Moving Allowance Policy- Administrative Staff

Administrative Procedure 2.A.050

Board Governance Policy Cross Reference: 1, 2, 3, 16, 17
Legal Reference:
Date Adopted: November, 1973
Date Amended: July, 1977; Feb, 1983; Feb 2005; July, 2012; Nov 2017; April, 2019
Date Reviewed: October 2020

A moving and travel allowance will be provided for all reasonable household items when administrative staff (senior administration, principals and vice principals) are recruited from outside the District. This allowance will include:

- Payment of transportation of household belonging excluding storage charges to a maximum of $6,000.00
- Required packing and crating charges
- Insurance charges for household belongings while in transit at the current tariff rate
- Travel including overnight accommodation and meal allowances if required, to Thompson for the employee and spouse at a rate of $55.00 per person per day. Mileage will be paid if the employee possesses a personal car or the rate of an equivalent economy airfare. Transportation allowance shall be the lesser amount of car costs and airfare.

In the event of special circumstances which prevent early obtainment of accommodation in Thompson, which results in unexpected expenditures, application for some reimbursement of this additional relocation cost may be made to the Board.

The moving allowance will be available, subject to the following conditions:

- The employee must contract to remain in the service of the District for a minimum of two (2) years. In the event of an employee's resignation in less than two (2) years, the employee will be required to repay the District a pro-rated portion of the amount received for moving and travel to the District.
- The employee shall submit validated, acceptable evidence of expenses incurred in moving his/her personal effects, or two estimates from moving companies along with an indication of his/her choice of mover, in the event the cost is to be billed to the District. The lower of the two estimates will be paid.

- If the employee is notified by the Board that his/her services are not required within two (2) years of the date of hire, no portion of the moving allowance will be repayable to the District.

Moving Allowance Agreement of Understanding

I, _____, acknowledge that I received a moving allowance
(Print Name)

amount of _____ on the _____ day of _____, _____.
(month) (year)

I further acknowledge that as per procedure 2.A.50 of the 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 _____ .
(initial)

_____ _____
Employee Signature Date

_____ _____
Witness Signature Date