Moving Allowance Policy- Teaching Staff

Administrative Procedure 2.A.040

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17
Legal Reference:
Date Adopted: December, 2007
Date Amended: July, 2012; March, 2016; April 2020; March 2023
Reviewed: November, 2017; April, 2019; April 2020; October 2020

The Board of Trustees of the School District of Mystery Lake recognizes the hiring of the most qualified and experienced teachers require that the District recruit personnel from throughout Canada. The Board further recognizes that offering a moving allowance incentive to teachers who are required to relocate to Thompson will facilitate the recruitment and retention process. This allowance is for the cost of moving to Thompson.

Guidelines

- A teacher on permanent contract, as defined by policy, shall be eligible to receive a moving allowance not to exceed $4000.00.

- A teacher on a term contract, as defined by policy, shall be eligible to receive a moving allowance not to exceed $2000.00.

- A teacher on a term contract, as defined by policy, whose term is extended or where an offer of a permanent contract is made shall be eligible to receive up to an additional $2000.00 to cover moving costs provided the total moving allowance received by the teacher does not exceed $4,000.00.

- In cases where a teacher is married or in a common law relationship, the following shall be considered:
    - The spouse cannot be in receipt of and/or qualify for a moving allowance from another employer.
    - Where the spouse is in receipt of and/or qualifies for a moving allowance from another employer, the School District shall only reimburse the difference between the amount the spouse receives from their employer and the total amount of moving allowance as previously defined.

- Where both spouses are employed by the School District of Mystery Lake, the moving allowance will be shared equally among the two employees to the maximum of one (1) moving allowance as previously defined.

Repayment of Moving Allowance

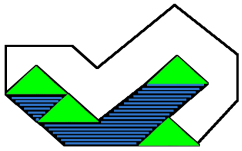
- A teacher who resigns or who is terminated for just cause prior to completing two (2) consecutive years of service shall be required to repay the District a pro-rated portion of the amount received.

- A teacher, with the exception of a term teacher, who is notified by the Board that their services are not required due to a shortage of work within the two (2) year period of service, shall not be required to repay the District in whole or in part.

Procedures

- The teacher shall be required to sign all prescribed forms prior to payment being issued. (Appendix A and B)

- Approved claims shall be forwarded to the payroll officer for processing.



Appendix A

Moving Allowance Agreement of Understanding

I, _____, acknowledge as per procedure 2.A.40 of the
(Print Name)

Administrative Procedural Manual of the School District of Mystery Lake that:

1. The funds that I have received are fully forgivable after two consecutive years of employment with the School District of Mystery Lake _____ and;
(initial)

2. If I resign or if my employment is terminated for just cause prior to completing two (2) consecutive years of service I shall be required to repay the District a pro-rated portion of the amount received _____ and;
(initial)

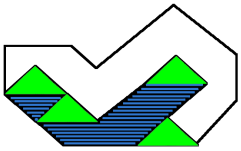
3. If my employment is terminated as a result of a shortage of work within the two (2) year period of service I shall not be required to repay the District in whole or in part _____ and;
(initial)

4. My spouse is in receipt of and/or qualifies for a moving allowance from their employer. Initial applicable box ☐ Yes ☐ No

5. The School District shall only reimburse the difference between the amount my spouse received from their employer and the total maximum amount of allowed moving expenses as per procedure 2.A.40 _____.
(initial)

_____ _____
Employee Signature Date

_____ _____
Witness Signature Date



Appendix B

Moving Allowance Form

Name: _____ **School:** _____
Start Date: _____
Details of Move

Complete address details of your old residence

Complete address details of your new address

Date of Move_____
Permanent contract or term contract. _____
Was your spouse in receipt of moving expenses from their employer?

☐ **Yes** ☐ **No** **Amount $**_____

_____ _____
Signature of Teacher **Date**

_____ _____ **$**_____
Superintendent **Date** **Allowance Approved**