

Purpose: The Medicine Hat Library Board recognizes that the best qualified candidate for a permanent senior library position cannot always be found locally. When recruiting outside of Medicine Hat, the Board will compensate a newly appointed employee for specified costs associated with relocation.

1. An employee approved as eligible by the Board may claim the following expenses:
  - 1.1. Relocation expenses for the employee, his/her spouse and dependent children.
    - 1.1.1. Actual and reasonable expenses for transportation from the new employee's former location to Medicine Hat.
    - 1.1.2. Where transportation is by privately owned vehicle – actual fuel costs for one automobile.
    - 1.1.3. Actual and reasonable expenses for food and lodging while enroute.
  - 1.2. The full cost of transportation of usual household effects from the former to the new residence, including loading, shipping, unloading, up to a maximum of 12,000 pounds.
2. No allowances may be claimed for moving insurance, automobiles, boats, parts of boats, trailers, snowmobiles, all terrain vehicles, aircraft, perishable goods or plants, live animals including pets, flammable substances, building materials, portable buildings, items constructed of brick, cement or stone.
3. No allowances may be claimed for the following services: extra pick up and delivery, optional insurance, cleaning, fumigating, moth-proofing, dismantling and re-assembling of swing sets, garden and patio furniture and other outdoor equipment, taking up or pulling down wall to wall carpets, runners, etc, connecting appliances, conversion to appliances, shipping bases, supports or cratings of furniture and appliances, storage or access to storage.
4. No allowances may be claimed for legal services or real estate fees.
5. Compensation for any other expenses directly related to relocation may be negotiated prior to written acceptance of the offer of employment.
6. The employee is required to:
  - 6.1. Accept the level of assistance offered at the time of appointment by signing the written offer of employment. In so doing, the employee acknowledges a requirement to reimburse the Medicine Hat Library Board all or a portion of the moving expenses reimbursement received should the employee not complete a full two years of service. This shall be calculated at 1/24 of the moving expenses reimbursement for every month not worked of that initial two years.
  - 6.2. Obtain necessary vouchers, receipts or other appropriate documents to substantiate all moving and relocation expenses; and
  - 6.3. Obtain two estimates from established and reputable moving companies and each firm must guarantee invoice billing for a move not exceeding ten (10) percent of their estimate.