



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: RELOCATION

Policy No.	HR-409	Division	Human Resources
Supersedes	N/A	Board Policy Ref.	BP-HR-400B
Related Procedure	HR-409-PR	Effective Date:	October 5, 2010 (R1)

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure consistent practice for payment associated with relocation expenses incurred through a job competition.

This policy applies to all qualifying employees of the College and is authorized under Section 15 of *The College Act, 1996*, the Support Staff Agreement and the Faculty Collective Agreement.

2. POLICY

It is the policy of the College that qualifying employees who are required, through a job competition, to relocate a minimum of 80 kilometers from their permanent residence at the request of the College will be reimbursed relocation expenses.

3. PROCEDURE

The Executive Director of Human Resources shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	February 19, 2008
Revision 1	October 5, 2010
Next Review	October 2013