

# Relocation

## Alternate Workplace Roadmap

June 2021



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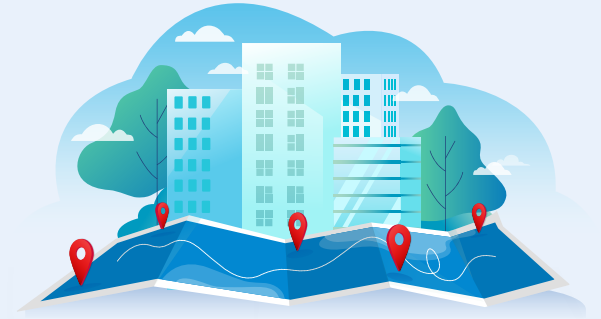


### Key Take-Aways

- Consideration should be given as to whether the work can be performed remotely now and in the future.
- A careful assessment of where the designated workplace of the position can be located, now and in the future, should be conducted.
- Management must determine whether there is an active work location according to the ESDC lease contract of the building available at the new location.
- Management must determine whether office space is available at the designated workplace should the employee need to report to the office.
- A careful assessment of Official Languages Implications must be conducted prior to any decision.
- The National Relocation Office must be contacted to determine whether relocation applies and what type should be granted before the letter of offer is issued.
- Management should consider good stewardship of funds prior to making decisions (e.g., travel entitlements would apply if the designated workplace is changed and the employee is required to report frequently to the former designated workplace).
- During remote work, employees designated workplace remains the same as found on their letter of offer.

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This interactive document has a few potential scenarios based on your answers. Please use the navigation buttons within the document. All options are discretionary and must be agreed by management and based on operational needs.

The following decision tree provides managers with an outline of options and considerations when faced with employee's requests to work away from their current designated workplace. While this roadmap addressed the most frequent situations encountered, it is not reflective of all potential relocation scenarios. Managers are encouraged to contact the [National Relocation Office](#) for any additional questions on relocation.

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Employee requesting to work away from  
their current designated workplace



Can the current position functions  
be done from elsewhere?

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Answer one of the following questions.

Can you staff the employee in a different vacant position at destination while keeping the same functions based on compassionate grounds?

Can you change the geographical work location of the position?

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Do you have an available office location  
for which ESDC has a rental agreement?

[Active Location List](#)

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### Staffing Action (Letter of Offer)

The employee is appointed or deployed to a different position and staffing involves a change of designated workplace (over 40 km).

#### Considerations:

- Relocation is applicable and consistent with NJC Relocation Directive. If Management decides to proceed with a staffing offer in order to accommodate the employee on compassionate grounds, although they could staff the position locally without incurring relocation cost, an employee-requested Relocation applies (\$5K). Where management can not find a local candidate, an Employer-requested Relocation applies (no monetary limit).
- Income tax deductions and designated paid holidays based on new designated workplace.

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### Request for Change in Designated Workplace (no staffing action)

The employee maintains the same position number and job functions. Only the designated workplace of the position is changed.

#### Considerations:

- No relocation.
- Income tax deductions and designated paid holidays based on new designated workplace.
- In the event the employee is required to report to a different workplace (e.g., meeting, training, etc.), travel status will apply.
- The employer may need to locate a physical office close to the employee's new residence from the Department's Active Location List.



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Employee remains in current position or applies to a position at desired location

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Employee remains in current position or applies to a position at desired location



### Telework Agreement

No change in the designated workplace.

#### Considerations:

- No relocation.
- Income tax deductions and designated paid holidays based on designated workplace at origin.
- In the event the employee is required to report to their designated workplace, travel status will NOT apply.
- Telework agreement may be terminated at any time with four weeks notice from either party and the employee may be asked to return to their point of origin with no relocation assistance.