

SECTION 21

RELOCATION EXPENSES

POLICY STATEMENT

1. It is the policy of Non-Public Funds to cover the costs of certain relocation expenses related to transfer and recruitment of employees from outside the local area of the position to be staffed.

POLICY OBJECTIVES

2. The objectives of this policy are to assist in attracting the best available candidate, to react to specific operational requirements and to promote and support succession planning.

POLICY APPLICATION

3. This policy shall apply to three distinct groups identified as follows:

Category III

Executive positions as authorized by the President and Chief Executive Officer (Pres & CEO).

Category II – Senior Level

Canadian Forces Personnel Support Agency (CFPSA) Headquarters (HQ) managers in pay levels 5, 6 and 7, all CANEX Managers, and Bases' Personnel Support Programs (PSP) Managers, PSP Directors and Service Income Security Insurance Plan (SISIP) Managers.

Category II – Junior Level

Junior and entry level managers, officers and specialist positions in CFPSA HQ and Category II managers/coordinators on Bases, other than PSP Managers and PSP Directors.

POLICY REQUIREMENTS

4. Eligibility for relocation expenses is as follows:

For Category III employees, relocation expenses are negotiated with the Pres & CEO at time of hire or transfer;

For Category II – Senior Level employees, relocation expenses, as set forth in the NPF Relocation Expenses Table, attached as Annex A, are negotiated at time of hire or transfer. The rates governing NPF travel expense reimbursement are determined by the rates published in the reference CFAO/DAOD's and CPAO's and as from time to time amended; and

Category II – Junior Level employees have no automatic eligibility, but, in exceptional circumstances, when repayment of expenses is considered to be essential for effective staffing action, any repayment is negotiated at the job offer stage.

5. Employees for whom the reimbursement of relocation expenses is approved must sign a three (3) year Relocation Expense Agreement as set forth in Annex B.
6. Employees for whom the reimbursement of relocation expenses has been approved can obtain an advance of up to 90% of the actual out of pocket expenses from the NPF accounting office closest to the point of departure.
7. A relocation expense claim must be submitted within two (2) years of the date of hire or transfer using an Employee Travel Expense Claim (Non-Public Funds).
8. Employees must forward their claim along with original copies of receipts, to CFPSSA HQ, attention the appropriate Division Head.
9. The Chief Financial Officer (CFO) will issue a cheque to the employee.
10. Employees who resign from NPF prior to three (3) years from the date hired or transferred are required to reimburse, on a prorated basis, any relocation expenses.

DELEGATION

11. Division Heads and Base Commanders (BComds) have the authority to approve relocation expenses of Category II employees for whom they have responsibility.

ACCOUNTABILITY

12. Director Corporate Services (DCS) will monitor compliance with this policy by means of reviews.

REFERENCES

13. Treasury Board Secretariat – Travel Administration Guide, CFAO 209-7, CFAO 209-10, CFAO 209-13 or applicable DAODs, CPAO, NPF Claim System Training Manual.

ENQUIRIES

14. Enquiries on the interpretation and application of this policy are to be directed to DCS.

OPI: DCS

**ANNEX A
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CFPSA RELOCATION EXPENSES TABLE

CATEGORIES	RELOCATION EXPENSES AS OF 01 OCT 98
1. Home-hunting travel	<ul style="list-style-type: none"> - expenses covered for both spouse's travel. The total duration of the HHT shall not normally exceed 7 days (6 nights) total, including travel; - five nights lodging (HHT) plus one night lodging (Travel Status); - maximum of two days travelling time; - maximum of seven days of meals at the DND per diem rate in effect at time of travel; - maximum five day rental of a compact car at destination or to get to location; - return transportation by Canadian Forces chartered flight. Use of commercial airline requires prior approval by appropriate CFPSA Division Head; - maximum of one daily ten (10) minute station to station telephone call; and - child care. This benefit is paid per night and not per child. Actual expenses within limitations. \$10/night for a friend or relative, \$15/night for nannies or housekeepers normally residing with the family, \$30/night for individuals providing child care as a regular source of income and who do not reside with the family, and \$55/night for a bonded sitter provided by a company in the business of providing child care services. In all cases receipts are required.
2. Legal fees and disbursements on purchase of a home	<p>In support of recruiting, succession planning, development and operational requirements.</p> <ul style="list-style-type: none"> - Legal fees and disbursements (as per the current established rates applicable for the province).
3. Appraisal, real estate, legal fees and disbursements and mortgage discharge penalties on sale of a home	<p>In support of recruiting, succession planning, development and operational requirements.</p> <ul style="list-style-type: none"> - Appraisal fees (up to two (2) professional appraisals); - Real estate commission (as per the current established rates for MLS services applicable to the province); - Legal fees and disbursements (as per the current established rates applicable to the province); and - Mortgage Discharge Penalties (up to lesser of 3 months interest or \$2,500).
4. Rent lease liability	<p>In support of recruiting, succession planning, development and operational requirements.</p> <ul style="list-style-type: none"> - Lease Termination (up to lesser of 3 month's rent or \$2,500); and - Rent in advance of a move (up to one month's rent).

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5. Movement of furniture and effects	<ul style="list-style-type: none"> - Up to a maximum weight of 20,000 lbs/ 9,090 kg including packing; and - Basic Insurance (up to \$100,000).
6. Interim lodging and meals (IL&M)	<p>Applies to the NPF transferee, spouse and children.</p> <ul style="list-style-type: none"> - three days IL&M at the point of departure; and - up to two days IL&M at the point of destination. <p>Notes:</p> <ol style="list-style-type: none"> 1. Accommodation rates as per the Hotel and Car Rental Directory for Government Employees. 2. Meal expenses as per the authorized per diem.
7. Transportation entitlements and travelling expenses	<p>Applies to the NPF transferee, spouse and children.</p> <ul style="list-style-type: none"> - Mileage rate as per the Department of Finance of Canada lower kilometric rate for one vehicle only; - Meals and accommodation, see above. <p>Note:</p> <p>In determining the entitlement to travelling expenses, an employee authorized to travel by privately-owned vehicle shall be considered to have completed the journey within the following time:</p> <ol style="list-style-type: none"> a. under 650 km – one day; b. over 650 km - one day for each 500 km of the journey; and c. if the last day of the journey is less than 500 km and more than 150 km – one additional day.
8. Relocation allowance	Up to \$200 with a statement of expenditures including applicable receipts.
9. Special needs for people with disabilities	To be negotiated at the job offer stage.
10. Service Agreement	Three years

**ANNEX B
TO SECTION 21**

RELOCATION EXPENSE AGREEMENT

I, **(name of employee)** understand and agree that, as the successful candidate for the competition for **(position title and location)**, the Canadian Forces Personnel Support Agency (CFPSA) will pay my relocation expenses from **(original location)** to **(destination)**, up to a maximum amount of **(insert maximum in words)** dollars (\$----.00) **(insert maximum in digits)** upon submission of supporting original receipts.

I further understand that, should I resign or voluntarily leave my employment as **(position title and location)**, before the expiration of three (3) full years of service, I will be required and hereby undertake to reimburse the CFPSA on a prorated basis, for any and all payments made to me in connection with my relocation expenses.

In addition to any right to pursue reimbursement under this Agreement by arbitration or civil proceeding, the CFPSA shall have the automatic right to obtain direct reimbursement by deducting the amount owing or any portion thereof from any future wages or payments owing to me following notice of my resignation or departure from employment as **(position title and location)**, and this shall be its good and sufficient irrevocable authority to do so. Should the CFPSA terminate my employment, I will not be required to reimburse any relocation expense payments made to me.

The CFPSA shall have the exclusive right to pursue reimbursement under this Agreement by way of either arbitration or civil proceeding should it elect to do so, and I undertake to consent to the Agency's choice in that regard and shall not object to the jurisdiction/forum chosen.

I confirm that I have read and understood this agreement, agree to its terms, and am signing it voluntarily.

Dated at _____ (city) this ____ (day) of _____ (month), _____ (year).

NAME OF WITNESS

NAME OF EMPLOYEE

Name of Employee: _____

Address: _____

