Moving Allowance Policy- Non-Teaching Staff

Administrative Procedure 2.A.045

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17
Legal Reference:
Date Adopted: February, 2005
Date Amended: July, 2012
Date Reviewed: November 2017; April, 2019; October 2020

A moving allowance to a maximum of $500.00 will be paid to an employee of the School District of Mystery Lake, providing that the spouse is not in receipt of or does not qualify for a moving allowance. In situations where another employer or Government agency provides moving allowance less than that provided by the School District of Mystery Lake, the employee will be reimbursed the difference, but the total moving allowance shall not exceed that provided by the District.

This allowance will be paid providing:

- That the employee must present validated, acceptable evidence of expenses incurred in moving.

  Acceptable expenses include:
  - Public transportation costs
  - Gas costs for private transportation
  - Meals and accommodation costs en route direct
  - Car, truck and U-haul rental costs
  - Freight costs for household goods

- In the event that the employee resigns before a two (2) year period of service is complete, the employee will repay the District a pro-rated portion of the amount received.
- If the employee is notified by the Board that his/her services are not required within the two (2) year period of service, then no portion of the moving allowance is repayable to the District.

School District of Mystery Lake
Agreement of Understanding
Moving Allowance for Support Staff

I, _____, acknowledge that the School District of Mystery Lake incurred costs of $_____ for my professional development on _____, 20_____.

I further acknowledge that as per GCFA-1) of the Procedural Manual of the School District of Mystery Lake that:

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

2. If I resign prior to competing two (2) consecutive years of service I shall be required to repay the District a pro-rated portion of the amount received _____. (Initial) and;

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 _____(Initial).

_____ _____
Employee Signature Date

_____ _____
Witness Signature Date