

## **1.0 ASSOCIATED POLICY**

- Recruitment Policy

## **2.0 DEFINITIONS**

### **Candidate**

An applicant who is being considered for employment by MacEwan University.

### **Capital Region**

The conglomerate of municipalities in the Edmonton area

### **Senior Administrator/Senior Academic Administrator**

Vice-President, Dean, Associate Vice-President, or Executive Director

## **3.0 PROCEDURE ELEMENTS**

- 3.1 Manager to confirm Candidate eligibility for relocation reimbursement. See Recruitment Policy, 5.4 Relocation.
- 3.2 Manager to approve up to the maximum relocation reimbursement amount as per Recruitment Policy, 5.4.2
- 3.3 Maximum relocation reimbursement amount and/or conditions to be approved by the Senior Administrator/Senior Academic Administrator and entered in the Human Resources data base.
- 3.4 Human Resources to include the relocation clause in the Employee letter of offer. This clause identifies the agreed upon maximum relocation reimbursement amount and repayment criteria should the Employee voluntarily resign from MacEwan University.

Employee receives “Relocation Guidelines for Employees” with the letter of offer explaining eligible expenses and maximums per Recruitment policy.

- 3.5 Employee to enter all relocation expenses eligible for reimbursement in PeopleSoft through Employee Self- Service. All original receipts must be attached.

Should the department have a designated administrator to assist with inputting expenses, it will be the Employee responsibility to ensure the information is accurate and original receipts are submitted to the administrator.

- 3.6 Relocation expenses are submitted through PeopleSoft to the Manager for approval. Expenses must adhere to guidelines and maximums identified by Part 7 of the Government of Alberta Public Service Relocation and Employment Expenses Regulations. Managers can refer to the “Relocation Guidelines for Managers” document located on the Human Resources Portal – Information for Managers/Recruitment/Relocation.

Managers are accountable to ensure the Employee is only reimbursed for expenses within the agreed upon expense limit.

- 3.7 Manager to approve or deny relocation expenses in PeopleSoft.
- 3.8 Human Resources is responsible to track relocation amount details in PeopleSoft up to 24 months from the employment start date for the purposes of repayment as per Recruitment Policy 5.4.3.
- 3.9 If repayment of relocation is required in accordance to Recruitment Policy 5.4.3, Human Resources will inform the department/faculty Senior Administrator/Senior Academic Administrator and repayment arrangements will be coordinated with Finance.

#### **4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS**

- Recruitment Policy
- Relocation Guidelines for Managers
- Relocation Guidelines for Employee's
- Procedure for Reimbursement of Allowable Expenses
- Government of Alberta Public Service Relocation and Employment Expenses Regulation

#### **5.0 ACCOUNTABILITY**

**Responsible Office**  
Human Resources

#### **6.0 HISTORY**

##### **Relevant Dates**

Approved: **21.04.06**

Effective: **21.06.03**

Next Review: **2026.06**

##### **Modification History**

**21.04.06** New procedure developed to support the Recruitment Policy approved by President's Policy Committee. Effective upon approval of the revised Recruitment Policy by the Board of Governors.