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## Relocation Allowances for Executive Officers Policy

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<b>Policy Sponsor:</b>	AUGC Executive Committee
<b>Policy Contact:</b>	University Secretary
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### Purpose

This policy outlines the details of relocation allowances for Athabasca University (AU) Executive Officers.

### Definitions

**Executive Officer** Means any Vice President

### Policy Statements

1. Upon initial appointment to AU, Executive Officers shall be eligible to receive a relocation allowance that shall normally be equal to a maximum amount of one (1) month's salary. Where long distances, exceptional costs or circumstances are involved the President may approve an extension of eligibility for, or the amount of, the relocation allowance.
2. A relocation allowance is paid to the Executive Officer to offset expenses necessarily and reasonably incurred in moving the Executive Officer, the Executive Officer's immediate family and necessary personal effects in connection with the Executive Officer's employment with AU.
3. A relocation allowance shall be paid as a lump sum payment to the Executive Officer to be used for all necessary and relevant relocation costs. All payments made under this policy



will be made in accordance with the *Income Tax Act* (Canada) and Canada Revenue Agency regulations.

4. Where the Executive Officer voluntarily leaves the service of AU before completing two (2) years' service, the Executive Officer will be required to repay the relocation allowance calculated on a pro-rated basis. Each month of continuous service will be considered as discharging one-twenty-fourth (1/24) of the obligation.

#### **Applicable Legislation and Regulations**

*Income Tax Act* (Canada)

#### **Related References, Policies, Procedures and Forms**

N/A

#### **History**

N/A