

means the dean

- 3.01 Exceptions to eligibility may be considered by the Associate Vice-President Faculty Relations or the Associate Vice-President Human Resources on a case-by-case basis.
- 4.00 Travel assistance is available for faculty and librarians with appointments of less than two years – see the [Relocation Assistance Procedures](#).
- 5.00 Home loan support is available to eligible faculty, librarians, and senior excluded staff, pursuant to the [Home Loan Support Program Procedures](#).
- 6.00 At the time of appointment, relocation assistance or travel assistance may be provided to eligible new employees to assist with the cost of their relocation as approved by the appropriate administrative authority.

#### House Hunting

- 7.00 The university will reimburse reasonable house hunting expenses in accordance with this policy's procedures and the [Travel and Business Expenses Policy](#).

#### Relocation Expenses

- 8.00 Relocation assistance in the form of a lump sum or reimbursement for eligible expenses will be documented in the letter of appointment and offered in accordance with the procedures and subject to the following categories of eligibility:
- (a) faculty members and librarians relocating from within Canada: relocation assistance may, in the discretion of the administrative authority, be paid either in the form of a lump sum, or reimbursement upon submission of receipts;
  - (b) faculty members and librarians relocating from outside Canada: relocation expenses will be reimbursed upon submission of receipts; and
  - (c) senior excluded appointments: relocation expenses will be reimbursed upon submission of receipts.
- 9.00 All forms of relocation assistance are intended to assist with the applicant's move, and are not intended to cover all expenses that may be incurred.
- 10.00 Relocation assistance is subject to the limits set out in the [Relocation Assistance Procedures](#). Eligible and ineligible relocation expenses are outlined in these procedures.

#### Income Tax

12.00 For non-Canadian residents, the CRA does not permit a tax deduction for moving expenses, potentially resulting in a taxable allowance that cannot be offset. Therefore, non-Canadian resident appointees are reimbursed for their actual moving costs instead of receiving the lump sum. Reimbursements with supporting receipts are non-taxable.

Repayment

13.00 If a recipient of funds under this policy leaves the university prior to completing 24 calendar months of full time (or equivalent) service, the recipient must repay on a pro-rata basis any relocation assistance funds they have received.

14.00 The authorities and officers for this policy are:

(i) Approving Authority: Board of Governors

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Vice-President Academic  
and Provost; Vice-President Finance and Operations  
Associate Vice-President  
Faculty Relations and Academic Administration;  
Associate Vice-President Human Resources

June 2019  
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none

[Relocation Assistance \(HR6405\)](#)

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Relocation Assistance

- 1.00 The amount of relocation assistance provided in the appointment letter is approved through the normal appointment letter approval process. The amounts in Table 1 are the normal maximums for relocation assistance.

Distance of Move	Maximum
50 – 1,000 km	\$7,850
1,001 – 2,500 km	\$12,150
2,501 – 4,000 km	\$18,150
4,001 km or more	\$18,800
Overseas	\$23,500

- 2.00 The maximum amounts in Table 1 may be exceeded if approved by the administrative authority for faculty and librarians, or the applicable vice-president (in consultation with the Associate Vice-President Human Resources) for senior excluded staff. The provisions of the Relocation Assistance policy on income tax implications will apply to all additional funds.
- 3.00 In determining the amount of assistance offered, factors which must be considered include the following:
- x recruitment priority;
  - x the appointee's personal situation, such as number of dependents and actual real estate/moving costs;
  - x budgetary constraints;
  - x operational needs of the

Limited Term Appointments

- 6.00 Full-time faculty and librarians with appointments of less than two years are eligible for travel assistance.
- 7.00 The total amount of travel assistance provided will not exceed one month's salary if the appointee moves from within Canada or the continental United States, or two months' salary if moving from elsewhere.
- 8.00 Persons who accept regular faculty or librarian appointments at the expiration of their initial term of appointment will be eligible for relocation assistance as detailed above, less the amount of any travel assistance already received.

Eligible Relocation Expenses

- 9.00 Expenses for which reimbursement can normally be claimed are described in the following table. The administrative authority may approve exceptions to these categories in writing, with a copy of the approval to the relevant vice-president.

House Hunting Expenses	
Eligible	Not Eligible

- x Economy Class airfare, accommodations, meals, local travel, and other reasonable

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- x Expenses related to the relocation of pets up to a maximum of \$100
- x Reasonable legal expenses incurred in selling appointee's residence and purchasing a residence in Victoria
- x Cleaning or repair
- x









- 10.00 When a Member sells the residence for which the home loan was originally made, the amount of the home loan then unpaid must be repaid to the university.
- 11.00 The university may, in its discretion, agree to allow the Member to transfer the home loan to a principal residence that the Member is purchasing after sale of the original residence. In this circumstance, it is expected that the loan-to-value ratio on the new property would not exceed 90% and that the Member