



Faculty Relocation Process and Procedures

2024/2025

Office of the Provost and Vice-President Academic

BE WHAT THE WORLD NEEDS

Welcome to the University of Saskatchewan

The University of Saskatchewan campus is situated on Treaty 6 Territory and the Homeland of the Métis.

About the Office of the Provost and Vice-President Academic

The Office of the Provost and Vice-President Academic is responsible for providing academic leadership to create and support learning environments and experiences that contribute to USask's bold aspiration to be the university the world needs.

Find us at:

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WELCOME TO THE OFFICE OF THE PROVOST AND VICE-PRESIDENT ACADEMIC

Hello. I am pleased to welcome you to the University Saskatchewan, located on Treaty 6 Territory and the homeland of the Métis.

You are now a valued and vital member of the USask community, and we are excited to have you join our team. The work that you do every day will contribute to our bold ambition to be the university that the world needs. One of the roles of the Office of the Provost and Vice-President Academic is to provide the supports and resources you will need to excel in your new position, and to help you orient yourself and become comfortable in your new community of USask and the city of Saskatoon.

This document was developed to assist you and your family in relocating to Saskatoon. Within this document you will find valuable information on the relocation process, moving expense allowance, helpful links to companies and contacts, frequently asked questions, and a relocation checklist.

If there is anything that you cannot find or have questions about, please contact your college or unit administrative support or human resources officer. More information on relocating to USask can also be found on the [Careers](#) website, or by contacting USask Connection Point support services at connectionpoint@usask.ca.

I look forward to working with you, and welcome to the University of Saskatchewan.

Vince Bruni-Bossio

Acting Provost and Vice President Academic

WELCOME TO SASKATCHEWAN

Welcome to the University of Saskatchewan! Whether you're joining us at our Saskatoon or Prince Albert campus, we're thrilled to have you as part of our academic community.

Saskatoon: Nestled in the heart of the Canadian prairies, Saskatoon offers a unique blend of urban vibrancy and Indigenous heritage. Known as the "Paris of the Prairies," Saskatoon was the only Canadian city named to the New York Times' 52 places to visit in 2018. As one of Saskatchewan's largest cities, it boasts a rich tapestry of culture, history, and natural beauty.

The University of Saskatchewan is situated on Treaty 6 territory and the traditional homeland of the Métis.

Saskatoon is situated on Treaty 6 territory and the traditional homeland of the Métis. The city's name derives from the Cree word "misâskwatômina," meaning "Saskatoon berries," a nod to the abundant Saskatoon berry bushes that once flourished along the South Saskatchewan River. Indigenous history

and culture are woven into the fabric of Saskatoon, from the stunning artwork adorning public spaces to the powwows and cultural events that celebrate tradition and community.

The city's downtown offers an eclectic mix of trendy cafes, boutique shops, and diverse culinary experiences. Annual festivals such as the Saskatoon Fringe Theatre Festival and the SaskTel Saskatchewan Jazz Festival bring the streets to life with creativity and entertainment. Surrounded by sprawling prairie landscapes and the winding South Saskatchewan River, Saskatoon is a haven for outdoor enthusiasts, with parks and trails providing ample opportunities for hiking, biking, and picnicking amidst breathtaking natural scenery.

Prince Albert: Prince Albert, also situated on Treaty 6 territory and the traditional homeland of the Métis, offers a unique blend of natural beauty and rich Indigenous heritage. Known as the gateway to the northern wilderness, Prince Albert is surrounded by lush forests, rivers, and lakes, providing a stunning backdrop for both academic and recreational activities.

Indigenous history and culture are integral to Prince Albert, with numerous opportunities to engage with and learn from the local Indigenous communities. From art and music to traditional ceremonies and events, the city celebrates its Indigenous roots and offers a welcoming environment for all.

The urban culture of Prince Albert is dynamic and diverse. The city hosts several annual events and festivals, such as the Prince Albert Winter Festival and the Tapestrama Cultural Festival, which bring the community together in celebration of its diverse heritage.

Surrounded by the natural beauty of the prairies and the boreal forest, Prince Albert is a paradise for outdoor enthusiasts. The nearby Prince Albert National Park offers endless opportunities for hiking, camping, and wildlife viewing. The North Saskatchewan River provides a scenic setting for kayaking, fishing, and other water activities.

City information and resources: Discover the many things to do in Saskatoon and Prince Albert, from outdoor adventures to cultural experiences, and find resources on immigration, healthcare, language training, and settlement services from the Government of Saskatchewan.

The [City of Saskatoon homepage](#) and the [City of Prince Albert homepage](#) includes information from the municipal government including **resident services, information about utilities, community, and cultural events and much more.**

Find information on **immigration, health care, language training and settlement services** from the [Government of Saskatchewan](#).

Explore things to do in Saskatoon. Whether you are looking for outdoor adventure, cultural events, food or the arts, [Discover Saskatoon](#) can help you find it.

For more information about **Saskatoon and Prince Albert**, including resident services, community events, and more, visit the official city websites.

IMPORTANT UNIVERSITY CONTACTS

Office of the Provost and Vice-President Academic

The provost and vice-president academic is responsible for providing academic leadership to create and support learning environments and experiences that contribute to USask's bold aspiration to be the university the world needs.

Dr. Vince Bruni-Bossio	Acting Provost and VP Academic	bruni-bossio@usask.ca
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Dr. Erin Barbour-Tuck	Executive Officer	e.barbourtuck@usask.ca
Jan Baxter-Jones	Senior Strategic Business Advisor, Finance	jan.baxter-jones@usask.ca
Elyse Lalonde	Strategic Business Advisor, Human Resources	elyse.lalonde@usask.ca

Office of the Vice-Provost, Faculty Relations

Faculty Relations provides support in the areas of academic recruitment, retention and career development for faculty, collegial relations including faculty and administrative appointments, collegial processes including salary review, tenure and promotion, and negotiations with the faculty association.

Dr. Scott Walsworth	Vice-Provost, Faculty Relations	vpfaculty.relations@usask.ca
Larissa Wudrick	Executive Assistant to the Vice-Provost, Faculty Relations	larissa.wudrick@usask.ca
Ana Crespo-Martin	Director, Faculty Relations	ana.crespo@usask.ca
Sara Wurst	Faculty Relations Specialist	sara.wurst@usask.ca
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On leave: Amy Manovich

Administrative Assistant,
Faculty Relations

amy.manovich@usask.ca

Kennedy Galbraith

Faculty Development Advisor

Kennedy.galbraith@usask.ca

RELOCATION CHECKLIST

Use this checklist to help you begin the process of relocating.

- Note any relocation provision in your offer letter and the contact person (typically your college/school's Executive Assistant (EA) to the Dean/Director).
- Read the relevant section in the USFA Collective Agreement
- Reach out to your contact person to plan for payment of eligible expenses and reimbursement
- Book a house hunting trip if offered (keep track of receipts)
- Purchase your house
- Select a moving company and obtain quote. Send quote to your contact person.
- Move to your new home city. Keep all receipts for one-way airfare for your family, accommodations, storage of property.
- Submit your receipts to your unit's EA (if arranged)



RELOCATION PROCESS

The process outlined below begins once you are provided with the letter of offer from the provost and ends once you and your family have relocated and have been reimbursed for authorized out-of-pocket expenses.

1. LETTER OF APPOINTMENT

Your offer letter from the provost will stipulate whether you are eligible for relocation support. Relocation expenses, if eligible, are covered, in their entirety, up to a maximum of \$10,000 in accordance with the Collective Agreement, section 22.9.2. The letter of offer from your unit, school or college (hereafter referred to as 'unit') will outline any additional support provided as part of your offer.

Contact information for the executive assistant (EA) from your unit will also be included in your letter of appointment, although you have likely already been in communication with this individual. The unit's EA will be your point person for all relocation documents, supports and questions.

Reimbursement, direct payment by your unit, or an account to use for payment of expenses should all be prearranged with your EA as different units will have different preferred methods.

If you are relocating and are a non-resident of Canada, please ensure you have also started the process for immigration authorization. Please connect with our Immigration Specialist at hr_immigration@usask.ca for more information on this process.

Please note, it is important that you obtain a Social Insurance Number (SIN), open a Canadian bank account and register for a

provincial health card as soon as possible. Helpful links with more information on this can be found at the end of the document.

2. BOOK A HOUSE HUNTING TRIP

You've made the decision to join USask and are ready to plan your move. Included in the relocation support may be reimbursement for expenses incurred for a house-hunting trip. The negotiated details of this support will be included in your offer letter from your unit and all questions, concerns and required clarification about this benefit should be discussed with your unit's EA.

3. PURCHASING A HOUSE

You've made decision to join USask and are ready to plan your move. Included in the relocation support **may be** reimbursement for expenses incurred for a house-hunting trip. The details of this support will be included in your offer letter from your unit and all questions, concerns and required clarification about this benefit should be discussed with your unit's EA.

4. HOUSING ASSISTANCE

Once you are employed and have received your first paycheck, you can apply for housing assistance. This assistance is outlined in the collective agreement article 22.8 Housing Assistance. This provision entitles the incumbent to a salary advance up to \$30,000 for the purpose of buying a home. The advance will be made for a maximum of 5 years. The [application for housing assistance](#) should be completed and submitted to ConnectionPoint via email at connectionpoint@usask.ca.

5. MOVING YOUR POSSESSIONS

You have purchased a house, and it is time to get ready to move. 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.

Once you have selected a company, you will request a quote from the company and provide the quote to your EA for information (if the estimate is within an agreed upon amount), or for approval (if estimate is beyond an agreed upon amount) and to identify the next steps if the quote exceeds the amount promised in the letter of offer.

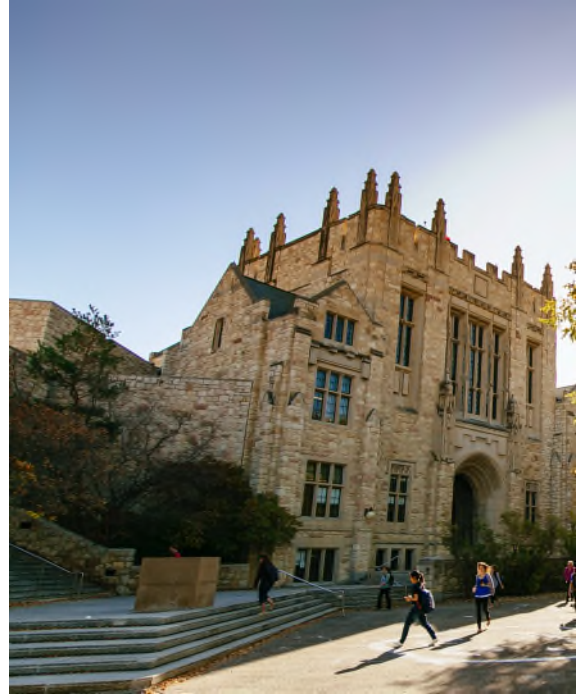
6. TRAVEL TO SASKATOON

Economy one-way airfare to Saskatoon plus mileage to your assigned campus (if other than Saskatoon campus), including insurance, plus similar airfare for spouse and dependents, or actual travel costs if less, against receipts is an eligible expense. Please keep track of all receipts for airfare, or a quote on economy airfare, for comparison purposes, if you choose not to travel by air. If, once you get here, you cannot move into your new home, temporary accommodation costs (14 days max) can also be covered for lodging expenses as part of your maximum \$10,000 benefit for up to 14 days.

7. REIMBURSEMENT

Again, relocation/moving costs including moving possessions, storage of possessions by the moving company, and accommodation for up to 2 weeks, can be covered up to \$10,000 total.

To be reimbursed for your expenses, you must keep track of all receipts and provide them to



your units EA unless you are instructed to do otherwise by your unit. Your unit will submit all expenses through ConnectionPoint. Additional information on this process can be found on the [ConnectionPoint](#) webpage.

EXCLUSIONS TO THE AGREEMENT

As per the policy/collective agreement, exclusions to this agreement include:

- any travel or relocation for staff members who are already residing within 100 kilometres of their assigned University of Saskatchewan campus.
- the movement between the Colleges or schools within the University of Saskatchewan campuses.
- expenses incurred for the relocation of an office, laboratory, library, scholarly collection, or research equipment. These expenses may be covered by other provisions.

ELIGIBLE AND INELIGIBLE RELOCATION EXPENSES

Eligible Expenses

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

- Costs associated with one house hunting trip if offered, based on actual receipted travel costs or return economy airfare, whichever is less, and meals and accommodation for up to five (5) days in Saskatoon (or other campus location). The trip must comply with the university travel policy.
- One-way transportation to Saskatoon plus mileage to your assigned campus (if other than Saskatoon campus) by the most reasonable direct route, the course of moving the employee and members of the household at the time of the offer of employment.
- The cost of moving household effects of the employee, spouse and dependents up to the maximum of \$10,000 (Collective Agreement, article 22.9 Moving Expenses)
- Up to fourteen days' accommodation and per diems after arrival in Saskatoon (or other campus location) if the primary residence is not available up to the maximum of \$10,000 (Collective Agreement, article 22.9 Moving Expenses)

Ineligible Expenses

The following expenditures are not eligible for reimbursement under this Policy: Costs of relocating relatives or others, who are not dependents and members of the household.

- 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 beyond 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 your 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.

In circumstances where a college of school has received permission from the OPVPA to offer to cover moving costs beyond \$10,000, 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-rata basis, or in full if the employee worked nine (9) months or less for the University. Each month's regular service (exclusive of leave periods) will be considered as discharging 1/24th of the obligation.

RESOURCES AND IMPORTANT LINKS

RELOCATION

Please visit the university [Careers webpage](#) (Saskatoon - Careers | University of Saskatchewan), and the Usask Vice-Provost, Faculty Relations [New Faculty webpage](#) (New Faculty - Vice-Provost, Faculty Relations | University of Saskatchewan) for more information on relocation

USFA COLLECTIVE AGREEMENT

In the [USFA - Employment Agreement](#), you will find a section on moving expenses. Take some time to familiarize yourself with article 22.8 Housing Assistance and 22.9 Moving Expenses, so you are aware of the benefits to which you are entitled.

MOVING COMPANIES

Please refer to the [CAUBO moving companies](#) document for more information on companies and available services.

REAL ESTATE PROFESSIONALS

Please refer to the [Usask real estate professionals](#) document for contact information.

HOUSING ASSISTANCE APPLICATION

The [application for housing assistance](#) should be completed and submitted to [ConnectionPoint](#).

CONNECTION POINT

Submit a request to [ConnectionPoint](#) if you need help. Find information on expense reimbursement or browse the knowledge base for answer to your questions.

NON-RESIDENTS AND NEWCOMERS

Please review [USask's Saskatoon and Relocating webpage](#) for further information on the importance of obtaining a Canadian Social Insurance Number, Canadian Bank Account, and Saskatchewan Health Card. Further resources are available to you here:

[Settling in Canada - Canada.ca](#)

[Welcome to Canada](#)

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