

McMASTER UNIVERSITY

Complete Policy Title: **POLICY ON RECRUITMENT AND RELOCATION EXPENSES FOR ACADEMIC APPOINTMENTS**

Policy Number: N/A

Approved By:
President and Vice-Chancellor

Date of Most Recent Approval:
March 17, 2020

Date of Original Approval(s):
April 13, 2000

Supersedes/Amends Policy dated:
December 17, 2003

Responsible Executive:
Provost and Vice President, Academic

Enquiries:
Office of the Provost

***DISCLAIMER:** If there is a discrepancy between this electronic policy and the written copy held by the Policy owner, the written copy prevails.*

PREAMBLE

This policy serves to outline the rules related to University and candidate expenses for the recruitment and relocation of new faculty (as reflected in *Academic Appointment, Tenure and Promotion [2012]*), appointed on the basis of tenure or teaching track, CAWAR track or contractually limited periods of at least one year or more for recruitment costs, and two years or more for relocation costs.

RECRUITMENT

Advertising:

The Office of the Provost (or the FHS Faculty Relations Office for Faculty of Health Science (FHS) recruits) will cover the following:

- Online advertising with universityaffairs.ca for up to 4 months; approximate cost - \$600/month
- Online advertising with academicwork.ca for up to 4 months; approximate cost \$600/month
- Up to \$2,000 toward online advertising for an additional national journal/site for up to 4 months

- In the case of foreign academic hires, funding for online advertising on two Canadian sites until a positive Labour Market Impact Assessment (LMIA) is received.

Advertising costs over the above stated limits will be the responsibility of the hiring Department or the Faculty.

Please note: when hiring a non-Canadian, we must actively recruit for Canadians/PRs until we receive a positive Labour Market Impact Assessment. Therefore, the advertisements must remain posted on Canadian sites (including the University site) until notified by the Provost's Office (or FHS Faculty Relations office for FHS recruits) that postings can be removed (i.e. when we have the positive LMIA). U.S., Mexican and Chilean citizens are exempt from the LMIA process as they are eligible for work permits under the free trade agreement. Reference SPS A1 for more detailed information.

Faculty Candidate Expenses:

The Office of the Provost (or the FHS Faculty Relations Office for FHS recruits) will cover the following:

- Airfare for the one-time full cost of two-way (return) transportation, to a maximum of economy airfare or equivalent, for the individual only.
- Transportation to McMaster from the airport and return, up to \$200. Note: alternatively, if the candidate rents a car, we will cover up to the amount of \$200.
- Accommodation during the interview period at the current rate of \$120 weekday or \$140 weekend are eligible for reimbursement from the Provost's Office.

Exclusion: All local hospitality costs are to be covered by the hiring Department or Faculty.

RELOCATION

The following relocation related reimbursements will only be made to new faculty (as reflected in *Academic Appointment, Tenure and Promotion [2012]*), appointed on the basis of tenure or teaching track, CAWAR track or contractually limited periods of **two** years or more; and if the employee's move results in the employee's new place of residence being at least 60 kilometres closer to McMaster than their current residence.

Moving Expenses:

It is the policy of the Office of the Provost (or the FHS Faculty Relations Office for FHS recruits) to reimburse for the standard moving charges that are in accordance with the University's Strategic Procurement policy, to a maximum of \$5,000. Any eligible amounts above

this threshold would be the responsibility of the appropriate Faculty Dean's or Academic Department office.

Eligible expenses include:

- the cost of packing, transporting or storing personal and household effects while moving from the old residence to the new. (storage charges are limited to a two-month maximum)

Ineligible expenses include:

- costs to move automobiles, boats, or trailers
- charges and fees to connect/disconnect telephones, utilities and appliances
- fees to cancel leases;
- the cost of selling the old residence (including advertising, legal fees, real estate commission, and mortgage discharge penalties)
- legal fees and land transfer tax in purchasing new residence
- housekeeping or cleaning services

As a member of the Canadian Association of University Business Officers (CAUBO), the University has contractual agreements with two preferred corporate international moving companies that offer substantial discounts and guaranteed services. More information regarding the University's preferred movers can be found at <https://www.caubo.ca/discover-caubo/member-discounts/moving/>.

Should a new appointee wish to use a company for moving other than McMaster's preferred suppliers, quotes from at least two moving companies in addition to an estimate from one of the approved McMaster movers is required in order to be eligible for reimbursement of moving costs. Normally, the lowest estimate is accepted.

Travel Expenses:

In addition to moving expenses, the Office of the Provost (or FHS Faculty Relations Office for FHS recruits) will also pay travel expenses for the new appointee, his/her spouse and dependent children, in accordance with the McMaster University Reimbursement to Individuals Policy, which generally allows for a maximum of economy airfare by the most direct route from their place of residence to the Hamilton vicinity. Expenses which may also be reimbursed under this policy include:

EITHER:

- i) the cost of meals and accommodations, required in transit, and up to one week, while awaiting permanent accommodation in the Hamilton vicinity.

OR

- ii) the one-time full cost of two-way (return) transportation, to a maximum of economy airfare or equivalent, for the individual and spouse, if applicable, in advance of the relocation for the sole purpose of searching for and establishing residence in the Hamilton vicinity.

Immigration Fees:

In addition to moving and travel expenses, the Office of the Provost (or FHS Faculty Relations Office for FHS recruits) will reimburse the new appointee, his/her spouse and dependent children, if applicable, for the following fees:

1. Employment authorization
2. Application for Permanent Residence fee
3. Application for citizenship fee

New faculty appointed for a contractually limited period of less than two years (as reflected in *Academic Appointment, Tenure and Promotion [2012]*) are not entitled to the above relocation reimbursements, however will be entitled to travel expenses for the appointee, his/her spouse, and all dependent children, to a maximum of economy return airfare by the most direct route from the place of residence to the Hamilton vicinity (the place of residence will be indicated in the letter of appointment). The return portion of the fare will be the rate in effect at the time the appointment ends; if the appointment is extended it will be the rate in effect at the end of the period of extension. Reimbursement will be made at the request of the appointee upon arrival in Hamilton, and vouchers will be required for all expenses incurred.

General:

For new appointees currently living within a 60 km radius of Hamilton, the appointee relocation policy does not apply.

New appointees wishing to take advantage of these relocation arrangements are required to do so within six months of the effective date of their appointment unless an extension of this time limit is approved, in advance, by the appropriate Faculty Dean's Office or the Academic Department.

Questions concerning travel and moving arrangements should be directed to the appropriate Faculty Dean's Office or Academic Department. Questions related to immigration matters should be directed to the Provost Faculty Relations Office or the FHS Faculty Relations Office.

Should the new appointee leave the University before completing **two** years of service, he/she must reimburse the University a portion of any moving expenses paid. The amount will be calculated on the basis of 1/24 of the allowance for each month of the two year period, not yet served.

Processing of Gifts-in-Kind:

Inquiries regarding donations of gifts-in-kind, such as lab equipment, to McMaster University should be directed to University Advancement. For questions or inquiries, including those related to process and timing, contact advgift@mcmaster.ca.

DOCUMENTATION:

Original receipts and proof of payment must be presented for reimbursement. More specific details on requirements can be found in AP-01 Guidelines for Reimbursements to Individuals for University Business. For relocation expenses, reimbursement is made after the arrival of the new appointee.

RELATED POLICIES, GUIDELINES AND RESOURCES:

[McMaster University Policy And Regulations With Respect To Academic Appointment, Tenure And Promotion \[2012\]](#)

[SP-01 Strategic Procurement Policy](#)

[AP-01 Policy for Reimbursement to Individuals for University Business](#)

[AP-01 Guidelines for Reimbursements to Individuals for University Business](#)

[McMaster Expense Reimbursement Resources](#)

[McMaster Faculty Relations office](#)

[Faculty of Health Science Faculty Relations office](#)