

## RELOCATION ASSISTANCE

### - POLICY -

Relocation assistance of up to \$500 will be granted to an employee who changes residence as a result of a board-initiated transfer to a new work location. The new work location must involve travel by water or involve travel by road for a distance in excess of 40 kilometers from the previous work location. Application for payment of the relocation assistance must be supported by original copies of receipts and submitted in writing to the secretary-treasurer within 90 days of the effective date of transfer.

Employees who are newly appointed from outside the school district will be entitled to relocation assistance of up to \$1,500. After three months of service, \$500 of the relocation assistance is payable to the employee. A further \$500 is payable at the end of ten months of service, provided the employee commits to remain as an employee in the following year. The final \$500 is payable at the end of the second year of service. Application for payment of the relocation assistance must be supported by original copies of receipts and submitted in writing to the secretary-treasurer within three months of the employee's date of employment. The second and third installments are payable automatically after the required service is met, provided sufficient receipts are submitted with the initial application.