

### **Principles**

1. The Division believes that growth in Pembina Hills Public Schools communities will help sustain the viability of our schools.
2. The Division believes there are many benefits to employees who reside in the communities where they work, including reduced travel time and costs. The Division also values the contributions those employees give back to their communities.
3. With the exception of Vista Virtual School, with campuses in Edmonton and Calgary, the Division prefers employees reside within the geographic area of Pembina Hills Public Schools.

### **Eligibility**

Effective May 2018, the Division will offer a \$2,500 relocation incentive to all new and existing employees currently residing outside the Division who choose to relocate their primary residence within the geographic boundaries of the Division. For the purposes of this administrative procedure, substitute teachers and/or casual employees are not eligible.

The employee may choose the following options for the incentive:

1. Provide the Division with copies of their moving expenses for moving into the Division, up to a maximum of \$2,500. To be eligible for reimbursement, the expense must be eligible to claim as moving expenses with Canada Revenue Agency (CRA), or
2. Sign a declaration indicating that they have relocated their primary residence within the geographic boundaries of the Division. Consistent with CRA moving allowance rules, \$1,850 of the \$2,500 will be reported to CRA as a taxable benefit.

Employees will only be eligible to receive the incentive one (1) time.

### **Process**

Eligible employees will contact the Coordinator of Payroll and Budgeting to make arrangements for the Relocation Incentive.