

MOVING EXPENSE POLICY

Effective May 2011

Approved by Senior Leadership Team (Principal, Deans and CAO)

APPLIES TO FACULTY MEMBERS RELOCATING TO LONDON (Limited Term and Probationary) and governed by applicable legislation

New faculty members are entitled to their actual moving expenses up to the equivalent of one month's salary (gross amount).

If the move is from a distance in excess of a 2,500 mile radius, the allowance may, at the discretion of the Dean, be their actual moving expenses up to the equivalent of one and one-half (1 ½) month's salary (gross amount).

In all cases, the new faculty member shall obtain a minimum two quotes from a CAUBO- approved moving company. Contact information can be found at the following link:

http://caubo.ca/supplier_contracts/moving

Payment will be made directly to the moving company by Huron University College.

Moving expenses do not include items arising from relocation. The following list, while not exhaustive, will indicate the type of non-allowable items:

house-hunting, including the cost of telephone calls, trips, commissions on the sale or purchase of property, legal fees, losses on the sale of assets, rental or temporary accommodation, storage of furniture, housecleaning, babysitting, payment for labour of self or members of family engaged in moving or assisting with moving, duty on articles moved into Canada. etc.

A faculty member who terminates an appointment before the expiry of an initial appointment shall be required to repay to Huron University College, on a pro-rata basis, any moving allowance received.