

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 7 RELOCATION EXPENSES

Page 1 of 1

General Statement of Policy

It shall be the policy of the Region of Queens Municipality, that in exceptional circumstances, a new employee may be reimbursed for out-of-pocket moving expenses.

Policy Objectives

To ensure that the most qualified candidates are available for employment by the Region of Queens Municipality.

Policy Directions

1. Where a candidate requests reimbursement for moving expenses, the Chief Administrative Officer will so advise Council.
2. The reimbursement of relocation expenses shall be in the form of a specific dollar amount.
3. Reimbursement shall be restricted to re-location within the Region of Queens Municipality and such shall be carried out within a reasonable time, but not exceeding six months.
4. A copy of receipts verifying moving costs shall be provided to the Chief Administrative Officer prior to payment.
5. Level of reimbursement shall be approved by Council.
6. The reimbursement may be requested to be returned to the Region should the employee terminate employment during the first six months.

Approved by Council: July 15, 2002

Page 12