

SUBJECT	POLICY #82 (RELOCATION OF FACULTY MEMBERS AND SENIOR MANAGEMENT STAFF)
MEETING DATE	FEBRUARY 15, 2018

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

FOR INFORMATION

Report Date	January 16, 2018
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Presented By Linda McKnight, Interim Vice-President Human Resources

EXECUTIVE SUMMARY

Pursuant to Policy #82, the President has delegated to the Vice-President Human Resources the authority to amend certain provisions of Policy #82’s Authorized Procedures (the “Procedures”), and specifically the Central Fund Contribution Table, which lists relocation reimbursement amounts.

Policy #82 and related procedures establish eligibility and extent of travel and relocation assistance from central funding for the hiring or internal transfer of faculty members and senior management staff as defined in the Policy.

On December 5, 2017 Lisa Castle, Vice-President Human Resources, approved amendments to the Central Fund Contribution Table of section 8.1 of the Procedures, with an effective date of December 21, 2017.

Pursuant to Policy #1 (Administration of Policies), procedures may be amended by the President provided the new procedures conform to the approved policy and they are reported at the next meeting of the Board of Governors. This report is being provided to the Board of Governors in compliance with Policy #1.

<p><i>If this item was previously presented to the Board, please provide a brief description of any major changes since that time.</i></p>	<p>Policy #82 was approved in 1980 and last amended in 2016. The 2016 amendments to Policy #82 resulted in a delegation of certain Procedures, and specifically the Central Fund Contribution Table of section 8.1, to the Vice-President Human Resources. Additionally, the relocation allowance amounts in the Central Fund Contribution Table were modestly increased.</p>
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INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

- Learning
 Research
 Innovation
 Engagement
 International
 (Internal / External)

or **Operational**

**DESCRIPTION &
RATIONALE**

Policy #82 establishes a flexible relocation plan providing a range of allowable expenses within expenditure ceilings. The Procedures set out the maximum amount available for reimbursement from the central fund for a particular relocation. Faculties or departments may agree to cover the remaining cost of relocation above what is reimbursed from the central fund, but not all faculties or departments are in a position to do so.

Amendments to the Central Fund Contribution Table of section 8.1 of the Procedures reflect a regular process of reviewing the relocation allowance compared to the actual cost of relocation, and in comparison to other major universities. The aim of these amendments is to remain competitive, close the gap between the cost of relocation and the allowance, and to balance this with the University's financial means.

Prior to this amendment, the cost of relocations was on average 20% above the relocation allowance, with a larger gap for single moves from outside of Canada, the average cost of which are 50% higher. UBC's reimbursement of relocation expenses continues to be lower than that of comparator universities, including the University of Victoria and Simon Fraser University.

The change to the Procedures increases the maximum amount that will be reimbursed from a central fund to certain relocating faculty and senior staff members as defined in the Policy. The specific amendments to Central Fund Contribution Table of section 8.1 of the Procedures are summarized as follows:

- \$1,000 increase for moves within Canada;
- \$2,000 increase for moves outside Canada for Designated Professional or Designated Professional accompanied by Dependent(s); and
- \$1,000 increase for moves outside Canada for Designated Professional plus Spouse or Designated Professional plus Spouse accompanied by Dependent(s).

Pursuant to Policy #82, the President has delegated to the Vice-President Human Resources the authority to amend certain provisions of Policy #82's Authorized Procedures (the "Procedures"), and specifically the Central Fund Contribution Table, which lists relocation reimbursement amounts.

On December 5, 2017 Lisa Castle, Vice-President Human Resources, approved amendments to the Central Fund Contribution Table of section 8.1 of the Procedures as outlined above, with an effective date of December 21, 2017. These amendments are now being reported to the Board of Governors in accordance with Policy #1.

BENEFITS The amendments to the Procedures to Policy #82 will provide greater financial support to relocating faculty members and senior staff, and bring UBC into better alignment with the reimbursement policies of comparator universities.

Learning, Research,
Financial,
Sustainability &
Reputational

CONSULTATION These Procedure amendments are in response to ongoing requests from relocating faculty members, as well as their faculties. Strong and consistent feedback on this issue has been obtained through regular surveys of faculty members who have relocated to UBC under this Policy. The consistent response has been that the maximum amount allowable for reimbursement from the central fund is insufficient to cover the actual costs of relocation. Additionally, administrators from hiring faculties have requested an increase to be more competitive in attracting new faculty.

Relevant Units,
Internal & External
Constituencies

Additional Materials

A blackline comparing the amended Procedures (approved December 21, 2017) to the previous Procedures is attached. A copy of the current policy is available at: <https://universitycounsel.ubc.ca/files/2017/12/policy82.pdf>

	Policy No.: 82	<p style="text-align: center;">Authorized Procedures</p>	Procedure Version No.: 2 (since adoption of last policy version)	Procedure History: 1) March 2007 – BOG Approved Procedures with Policy 2) December 21, 2017 – Responsible Executive Amended Authorized Procedures Next Review: Annually
Title: <p style="text-align: center;">Relocation of Faculty Members and Senior Management Staff</p>				
Related Procedures, Materials, And Notes Pursuant to Policy #1 – Administration of Policies, “Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors.” Note: the most recent procedures may be reviewed at http://universitycounsel.ubc.ca/policies/index/ . Pursuant to Policy 82 the President may delegate certain power to amend schedules.				
End of Cover page / Cover Notes				

PROCEDURES

1. **Definitions and Interpretation Rules:** An attached schedule establishes the definitions of terms used in these Procedures and any unique rules of interpretation that apply.
2. **Flexible Relocation Plan – Flexible Expenditures Range within Cost Limits**
 - 2.1. **Flexible with Cap:** *UBC* will pay relocation expenses from the range of expenses set out in the following section (“Flexible Relocation Plan – Coverage Range”) up to any limits specified in the Policy or Procedures applying to:
 - a) any category of expenses; and
 - b) a cumulative maximum for all relocation expenses (which includes relocation travel and related expenses).
 - 2.2. **Exceeding the Cap:** Relocation expenditures otherwise consistent with the *Flexible Relocation Plan* but in excess of the individual or cumulative total for

the plan must be authorized in advance by the administrative unit. These excess expenditures are administrative unit expenses and not centrally funded.

2.3. Piecemeal Moves: Piecemeal moves are not desirable due to increased complications and cost. The cost of piecemeal moves of a category of effects may not exceed the expense that would otherwise apply to a single consolidated move.

3. Flexible Relocation Plan – Coverage Range: The range of expenses covered under the *Flexible Relocation Plan* for any *Designated Professional* is described below in this section:

3.1. Election of Pre-Move Travel or Post-Move Temporary Lodging: UBC will pay expenses for either (but not both) of the following (if expended consistent with Policy #83 *Travel and Related Expenses*):

3.1.1. House hunting expenses consisting of the following for up to 2 people for up to a total of 7 days:

- a) Return *Travel Allowance*;
- b) Lodging;
- c) *Meal Allowances*; and
- d) *Dependant Care Allowance*.

3.1.2. Post-move temporary lodging expenses consisting of the following for the *Designated Professional*, *Spouse*, and *Dependant(s)* for up to a total of 14 days:

- a) Lodging;
- b) *Meal Allowances*; and
- c) *Dependant Care Allowance*.

3.2. Relocation Travel: UBC will pay expenses for travel from old to new residence (if expended consistent with Policy #83 *Travel and Related Expenses*) as follows:

- a) One-way *Travel Allowance* to the relocation destination; and
- b) *Meal Allowances* and lodging en route

3.3. Moving Goods: UBC will pay expenses for *Allowed Moving Expenses* up to the maximum applicable amount specified in the *Rates Table* for:

- a) *Household and Personal Effects* moved from an old to new residence; and
- b) *Tools of the Trade* moved to a new UBC workplace if approved by the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*.

3.4. Automobile Transport: One personal passenger automobile may be shipped or driven as part of a move under the Policy. *UBC* will pay up to the amounts permitted by the *Rates Table*.

3.5. Customs and Immigration: *UBC* will pay customs and immigration expenses to the extent listed, and up to the stated individual or cumulative expense limits, in the *Rates Table*. The list of expenses may include premiums for healthcare insurance for the *Designated Professional* and some or all family members being moved.

4. Healthcare

4.1. Healthcare insurance is provided under this Policy to a *Designated Professional* and family members to the extent that the *Designated Professional* and eligible family member sought to be covered are enrolled and entitled under:

- a) a healthcare benefits plan offered by *UBC*; or
- b) healthcare insurance specifically purchased as part of customs and immigration expenses permitted under the *Rates Table*.

5. Tools of the Trade

5.1. Authorization: Before *Tools of the Trade* may be moved under this Policy moving them must be specifically authorized in writing by:

- a) the owner of the equipment; and
- b) the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*.

5.2. No Weight Restriction: *Tools of the Trade* are not counted as part of a weight allowance for *Household and Personal Effects* in the *Rates Table* even if moved as part of *Household and Personal Effects*.

5.3. Scientific Tools: *Tools of the Trade* composed of scientific equipment or supplies that are:

5.3.1. shipped within Canada must be accompanied by:

- a) certification that *UBC* may require to assure safety (this may include that the equipment is free of detectable contamination by chemicals, radioactivity, or bio-hazards); and
- b) a list that clearly identifies each item of equipment.

5.3.2. being imported into Canada may be required to be shipped separately from the *Household and Personal Effects* and be accompanied by:

- a) certification that may be required to cross the border and to satisfy *UBC* of safety (this may include that the equipment is free of detectable contamination by chemicals, radioactivity, or bio-hazards); and
- b) a list that identifies:
 - i) each item of equipment;

- ii) the country of manufacture; and
- iii) the fair market value.

5.4. Tax or Duties: *UBC* will not pay any importation or excise taxes or duties on *Tools of the Trade* that are imported into Canada unless:

- a) approved on a case-by-case basis by the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*; and
- b) those specific *Tools of the Trade* will become the property of *UBC* (and for which income tax receipts may be given to the donor where permitted):
 - i) upon delivery into *UBC*'s possession in Canada or *UBC* assuming risk for the damage or destruction of the goods, whichever comes first; or
 - ii) as agreed between:
 1. the owner of the equipment; and
 2. the *Responsible Executive*, or the *Administrative Head of Unit* responsible for the engagement of the *Designated Professional*.

6. Rates Table –Maximums Per Move

Subject of Rate	Maximum Expenses /Rates
a. Automobile transport	<p>Only expenses for personal passenger car, van or truck (up to ½ ton pickups) will be permitted. The rates are as follows:</p> <p>Shipping:</p> <ul style="list-style-type: none"> ▪ <500km – \$0 ▪ 500km or greater = by rail or truck only at market rates not to exceed \$2500 using the most appropriate service <p>Driven:</p> <ul style="list-style-type: none"> ▪ Rates as apply under Policy #83 <i>Travel and Related Expenses</i> but not to exceed \$2500
b. <i>Dependant Care Allowance</i>	Only if authorized and then for no more than \$25 per day per <i>Dependant</i> .
c. Customs and immigration related expenses	Provided <i>UBC</i> incurs the expense or specifically authorizes the expenditure in advance, which may include designating the service provider, <i>UBC</i> will pay for the listed expenses of the <i>Designated Professional</i> , <i>Spouse</i> , and <i>Dependants</i> to a cumulative maximum of \$3,000 incurred within 3 years of the

	<p>acceptance of the offer of employment:</p> <ul style="list-style-type: none"> ▪ Translation of documents where translation is required by <i>UBC</i> and/or the Canadian government ▪ Medical examinations required by <i>UBC</i> and/or the Canadian government ▪ Immigration, work permit, and residency visa fees levied by the Canadian government ▪ Police criminal records checks and fingerprinting ▪ Healthcare insurance premiums of the family or person to be covered for up to 3 month immediately preceding that person's eligibility for coverage by the British Columbia Medical Services Plan. <p><i>UBC</i> does not pay for:</p> <ul style="list-style-type: none"> ▪ Emigration or border fees levied by foreign governments ▪ Passports ▪ Legal services or documents
d. <i>Household and Personal Effects-storage</i>	The maximum storage expenses for <i>Household and Personal Effects</i> is one month's storage, if required, and one-time delivery into or out of the storage facility.
e. <i>Household and Personal Effects – weight allowance</i>	The maximum weight covered for <i>Household and Personal Effects</i> is as set out in the following table:

<i>Household and Personal Effects Weight Allowance Table</i>	
Number of People in Move	<i>Weight Allowance</i>
<i>Designated Professional</i> alone	2724 kg (6,000 pounds)
<i>Designated Professional</i> accompanied by <i>Dependant(s)</i>	2724 kg (6,000 pounds), plus 455 kg (1,000 pounds) per <i>Dependant</i>
<i>Designated Professional & Spouse</i>	4550 kg (10,000 pounds)
<i>Designated Professional & Spouse</i> accompanied by <i>Dependant(s)</i>	4550 kg (10,000 pounds), plus 455 kg (1,000 pounds) per <i>Dependant</i>

7. Central and Unit Funding

- 7.1.** The Vice-President, Administration and Finance shall establish a central account to fund payments under the Policy to administrative units and may designate limits or allocations of funds within that account.
- 7.2.** Where the salary of the *Designated Professional* is to be paid from a grant or source other than the UBC's general purpose operating fund (GPOF), expenses under the Policy for that person shall be first paid from that grant or other source to the extent permitted by the funding source before seeking payment from UBC. Reimbursement from the central account shall be in an amount which is the lesser of the shortfall or the amount due under the *Central Fund Contribution Table* in these Procedures.
- 7.3.** Administrative units may seek reimbursement for expenses under this Policy from the central account up to the limits established under the Policy, and shall draw funds from its own budget for the remainder. A request for reimbursement shall:
- 7.3.1. identify whether other sources of funds are available for the expenditures and the amounts drawn upon (or to be drawn upon); and
 - 7.3.2. include an undertaking to update the statement if additional expenditures or other sources of funds are received which increase or decrease the reimbursement entitlement by \$1,000 or more.
- 7.4.** Regardless of source of funding, the administrative unit responsible for the hiring or transfer of the *Designated Professional* shall report to UBC Payroll the amounts of all payments made on behalf of the *Designated Professional* under this Policy for benefits/allowances that are taxable under Canada Revenue Agency rules, for tax reporting purposes. The Income Tax Act requires that certain employer-paid benefits/allowances that are paid to employees be included in the employee's income for tax purposes. With respect to relocation, some examples of taxable benefits are housing reimbursement upon relocation, customs expenses, and immigration expenses. Additional information may be obtained from Financial Services <http://finance.ubc.ca/payroll/administrative-procedures/submitting-taxable-benefits>.

8. Central Fund Contribution to Unit Relocation Expenses

- 8.1.** The Vice-President, Human Resources, or designate, shall administer a central account to reimburse administrative units for relocation expenses incurred by the unit under the Policy for each move (including expenses under Policy #83 *Travel and Related Expenses*) based on the corresponding family size and move point criteria in the table below:

Central Fund Contribution Table				
Number of People in Move	Reimbursement to Unit for Relocations Originating:		Travel Expenses Allowance	Tax and Financial Advising Services Allowance
	within Canada	outside Canada		
<i>Designated Professional alone</i>	\$6,000 \$7,000	\$6,000 \$8,000	\$1,500	\$1,000
<i>Designated Professional accompanied by Dependant(s)</i>	\$6,000 \$7,000 plus \$500 per <i>Dependant</i>	\$6,000 \$8,000 plus \$1,000 per <i>Dependant</i>	\$1,500	\$1,000
<i>Designated Professional & Spouse</i>	\$8,000 \$9,000	\$9,000 \$10,000	\$1,500	\$1,000
<i>Designated Professional & Spouse accompanied by Dependant(s)</i>	\$8,000 \$9,000 plus \$500 per <i>Dependant</i>	\$9,000 \$10,000 plus \$1,000 per <i>Dependant</i>	\$1,500	\$1,000

8.2. The table above may be amended, from time to time, by the Vice-President, Human Resources, personally (not delegated), effective upon the posting of the updated Procedures.

Schedule to Procedures
of
Definitions and Other Interpretation Rules

Definitions

In the Procedures to Policy 82 *Relocation of Faculty Members and Senior Management Staff* the following terms have the meaning defined below:

- a. **“Allowed Moving Expenses”** means the following moving expenses up to the maximum applicable amount specified in the *Rates Table*:
- 1) Packing, loading, delivery and unloading excluding disassembly or assembly as follows: (e.g. for satellite dishes, scientific equipment, computer networks, ready-to-assemble furniture, and swings or playground sets):
 - a. Any disassembly requiring tools, special knowledge, or involving fluids; and
 - b. Any assembly.
 - 2) Storage and delivery from storage; and
 - 3) En route insurance of:
 - a. *Household and Personal Effects* up to replacement value;
 - b. *Tools of the Trade* up to replacement value.

The term “Allowed Moving Expenses” excludes:

- Expenses not permitted or covered by this Policy
 - Servicing of appliances, furnishings, or equipment
 - House cleaning or repair
 - Utility service commencement fees (commonly called “connection” or “hookup” fees)
- b. **“Dependant Care Allowance”** means an allowance for childcare or elder care of a *Dependant* payable to a caregiver normally compensated for their services up to the maximum applicable amount specified in the *Rates Table*.
- c. **“Household and Personal Effects”** means those possessions of the *Designated Professional, Spouse, and Dependents*, which are necessary to re-establish the *Designated Professional’s* household including stored items. These effects include domestic household pets, if permitted by law, excluding fish and birds.
- These effects do not include:
- Building or landscaping materials of any kind (e.g. lumber, cement, bricks, patio slate, sand, gravel)
 - Automobiles, construction equipment, farm equipment, tractors

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- Recreational vehicles (e.g. trailers, campers, and motorhomes) other than those the mover will transport as part of the *Designated Professional's* possessions without extra charge [N.B. Within Canada snowmobiles and all terrain vehicles might be transportable without extra charge if prepared by the *Designated Professional* as required by the mover - such as by removing volatiles.]
 - Firewood, railroad ties
 - Perishables, including frozen foods and liquids subject to freezing
 - Swimming pools
 - Outbuildings, storage sheds or greenhouses
 - Items that cannot be shipped due to safety or regulatory restrictions including:
 - Paints, cleaning solvents, aerosols or flammables including matches, lighter fluid, gasoline, cleaning fluids, fertilizers
 - Unregistered firearms
 - Ammunition and explosives
 - Propane tanks, empty or full
 - Wine and liquor
 - Livestock, fish, and birds
 - Plants or soil in international shipments
- d. **“Meal Allowances”** means the meal allowances as set under the *UBC Policy #83 Travel and Related Expenses* [N.B. this excludes meals provided by others e.g., complimentary hotel breakfast].
- e. **“Rates Table”** means the table in these Procedures indicating the maximum rates payable under the Policy for identified items or matters.
- f. **“Travel Allowance”** means the reimbursement or rates applicable under the *UBC Policy #83 Travel and Related Expenses* for travel by common carrier (air or ground), or private vehicle between the *Designated Professional's* home or office and the new workplace designated by *UBC*.