
Moving Expenses (Excluded Employees)

Policy No.:	1508
Category:	Human Resources
Approving Body:	Leadership Team
Executive Division:	Human Resources
Department Responsible:	Human Resources
Current Approved Date:	2017 Mar 30

Policy Statement

Where BCIT agrees to reimburse a newly-hired employee for expenses incurred to move the employee, his or her family, and their household effects to the Lower Mainland area of British Columbia from another location, such reimbursement is subject to the terms and conditions set out in this policy.

Purpose of Policy

This policy defines the terms under which newly-hired excluded employees may be offered reimbursement for moving expenses.

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Application of this Policy

This policy applies to BCIT employees who are excluded from BCIT's unionized bargaining units.

Related Documents and Legislation

Canada Revenue Agency Income Tax Folio, S1-F3-C4, Moving Expenses

Definitions

None.

Terms and Conditions

To be eligible for reimbursement, a moving expense incurred by an employee must:

- a. qualify under Canada Revenue Agency guidelines as a non-taxable moving expense; and
- b. be supported by an original receipt that is satisfactory to BCIT.

Where BCIT agrees to reimburse a newly-hired employee for moving expenses, the agreement must specify the overall maximum amount that BCIT will reimburse for moving expenses, and may also specify maximums for any of the individual moving expense categories.

All claims for reimbursement of moving expenses must be submitted by the employee to the Director, Human Resources, no later than twelve (12) months following the employee's date of hire.

All reimbursement payments must be authorized and signed by the Director, Human Resources.

If the employee resigns, or if the employee is dismissed for cause, before the employee has completed twenty-four (24) months of employment, the employee is required to repay to BCIT a portion of the moving expenses reimbursed to the employee. The portion of the moving expenses to be repaid by the employee is determined by the formula $(a \times b \div 24)$, where:

- a is the total amount of the moving expenses reimbursed to the employee by BCIT;
- b is the number of complete months remaining before twenty-four (24) months of employment have been completed by the employee.

If the employee's employment is terminated by BCIT without cause, the employee is not required to repay any portion of the moving expenses reimbursed by BCIT.

Nothing in this policy requires BCIT to agree to reimburse any person for moving expenses.

Duties and Responsibilities

Vice President, Human Resources and People Development

The Vice President, Human Resources and People Development has overall accountability for this policy.

Director, Human Resources

The Director, Human Resources is responsible for:

- Ensuring compliance with this policy
- Where BCIT has agreed to reimburse an employee for moving expenses, signing and authorizing the agreement

Procedures Associated With This Policy

None.

Forms Associated With This Policy

None.

Amendment History

1. Created 2017 Mar 30

Scheduled Review Date

2022 Mar 30