

GUIDELINES
INTERVIEW EXPENSE & RELOCATION

Recruitment Interview Expenses

Hiring managers/supervisors may approve reimbursement of expenses for applicants where travel is in excess of 100 kilometers. The hiring supervisor may approve travel, overnight accommodation, meals, gratuities and other reasonable expenses related to the interview.

Relocation Expenses

New Employees may be reimbursed for expenses of:

- I) One house hunting trip for up to five (5) days for the employee and spouse;
- II) Expenses, up to a maximum of fourteen (14) days for an employee with no dependents and thirty (30) days for one with dependents. This includes moving, transportation en-route, and temporary living requirements:
 - a. Airline tickets need to be Economy Class and be supported by receipts;
 - b. Accommodations at hotels require receipts;
 - c. Taxi fares require receipts;
 - d. Private accommodation and daily meal allowance (receipts required) are reimbursed at the rate stipulated in the Employee Business Expenses – Local and Out of Town Directive A1415;
 - e. Use of a private vehicle is reimbursed at the rate stipulated in the Private Vehicle Reimbursement Directive A1413;
 - f. Moving expenses include: packing and unpacking, transportation, up to thirty (30) days storage, disconnecting and connecting appliances (does not include additional wiring, pipes or vents), dismantling of playground equipment, sheds, or game tables. Insurance is applied on the declared value at a maximum of \$2.00 per pound.
- III) For General Manager positions, entitlements are generally negotiated as part of the job offer and may include an incidental expense allowance of up to three percent (3%) of the employee's annual salary; these expenses must be supported with receipts;
- IV) Real estate and legal fees on the sale of his/her former residence and purchase of the new residence;
- V) Or an agreed upon fixed amount not to exceed \$10,000 subject to Branch Manager approval.

To be eligible for relocation expenses greater than \$10,000 the new employee must reside within the City of Edmonton.

Additional Information about Moving

Items that are not covered under moving expenses include the shipping of boats, snowmobiles, water craft in excess of 12 feet, trailers, perishable or frozen foods, plants, fuel, patio stones, building materials, empty bottles (exclusive of preserving jars) or permanent outdoor barbeques.

Non-admissible charges for service include: costs of snow removal, pick-up delivery charges not included in transportation/storage charges, access to storage charges, cleaning of residences, fumigation or moth proofing, or installation/removal charges for valance boxes, curtain rods and wall hooks.

Charges for hanging of draperies and furnishings are covered by the lump sum incidental charges payment (refer to Relocation Expenses Step III).

The City of Edmonton will not consider reimbursement of any applicant's possessions which have been lost, damaged or stolen in the process of relocation.

As per the Administrative Procedure, an employee who resigns prior to twenty four (24) months of employment from a position for which relocation expenses up to \$10,000 were paid, will reimburse expenses paid by the City on a pro-rata basis. An employee who resigns prior to thirty-six months of employment from a position for which relocation expenses exceeding \$10,000 were paid, will reimburse expenses paid by the City on a pro-rata basis.