

Employment and Social Development Canada

Delegation of Spending and Financial Authorities – Supplementary Notes

1.09 Relocation

Table 4 - Relocation Restrictions (column 1.09)

Section	Description	Deputy Minister of ESDC Deputy Minister of Labour Chief Operating Officer for Service Canada	Senior Associate DM Associate DM ADMs and equivalents	Deputy Chief Financial Officer Senior Director General Integrated Corporate Accounting and Accountability Directorate	Departmental National Coordinator
1.2.5	Entitlements not identified within this Directive will not normally be reimbursed unless deemed to result from exceptional circumstances. Treasury Board Secretariat (TBS) approval is required for payment of such expenses.	\$10K*	\$10K*	-	-
1.2.5.1	Reimbursement of entitlements not identified within this Directive.	\$10K*	\$10K*	-	-
1.4.2	Payment of relocation expenses for part-time and term employees.	F	-	-	-
2.2.1.7	All requests for reimbursement that fall within the intent of this Directive, but whose special circumstances have not been specifically addressed, must be forwarded through normal channels directly to the designated Departmental National Coordinator, head office.	-	-	-	F
2.7.1	In an employee-requested relocation assistance shall be provided in accordance with Part XII.	F	F	F	-
2.10.1 and 2.10.3	The payment of reasonable reimbursable expenses when an authorized relocation is cancelled.	F	F	F	-
4.2	Approval to proceed on a House Hunting Trip.	F	F	F	F
4.4.1	Authorization of additional travel time for house hunting trips.	-	-	-	F

Employment and Social Development Canada

Delegation of Spending and Financial Authorities – Supplementary Notes

4.18	Approval of a house hunting trip that is an exceptional case.	\$10K*	\$10K*	-	-
5.3.1	Approval to occupy interim accommodation is not automatic nor is it an entitlement. Prior approval for IAM&MA must be obtained from the Departmental National Coordinator or his/her designate within the department/region.	-	-	-	F
5.4.1	Authorization of 15 additional days (accommodation and meals) awaiting household goods and effects and/or accommodation.	-	-	-	F
5.5.3	In cases where additional time may be required for example for cleaning or inspection of the accommodation, a maximum of 2 days of additional IAM&MA may be authorized at the beginning of the move by the Departmental National Coordinator through the receiving manager and reimbursed from the Customized/Personalized Funds.	-	-	-	F
5.6	The Departmental National Coordinator shall authorize up to 60 days interim accommodation for employees who: are required to relocate on short notice; or are already on duty at the new location and cannot vacate their property at origin and relocate their HG&E immediately upon acceptance of letter of offer.	-	-	-	F
5.7	The Departmental National Coordinator is responsible to authorize IAM&MA requests beyond the initial 15 days and not to exceed 30 days in total.	-	-	-	F
5.7.1	Each IAM&MA request beyond 15 days must be approved by the Departmental National Coordinator or Regional Relocation Coordinator as assigned by the department upon registration with the CRSP.	-	-	-	F
5.7.2	Approval of IAM&MA beyond the initial 15 days shall be authorized in the following situations: a market where there is a limited selection of housing; the HG&E were not available for delivery to the new residence because of delays caused by the moving company; an employee was denied a change in reporting date when such a change could have resulted in a reduction of the 15 days IAM&MA; or	-	-	-	F

Employment and Social Development Canada

Delegation of Spending and Financial Authorities – Supplementary Notes

	permanent accommodation has not been obtained/occupied or suitable alternate accommodation is not available.				
5.7.4	In exceptional circumstances, employees may be reimbursed lodging expenses for any days in excess of 15 days when: the HG&E were not available for delivery to the new residence because of delays caused by the moving company; permanent accommodation has not been obtained/occupied or suitable alternate accommodation is not available.	-	-	-	F
6.3.1	Approval of exceptions to the family travelling by the approved mode of transportation to the new location.	-	-	-	F
7.4	Approval to reimburse rent or lease in excess of 3 months, or alternative arrangement in order to dispose of rented accommodation.	-	-	-	F
8.13.2	Employee Proceeds Unaccompanied An employee preceding the family to the new location has a choice of temporary/permanent accommodation. The costs of this accommodation shall be reimbursed as follows. Accommodation other than permanent accommodation must be approved by the Departmental National Coordinator before the employee secures such accommodation.	-	-	-	F
8.16	When the old and new locations of work are within daily commuting distance and purchase of a residence at the new place of work meets the 40 km limitation as defined by the Income Tax Act, the employee may commute daily (subject to prior approval by management in consultation with the Departmental National Coordinator), while making the decision to acquire permanent accommodation at the new place of work. In those circumstances, the commuting allowance may be paid instead of the costs that would be incurred for temporary accommodation at the new place of work	F	F	F	-
8.18	Authorization of a return unaccompanied trip the previous place of duty to finalize the sale, where the	-	-	-	F

Employment and Social Development Canada

Delegation of Spending and Financial Authorities – Supplementary Notes

	exchange of documents via courier or electronically are not sufficient.				
8.3, 8.20	Approval to sell a property for less than 95% of the appraised value.	-	-	-	F
9.18(b)	To approve the extension of the period for the reimbursement of certain expenses for an employee's short term personal loan for an additional six months in exceptional circumstances.	-	-	-	F
11.8.1	When an employee is relocated (Isolated Postings only), and after consultation with the employee and in the opinion of the Departmental National Coordinator, the shipment of some or all of the HG&E or PMVs, or both, to the new place of duty is not practical the employer shall pay for some associated storage costs.	-	-	-	F
11.8.2	When the employee is again relocated to a location where the effects could be used (Isolated Postings only), the Departmental National Coordinator shall authorize HGRS to ship the effects from the place of storage to: new place of duty; or former residence from which the effects were placed in storage.	-	-	-	F
11.8.3(a)	To approve the reimbursement of storage costs when an employee's employment terminates beyond 7 days and up to 14 days.	F	-	-	-
11.10	Authorization of the movement of Household Goods and Effects in excess of 20,000 lb via the Household Goods Removal Service contracted service providers.	-	-	-	F
11.13	Rental car costs incurred (while the employee's car is being shipped) are not reimbursable except in highly unusual circumstances beyond the employee's control	-	-	-	F
11.13	Shipment of second personal motor vehicle (PMV) in unusual circumstances.	-	-	-	F

Employment and Social Development Canada

Delegation of Spending and Financial Authorities – Supplementary Notes

12.1.2a	An employee-requested transfer that results in an authorized relocation to a position at the appropriate group and level which is vacant on arrival at the new place of duty shall be deemed to be an employer-requested relocation subject to the following: (a) The relocated employee shall be reimbursed relocation expenses within the limits prescribed in this Directive, unless the deputy head or senior delegated officer provides written certification that, had the vacant position not been filled as a result of an employee-requested transfer, it would have been filled through normal staffing procedures without relocation expenses being incurred.	F	F	F	-
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