a new employee/appointee from outside of Canada and the Continental United States to British Columbia.
- d. Where the employee/appointee requests, the Ministry may pay some or all of the relocation expenses directly and reduce the lump sum allowance correspondingly.
- e. Where required, ministries may also authorize the new employee/appointee and spouse a house-hunting trip of up to three (3) days plus reasonable travel time. Expenses for the house-hunting trip are to be reimbursed in accordance with current travel expense policies.
- f. A new employee/appointee who receives relocation assistance and/or house-hunting expenses under this policy is required to repay the funds, on a pro-rated basis, should he/she resign from government service prior to completing twenty-four (24) calendar

months of full-time (or equivalent) service. New employees/appointees are required to sign a [Relocation Agreement](#) prior to receiving funding.

4.2 Relocation and Reimbursement Procedures

The [Core Policy and Procedures Manual](#) provides additional details on relocation procedures and reimbursement.

5. Legislative Authorities

- [Public Service Act](#)
- [Financial Administration Act](#)

6. Other Authorities and References

- *Treasury Board Order 316*
- [Core Policy and Procedures Manual](#)

Existing Employees

PURPOSE AND SCOPE

The purpose of this policy is to outline the relocation assistance that is available to existing public service employees/appointees.

For relocation policies for **bargaining unit employees**, refer to the applicable collective agreement:

- B.C. Government and Service Employees Union (BCGEU)
- BC Nurses Union (BCNU) AND Union of Psychiatric Nurses of B.C. (UPN)
- Professional Employees Association (PEA)

For relocation policies for **excluded employees, Schedule A and OIC Category A, B and C employees**, refer to Schedule 5 - Relocation of the [Terms & Conditions of Employment for Excluded Employees/Appointees](#).