



Team Name: Recruitment & Retention	Reference Number: ORG.1511.PL.011
Team Lead: Recruitment & Retention Officer	Program Area: Human Resources
Approved by: Regional Lead – Human Resources	Policy Section: Recruitment & Retention
Issue Date: July 28 2022	Subject: Relocation Assistance
Review Date:	
Revision Date:	

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Relocation Assistance

PURPOSE:

Provide guidelines for relocation expenses incurred by a new employee transferring to a position located within Southern Health-Santé Sud. It is a tool to aid the Regional Health Authority in meeting their recruitment needs.

POLICY:

Southern Health-Santé Sud recognizes that relocation assistance is at times desirable to attract qualified staff from outside of the Southern Health-Santé Sud region. This policy and procedure applies in full to external candidates being recruited into an approved Full-Time/Part-Time, Permanent/1-year Term position deemed Difficult To Fill (DTF). Does not include Casual positions. There is no obligation on the part of Southern Health-Santé-Sud to provide this assistance. The amount of relocation assistance will be proportionate to the relocation distance.

PROCEDURE:

1. Approval from the Regional Lead – Human Resources is required prior to offering relocation assistance to a prospective employee being considered for the DTF position. Financial assistance is provided as follows:
 - Positions deemed Difficult To Fill (DTF)
 - Relocation costs involved
 - Program/Facility operational need
 - Availability of funds

Note: Relocation assistance is considered a taxable benefit by the Canada Revenue Agency (CRA) and consequently the appointee will receive a T4A reporting the allowance as income. For Canadian resident appointees, this income may be offset with legitimate moving expenses upon filing of their personal income taxes. The deductibility of specific moving expenses is therefore a personal matter between the appointee and the CRA. Appointees are therefore encouraged to keep their receipts for income tax purposes.

<i>Move Distance</i>	<i>Maximum Allowance</i>	<i>Length of Service Agreement</i>
Out of Province	Up to \$5000	24 Months
North of 55 Latitude (Churchill/Thompson)	Up to \$3000	24 Months
All other Manitoba points outside Southern Health-Santé Sud region over 100 km, including Winnipeg & Brandon	Up to \$2000	12 Months

Note: Nurse Practitioners, Registered Nurses, Registered Psychiatric Nurses, and Licensed Practical Nurses who are eligible for relocation assistance via Nurses Recruitment & Retention Fund are not eligible for relocation assistance from Southern Health-Santé Sud.

2. In cases of approved relocation assistance by Southern Health-Santé Sud, a Return of Service Agreement for Relocation Assistance (ORG.1511.PL.011.FORM.01) is enclosed with the Letter of Offer and signed prior to the employee's start date. The Hiring Manager contacts the Recruitment & Retention Officer for the Return of Service Agreement.
3. Relocation Assistance is provided following the new employee's start date with Southern Health-Santé Sud.
4. Repayment: If the employee resigns prior to completing the service agreement, the employee repays on a pro-rata basis any relocation assistance funds received.

SUPPORTING DOCUMENTS:

[ORG.1511.PL.011.FORM.01](#)

Return of Service Agreement for Relocation

REFERENCES:

Nurses Recruitment and Retention Fund -

<https://www.gov.mb.ca/health/nurses/relocation.html>

Income Tax Act, RSC 1985 c 1(5th Supp.)
[Income Tax Act \(justice.gc.ca\)](http://justice.gc.ca)