

# Moving / Relocation Policy



## 1. POLICY

- The Province of Nova Scotia is committed to providing relocation assistance to employees upon transfer, in a manner that is most efficient with the most reasonable cost for the employing department and having a minimum detrimental effect on the employee. The Province of Nova Scotia is also committed to using the right tools to attract the right employees and may choose to extend relocation assistance on appointment. This assistance is intended to offset some of the costs of relocation.

## 2. PURPOSE

- To establish a standard mechanism to assist recruitment, when necessary, to meet the operational needs of the department; and
- To provide direction and guidance to departments, managers, employees and appointees on processes and reasonable reimbursable expenses related to moving and relocation, upon employee transfer or new appointment.

## 3. SCOPE

- This policy applies to all non-bargaining unit civil service employees and to new non-bargaining unit appointees. Bargaining unit employees are covered by the Memorandum of Agreement on "Removal Expense" under the Civil Service Master Agreement between the Public Service Commission and the Nova Scotia Government and General Employees Union.

## 4. RESPONSIBILITY

- **MINISTER OF THE APPOINTING DEPARTMENT** is responsible to:
- review and approve any assistance above-stated
- **TREASURY AND POLICY BOARD** is responsible to:
- approve additional assistance due to financial hardship upon employee
- **DEPUTY HEAD** is responsible to:
- Comply with the terms of this policy within their department.
- review and approve all claims made under this policy, including ensuring that

maximums established for the relocation are not exceeded.

- review and approve any relocation assistance on appointment, that they deem appropriate.
- authorize extension of time for seeking a new residence, storage of effects, etc. as per Appendix 7-C: Permitted Expenses.
- approve expense categories that are not contemplated by this policy, which are reasonable under the
- **MANAGERS/SUPERVISORS are responsible to:**
- Obtain deputy Head approval for any offer of relocation assistance.
- inform employees/appointees who have been approved for relocation assistance of the terms set out in this policy.
- safeguard against any commitments being made to an employee/ appointee that contravenes the terms set out in this
- **APPOINTEES/EMPLOYEES are responsible to:**
- request relocation assistance and claim expenses in a responsible
- make claims, with the appropriate receipts, for expenses on appointment or transfer in accordance with the terms of this policy.
- fulfil the requirements of any Return of Service

## 5. MONITORING

- The PSC is responsible for monitoring the effectiveness and consistent application of this The PSC, jointly with the Internal Audit and Risk Management Centre, may periodically conduct audits of departmental practices and request access to data maintained by departments with respect to this policy.

## 6. DEFINITIONS

- **APPOINTEE**

A person appointed to a civil service position on a continuing full-time basis and others deemed by the Public Service Commission to be appointees for the purpose of this policy.

- **DAY**

A calendar day.

- **DEPARTMENT**

Department, office or public service entity established by the Government of Nova Scotia, as identified under Category 1 in Appendix 1-A of the Corporate Administrative Policy Manuals Policy.

- **DEPENDENTS**

The spouse of an appointee or an employee; an appointee's or employee's child who has not passed their 19th birthday, or in respect of whom the appointee or employee is entitled to an exemption under the *Income Tax Act*; or any relative of an appointee or employee who is a member of the appointee's or employee's household and who is dependent on them for support by reason of incapacity or ill health, provided the appointee or employee certifies that they are entitled to an exemption under the *Income Tax Act* with respect to that relative or member of the household.

- **DEPUTY HEAD**

The deputy of the member of the Executive Council presiding over a department and all others whom Governor in Council from time to time designates as having Deputy Head status.

- **HOUSEHOLD EFFECTS**

The furniture, household equipment, and personal effects of an employee or appointee and their dependents used in the regular dwelling, excluding livestock, lumber, heavy equipment, or similar items and any items used in connection with a secondary source of family income.

- **PLACE OF DUTY**

The location of the official station or headquarters at or from which an employee or appointee ordinarily performs their duties.

- **RELOCATION EXPENSE**

The cost incurred by an employee or appointee, who has been appointed or transferred, to affect the appointment or transfer, subject to prescribed limitations.

- **SPOUSE**

A person who is married to another person and includes a person who, not being married to another, lives together with another person as the other person's spouse and has done so for at least one year.

## **7. TRANSFER**

The transfer of civil service employees, and others deemed by the Public Service Commission to be transferring employees, that are initiated by the employing department.

## **8. REFERENCES**

- *Nova Scotia Civil Service Act and Regulations*

Kilometrage Rates, Monthly Allowances, and Transportation Allowances Regulations  
NSGEU Civil Service Master Agreement

Corporate Administrative Policy Manuals – Travel Policy Return of Service Guidelines

Moving and Relocation Guidelines

## **9. PROCEDURE**

- **Relocation by Transfers and Appointments**

- Transferring employees and new appointees may be eligible for relocation reimbursement or assistance under this policy and must use the most efficient and economical means of travel, accommodation, and moving of household effects. All claims must also be consistent with the provisions of the Nova Scotia Government Travel Policy.

- **Self-Move**
- A transferring employee or an appointee may move their household effects in a manner that is efficient, safe and economical, but in no case, shall the cost exceed the amount that would be charged by a licensed, certified carrier.
- **Moving Company**
- If an employee/appointee wishes to be reimbursed for the use of a moving company, they must adhere to the Policy Objectives found within the Nova Scotia Sustainable Procurement These objectives support responsible management of public resources, transparency, accountability and sustainability.
- Working with the hiring Department, a transferring employee or an appointee is expected to obtain competitive quotes using the Moving Company Procurement Form provided in Appendix 7-A.
- The selected moving company will be required to meet the criteria outlined in Appendix 7-A. In all cases, unless otherwise authorized by the Deputy Head, the award will be made to the quote that provides the best value.
- Departments are responsible and accountable for all decisions and transactions related to the selection of a moving company, and must retain all records associated with the procurement activity.
- **Method of Travel**
- If the employee/appointee and their dependents travel by automobile, the employee/appointee may be reimbursed at the allowable kilometrage rate, as set out in the Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations under the *Civil Service*
- If the employee/appointee and their dependents travel by bus, train or aircraft, the employee/appointee may be reimbursed according to the Government of Nova Scotia Travel
- **Other Expenses**
- Expenses not outlined in this policy must be approved by the Deputy Head of the employing/appointing department, as deemed reasonable under the circumstances and while remaining within the prescribed thresholds.
- **Reimbursement for Relocation Expenses**
- All requests for reimbursement for relocation expenses must include a signed copy of the Request and Approval for Moving and Relocation Expenses Form in Appendix 7-B. A list of eligible expense types is provided in Appendix 7-C:
- Permitted Expenses. The Request form must be prepared by the hiring manager, signed by the Deputy Head of the department, and provided to the employee/appointee before relocation expenses are incurred.

## 10. MOVING EXPENSES ON EMPLOYEE TRANSFER

- From time to time the employer may relocate the ordinary place of business necessitating the transfer of the employee(s). In these circumstances, assistance with relocation expenses will be offered to the employee.
- **Notification of Employee**
- For any transfer, the terms and conditions of reimbursement are to be discussed with the employee at the time of notification of transfer. No Minister, Deputy Head, or departmental official shall make any commitment to any employee that contravenes the terms set out in this section.
- **Certification of Claims**
- The Deputy Head of the employing department shall certify all claims made under this policy as being (1) in accordance with this policy, and (2) just and reasonable, before any payment is made.
- **Transfer of Spouses**
- If an employee has a spouse who is also an employee and both parties are transferred to the same place, the terms and conditions of this policy apply as

to an employee and spouse, not as two separate employees.

- **Minimum Distance Qualification**

- There is a minimum distance qualification that governs the eligibility of an employee for reimbursement of relocation expenses. Generally, expenses will not be paid where the old and new places of duty are within the same metropolitan area or within reasonable commuting distance of each other.

Specifically, relocation expenses will not be paid unless:

- the new place of duty is outside a radius of 32 kilometers (20 miles) from the old place of duty; and
- the new residence is outside a radius of 32 kilometers (20 miles) from the old

- **Reimbursement of invoices prior to relocation**

- If the employee incurs expenses related to their transfer or relocation before receiving written notification or confirmation of transfer or relocation, the employing department may reimburse the employee for such expenses where the employing department is satisfied the expenses were incurred in anticipation of the transfer or relocation.

- **Financial Hardship**

- Where, in the opinion of the Deputy Head, an employee suffers financial hardship due to transfer, additional assistance, as per Appendix 7-C: Permitted Expenses, may be approved in compensation for such hardship by Treasury and Policy Board, upon recommendation of the Deputy

## 11. MOVING EXPENSES ON APPOINTMENT

- (a) An appointing department may provide relocation assistance to an appointee to offset travel and relocation expenses when in the opinion of the Deputy Head of the appointing department it is deemed necessary or advisable to recruit the individual. Deputy Head approval for relocation assistance is required prior to advising the appointee of this assistance. No expenses incurred prior to confirmation of approval are eligible for reimbursement.

- **Minimum Distance Qualification**

- Only appointees who live outside 160 kilometers (100 miles) of the place of duty or who are not residents of the Province of Nova Scotia qualify for assistance towards relocation expenses.

- **Maximum Reimbursement**

- For appointees, relocation assistance under this policy is intended to offset the costs of relocation and not intended to cover the full costs of relocation.

As such, the appointing department may offer relocation assistance that does not exceed the following amounts:

Driving Distance	Assistance Amount
160 – 1000 kms	\$0 – \$10,000
1001 – 3500 kms	\$0 – \$15,000
3501 or more kms	\$0 – \$17,000
Overseas*	\$0 – \$23,500

\*Overseas range is outside of Canada and Continental United States.

- **Variation in Allowable Expenses**

- Expenses associated with travel and relocation that exceed the amounts above will be permitted only following approval by the Minister, upon recommendation

of the Deputy Head.

**• Return of Service Commitment**

- An appointee who receives reimbursement for relocation expenses for any appointment but does not remain in the continuous employ of the Province of Nova Scotia for a two-year period (or, if less than the stated maximums, such period negotiated between employee and hiring manager) is responsible for repaying to the government prior to their departure a prorated proportion of the reimbursement received as per the Return of Service Guidelines.
- This requirement shall not apply to any employee or appointee whose employment is terminated through no fault of the employee, subject to the approval of the Deputy Head of the employing or appointing department.

## **12. ATTACHMENTS**

Appendix 7-A: Moving Company Procurement Form

Appendix 7-B: Request and Approval for Moving and Relocation Expenses Form  
Appendix 7-C: Permitted Expenses

### ***Appendix 7-A***

#### **Moving Company Procurement Form**

**Instructions:** This response form can be emailed to each moving company requested to provide quotes.

Moving Company Name (full legal name)

Date

Street Address

City, Province/State

Postal Code/Zip Code

Phone Number

Company Website (if any)

Respondent Contact Name and Title

Respondent Contact Phone

Respondent Contact Email

#### **Pricing Submission**

Total Price Quoted

\$

Please add a separate line for each additional fee/charge not included in the total price quoted. This may include, but not limited to, storage, in transit, and warehouse fees.

#### **Additional Required Information**

In support of the Nova Scotia Sustainable Procurement Policy, you must provide the following along with your quote:

Proof of an independent third-party audit of your health and safety management system performed by an audit provider approved by the Workers' Compensation Board of your provincial jurisdiction or a valid letter of good standing from a WCB-approved audit provider indicating you are in the process of qualifying for WCB Safety Certified accreditation.

A signed declaration as found below, returned with your quote.

The vendor hereby guarantees that all packing materials used in the above quote submitted to the Province of Nova Scotia can be:

Taken back by the vendor and reused (corrugated box take back programs, blanket wraps or reusable plastic containers); and/or

Recycled by commonly available methods in Nova Scotia. Note: Polystyrene, combination bonded materials (e.g., paper bonded to plastic) cannot be recycled in Nova Scotia; and/or

Composted e.g., organic packing materials like popcorn.

Company Name:

Name and title of Person Signing:

Company Contact Information:

Signature: I have authority to bind the Vendor.

#### **Additional Optional Information**

Please indicate whether the company has a program in place to increase fuel efficiency and reduce greenhouse gas emissions through actions such as reducing idling (through corporate policy and idle reducing equipment such as battery powered lifts), reducing highway speed, regular mechanical and safety inspections on all trucks, regular truck maintenance, and regular fleet replacement with more efficient models etc.

Yes                    No                    Describe Briefly:

#### **Appendix 7-B**

#### **Request and Approval for Moving and Relocation Expenses Form**

All moving and relocation expenses on appointment require prior authorization by the Deputy Head of the appointing department. All expenses incurred must be supported by itemized receipts. Refer to the Moving and Relocation Policy for further information, including the prescribed assistance thresholds.

#### **Relocation Details**

Date of Request

Department

Branch/Division

Employee Name

Title

Origin/Destination

Approximate Relocation Date

**Cost Assignment**

Total Price Quoted

Business Area

Cost Centre

GL 816100

Total Expenses approved for employee

**Approval**

Prepared by:

Hiring Manager Date

Deputy Head Date

Please include this document as part of the reimbursement process and forward to Accounts Payable.

**Appendix 7-C**

**Permitted Expenses**

The employing department may pay:

- Travel expenses incurred by the employee and their spouse, including living expenses for not more than 10 days for the purpose of locating new Further extensions require the prior approval of the Deputy Head.
- Temporary living expenses of a single employee without dependents to a maximum of 14 days, and for an employee and their dependents to a maximum of 30 days, extended if necessary for a further 14 days at the discretion of the Deputy Head. Further extensions require prior approval of the Deputy Head.
- Realty agency costs incurred by the employee in selling their old residence, including multiple listing charges, provided that the residence is listed for sale within 60 days of the relocation notification, or if not listed within 60 days of the relocation notification, the Deputy Head is satisfied that the expenses relate to the employee's
- The actual expenses of fulfilling the employee's legal liability under a lease for accommodation at the place from which the employee was relocated.
- The actual legal fees and disbursements, including recording fees, deed transfer taxes and survey fees, paid by the employee in the sale or purchase of a home due to
- Fees related to packing, unpacking, cartage, and freight of the employee's household effects and storage of these effects to a maximum of 30 days, including insurance while in storage and/or in transit. Storage charges on household effects for more than 30 days will not be considered a relocation expense, unless the Deputy Head of the employing department certifies that the

excess period of storage is necessary due to circumstances beyond the control of the employee.

- Miscellaneous expenses, such as disconnecting and connecting telephones, cable TV, computer equipment, stoves, and other household equipment
- cleaning drapes and rugs, or as an allowance towards the purchase of drapes and rugs similar to those in use by the employee prior to their relocation any other expenses as approved by the Deputy Head of the employing/appointing department.
- Relocation expenses for a mobile home, including disconnecting and reconnecting services, provided that the total cost of such a move does not exceed the cost of comparable relocation expenses involving conventional
- Part or all of the duplicate housing costs, e.g. the interest portion of a mortgage, property insurance, and utility costs paid for the employee's former residence for a period when the employee is also occupying and paying mortgage or other interest for a new residence. Such reimbursement shall be limited to \$2,000, or three months' worth of duplicate expenses, whichever is
- All or part of interest payments for a bridging loan to enable the employee to meet the down payment of a new residence while awaiting the sale of their former residence. Such interest charges may be claimed for three months or \$5,000, whichever is less. The bridging loan may not be for an amount larger than 25 percent of the purchase price of the new