

---

## CUPE Employee Relocation of Residence Outside Alberta Policy

---

### Department Policy Number

200 001

### Effective Date

January 1, 2001

### Purpose

Collective agreements at Athabasca University fall under Alberta legislation making the jurisdiction of the CUPE-The Governors of Athabasca University agreement binding only in Alberta. The Strategic University Plan identifies cost-effective training and support of tutors as reasons for recruiting tutors, where possible, from the greater Edmonton area. This policy determines what happens when a person employed under the CUPE-The Governors of Athabasca University collective agreement relocates residence outside Alberta.

### Definitions

<b>CUPE</b>	employee: employee of Athabasca University hired as an academic expert, indefinite term marker, learning facilitator, tutor, or other employment category in the CUPE-The Governors of Athabasca University collective agreement.
<b>Residence</b>	the permanent address of a CUPE employee, which is not expected to change for a period greater than six months.
<b>Notice</b>	shall be in writing and may be provided by Canada Post, couriered letter, fax transmission, or e-mail.

### Policy

A CUPE employee who relocates residence outside Alberta is no longer subject to the terms and conditions of the CUPE-The Governors of Athabasca University collective agreement. Relocation of residence outside Alberta may result in termination of employment.



## **Regulation**

A CUPE employee who relocates residence outside Alberta shall give notice two months in advance of the date of relocation.

If a CUPE employee temporarily lives outside Alberta for a period less than six months, employment will be governed by the CUPE-The Governors of Athabasca University collective agreement.

Termination of employment will, at the sole discretion of the University, be given effective on or after the date of relocation. Notice of termination will be a minimum of 30 days.

The Coordinator Learning Services - Tutorial may extend a work assignment after relocation for an indefinite period. The University shall be able, at its sole discretion, to terminate such an extension upon thirty days' notice.

If a work assignment continues after relocation of residence, incremental costs associated with the out-of-province work assignment will be paid for by the individual. Exceptions to this will be at the University's discretion.

The Coordinator Learning Services - Tutorial, may delegate the duties and responsibilities outlined in this policy.

## **Procedure**

1. Two months (or as soon as possible) before relocating residence outside Alberta, a CUPE employee gives notice to the Coordinator Learning Services - Tutorial.
2. Upon receipt of the notice, the Coordinator Learning Services - Tutorial, in consultation with the employee will determine:
  - if this constitutes a permanent change of residence;
  - whether the CUPE employee's specialist skills require continuance of the work assignment beyond the date of change of residence, and if so, for how long, and the nature and conditions of the contractual relationship;
  - when appropriate, the termination of employment and arrangements for the transfer of students, and return/transfer of materials, equipment, files, etc.
3. An agreement will be reached that outlines the conditions and timing of assignment of work, termination, or continuance.

## **Approved By**

Executive Group, October 1, 2000



**Amended Date/Motion No.**

Revised 30 August 2005  
Revised, 08 January 2001

**Related References, Policies, and Procedures**

[CUPE-The Governors of Athabasca University Collective Agreement](#)

**Applicable Legislation/Regulation**

[\*Public Service Employee Relations Act\*](#)

**Responsible Position/Department**

Coordinator Learning Services - Tutorial