

# School District 50: Haida Gwaii/Queen Charlotte

**Policy Subject:** MOVING ASSISTANCE

**Date Passed:** May 2005

**Date Amended:** NA

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Policy No. 2710

Date Approved: May, 2005

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## POLICY

The Board wishes to assist employees moving to or within School District No. 50 (Haida Gwaii/Queen Charlotte). This assistance will be in the form of a low interest loan to be recovered by regular payroll deductions. Such loans are to be retired by the last pay period of the school year.

## PROCEDURE

1. Upon written request, the Board will assist employees with expenses incurred to move to the District or in the event of re-location, within the District.
2. Application for Moving Assistance shall be made in writing to the Secretary Treasurer within 14 days of the start of the assignment.
3. The amount advanced shall not exceed three thousand dollars (\$3000), pro-rated for part-time and term of the assignment, and shall be subject to prior presentation of original itemized receipts within 30 days of commencing work. The Board will retain certified copies, with originals returned to the employee.
4. The advance will be in the form of a low interest loan repayable in monthly instalments deducted from the month-end pay. The rate of interest shall be set at the current one-year closed term rate at Northern Savings Credit Union, at the time of

signing.

5. The term of the repayment shall not extend beyond the current school year or the term of the appointment, whichever is less.

6. Should an employee leave the employ of the Board prior to complete recovery then all outstanding amounts shall become due and payable on the last regular payroll.

7. In the event that the final cheque is insufficient to cover the remaining balance, the balance shall be repaid within 30 days.

8. This policy is capped at a maximum of twenty thousand dollars (\$20 000) for the District.