



Policy Name	EMPLOYEE RELOCATION ASSISTANCE			<i>Revised</i>
Policy Number	HR-06	Category	Human Resources	
Policy Authority	Director, Human Resources		Approval Date	February 5, 2025
Executive Sponsor	Vice-President, Administration and Finance		Next Review Date	February 5, 2028
Approved By	President and CEO		Frequency of Review	every 3 years

1. POLICY OBJECTIVE

This policy outlines the criteria for payment of relocation assistance to eligible new employees, to provide support with relocating from their current primary residence to work at Medicine Hat College (MHC).

2. SCOPE

This policy applies to new employees hired to full-time or part-time permanent appointments that require the employee to relocate a distance of more than 100 kilometers from their current primary residence in order to report to work.

3. PRINCIPLES

To foster a supportive culture, MHC offers financial assistance to support eligible new employees when relocating.

4. DIRECTIVES

- 4.1. The Director, Human Resources or designate, in consultation with the appropriate supervisor, is responsible for reviewing the appointment and approving the relocation assistance prior to a formal or informal offer to a prospective employee.
- 4.2. MHC will provide a taxable relocation allowance in the amount of one month's gross pay upon submitting proof of relocation; receipts are not required.
- 4.3. Relocation assistance will be paid through the payroll system, in accordance with the MHC payroll calendar, and will be included in the employee's taxable earnings and T4 at year-end.
- 4.4. If an employee voluntarily terminates employment from the college within 24 months of being hired, the employee will return one-twenty-fourth of the allowance received for each month that the employee is short of the full 24 months.
- 4.5. The employee must submit proof of relocation within 12 months of commencement of employment to receive relocation assistance. Failure to access this allowance prior to that date will result in the forfeit of its availability. In the event of an emergency situation an extension of up to six months maybe considered by the Director, Human Resources.

Original Copy Signed

Kevin Shufflebotham
President and CEO
Date: February 5, 2025

Original Copy Signed

Wayne Resch
Vice-President, Administration and Finance
Date: February 5, 2025

Additional Information	Location
HR-14 Employment Recruitment Policy	MHC Website and Policy SharePoint