



## Faculty Relocation Support Process and Procedure

### Purpose

The purpose of this document is to provide a uniform set of guidelines for facilitating new faculty relocation for use by college and administrative staff, with the intention to streamline the processes, improve efficiency, and clarify roles in this onboarding phase.

### Background

These guidelines have been developed in response to a call for:

- better support for each incoming faculty member ('the incumbent') and their families in their relocation.
- clarification of staff roles; and
- reduction of staff time spent on redundant or unnecessary work.

This document stipulates the allowable travel and relocation expenses, outlines the processes to be followed for reimbursement of relocation expenses, and clarifies excluded expenses for reimbursement incurred by eligible employees taking up employment at the University of Saskatchewan.

The college or school which the incumbent is joining is referred to as the unit in the following document.

The [USFA - Collective Agreement](#), Article 22.9. Moving Expenses, contain the provisions for relocation of faculty as per the terms of Article 22.8.

The following relocation support and reimbursement processes applies to eligible faculty. The process for relocation of senior leadership is outlined in the Senior Leadership Relocation Procedure. Reimbursement is subject to the respective collective agreements and the provisions of the collective agreement shall prevail.

Relocation reimbursements are covered by the university up to \$10,000 and within a limited annual budget.

Centrally funded reimbursements may not cover all costs associated with relocation. Central funding will not exceed \$6000, and unit funding will not exceed \$4000 unless the unit has requested permission and received approval from the OPVPA to increase their unit contribution. If approved and offered, an MOU will accompany the cover letter from the dean detailing the incumbent's repayment schedule for monies over \$10,000 brought about by early resignation from the position.

Costs will be reimbursed on a pro-rated basis. Each month's regular service (exclusive of leave periods) will be considered as discharging 1/24th of the obligation.

### *Exclusions to the support*

The expense reimbursement support does not cover:

- any travel or relocation for faculty members who are already residing within 100 kilometres from the work location assigned by the University of Saskatchewan (employer).
- the movement between the Colleges or schools within the University of Saskatchewan or movement between University of Saskatchewan campuses or sites.
- expenses incurred for the relocation of an office, laboratory, library, scholarly collection, or research equipment.
- Part-time faculty appointments (not in scope of USFA)
- Medical faculty in the college of medicine (not within the USFA)

## Eligible and ineligible expenses

### *Relocation Expenses*

#### *ELIGIBLE RELOCATION EXPENSES*

The following expenses are eligible for reimbursement when supported by itemized receipts and submitted through the University's expense module (connection point):

- One-way transportation up to the cost of one-way economy airfare to Saskatoon plus mileage to your assigned campus (if other than Saskatoon campus) by the most reasonable direct route while moving the employee and members of the household at the time of the offer of employment. (22.9.1 Moving Expenses)
- The cost of moving household effects of the employee, spouse and dependents up to the maximum of \$10,000 (22.9.1 Moving Expenses)
- Up to fourteen days' accommodation and per diems after arrival in Saskatoon (or the location of assigned campus) if the primary residence is not available, up to the maximum of \$10,000 (22.9.1.i Moving Expenses)

#### *INELIGIBLE RELOCATION EXPENSES*

The following expenditures are not eligible for reimbursement under this guideline:

- Costs of relocating relatives or others, who are not members of the family.
- Costs that are eligible for reimbursement from any other source.
- Costs associated with maintaining a second residence.
- Temporary housing beyond 14 days.
- Exit visas, medical examinations, passport fees.
- Long-term storage of household effects for longer than 6 months
- Claims for any damages that may have been incurred through the relocation process (this is inclusive to any personal, third party, and/or property related damages)
- Costs of travelling from locations other than the previous residence of the employee, unless approved by the University and, if approved, actual costs not exceeding equivalent economy airfare(s) to Saskatoon plus mileage to the assigned campus (if

other than Saskatoon campus) from the nearest point of departure from the previous residence.

- Any losses incurred in selling the previous residence.
- Costs incurred in the sale of previous residence.
- Any other costs are restricted as per the CRA Guidelines.

## Process

The process detailed below begins once the incumbent is provided with the letter of appointment, and ends once the incumbent has accepted the appointment, is relocated and has been reimbursed for authorized out-of-pocket expenses.

### 1) Letter of Appointment

The letter of appointment is extended under the authority of the provost, is informed by the academic unit in which the appointment is made and is generated by faculty relations. The letter of appointment details the terms and conditions for employment. Acceptance of the extended terms and appointment is confirmed once the letter of appointment signed by the incumbent.

The letter of appointment includes the provision of relocation support if applicable. Contact information for the executive assistant (EA)<sup>1</sup> from the incumbent's academic unit will be included and faculty will be directed to communicate with this individual for all relocation related matters, including the provision or submission of documents, coordination of supports and questions.

To determine eligibility and for applicable faculty support, the EA should reach out to OVPFR to confirm applicable terms.

If the moving expenses are expected to exceed \$10,000, the unit should discuss with OVPFR. The VPFR may approve expenses beyond \$10,000 (to be paid by the unit) in exceptional circumstances (Moving Expenses Article 22.9.2).

It is the responsibility of the dean's or executive director's EA to reassign the relocation support and communication responsibility to someone within their unit if deemed necessary.

For new appointments where the incumbent is international or non-national, the letter of appointment will also include instructions on initiating immigration authorization, where applicable. Assistance in this process will be given to the incumbent by OVPFR staff.

### 2) Book a house-hunting trip

House hunting expense reimbursement is entirely at the discretion of the academic unit and is not included as part of the collective agreement. Coverage of this expense, if offered, should be included and clearly specified in the cover letter extended by the Dean/Executive Director (this cover letter accompanies the letter of appointment extended by the provost and forms part of the terms and conditions of appointment). The unit is required to inform the OVPFR of whether this support is being offered and the monetary value of the support.

---

<sup>1</sup> In situations where there is no EA to the dean, or the unit leader is a director or department head, an administrative or clerical assistant from the incumbent's unit may take on the responsibility of providing relocation supports.

### 3) Purchasing a house

USask has agreements with several realtors, mortgage brokers and real estate lawyers. They are very familiar with relocating new USask hires to Saskatoon. Please refer to the [USask real estate professionals](#) document for contact information.

Costs related to selling and purchasing real estate are the responsibility of the incumbent and will not be covered in part or in whole by the university.

Once the incumbent is employed and received their first paycheck, they can apply for housing assistance. This assistance is outlined in the collective agreement – Article 22.8 Housing Assistance. This provision entitles the incumbent a salary advances of up to \$30,000 for the purpose of buying a home. The advance will be repaid interest free over a maximum of 5 years. The [application for housing assistance](#) should be completed and submitted to connection point via email at [connectionpoint@usask.ca](mailto:connectionpoint@usask.ca) .

### 4) Moving

The Canadian Association of University Business Officers (CAUBO) has national agreements with two suppliers for moving and storage services. Please refer to the [CAUBO moving companies](#) document for more information on companies and available services.

It is the incumbent's responsibility to contact a moving company and request a quote. The quote should be sent to the EA for information, approval or to flag next steps if the quote exceeds the \$10,000 normal maximum listed in the collective agreement or if the quote includes expenses that will not be subject to or eligible for reimbursement. Individual units may provide additional support beyond \$10,000. In this case, the additional support should be identified in the cover letter of the Dean that accompanies the letter of appointment and the OVPFR informed.

As per the collective agreement, economy one-way airfare to Saskatoon, including insurance, plus similar airfare for spouse and dependents, or actual travel costs if less, against receipts will be reimbursed. The onus will be on the incumbent to provide a quote of economy airfare, for comparison purposes, if they choose not to travel by air. Airfare (or equivalent) to Saskatoon is independent of the \$10,000 moving cost benefit.

- Additional eligible expenses include up to fourteen days' accommodation and per diems after arrival in Saskatoon (or the city of the assigned campus) if the primary residence is not available, up to the maximum of \$10,000 (22.9.1.i Moving Expenses). If the expense exceeds \$10,000, costs over \$10,000 are to be covered by the individual unit and OVPFR informed.

### 5) Reimbursement

Relocation/moving costs including moving possessions, storage of possessions, accommodation for up to 2 weeks, are covered up to \$10,000 total— \$6,000 centrally and \$4,000 from the unit. The unit may provide reimbursement exceeding \$4,000. On the recommendation of the department head and the Dean (or Dean in a non-departmentalized College, or Executive Director of a School), amounts in addition to the maximum set out in Article 22.9 may be approved by the Vice President Academic and Provost in exceptional circumstances (Collective Agreement 22.9.2).

The unit will submit all expenses through connection point. Additional information on this process can be found at [connection point](#).

The unit will be reimbursed up to \$6000 centrally for incurred expenses as per 22.9 Collective agreement. Faculty relocation expenses are charged in their totality to the unit's operating budgets and then reimbursed from the central fund when appropriate documentation is provided including transaction or document numbers. The incumbent and/or the college must track all expenses.

As per the collective agreement, article 22.9.1, all claims for reimbursement of these expenses must be supported by proper receipts and other appropriate documents.

To initiate the reimbursement of the portion of the relocation funds covered centrally, the EA will fill out the [Reimbursement Summary Form](#) and submit it to [vpfaculty.relations@usask.ca](mailto:vpfaculty.relations@usask.ca) to ensure reimbursement of the unit's operating fund. There is no need to provide copies of receipts and reimbursement claims unless OVPFR office asks for them. Receipts should be kept by the unit for auditing purposes.

**Approved by acting vice president and provost, academic:**



Vince Bruni-Bossio,

December 10, 2024

---

Date