

## RELOCATION ASSISTANCE PLAN FOR NEW CAREER/TENURE STREAM AND LONG TERM EMPLOYEES POLICY ADDENDUM

In consideration of your accepting employment by Ryerson University ("Ryerson") and as a term of such employment, Ryerson agrees to pay to you, subject to the terms and conditions outlined in this letter, an allowance in reimbursement for the expenses of your move to Toronto.

Reimbursement will only be made if your move results in you residing at least 50 kilometers closer to Ryerson University.

1. This reimbursement is limited to a maximum of \$5,000 within Ontario and to a maximum of \$10,000 outside of Ontario of eligible relocation expenses, as follows:
  - a. Transportation expenses for you and your immediate family by your choice of the following (whichever is the least costly):
    - i. private automobile (one vehicle only) at the current reimbursement
    - ii. rate as per the policy on *Business Travel*, inclusive of gasoline, oil and repairs on route
    - iii. an economy commercial airline fare
    - iv. standard first class rail tickets
  - b. Reasonable and actual travel accommodation costs while on route and up to one week post arrival in Toronto, if local accommodation is not yet available
  - c. Per diem amounts for daily expenses while on route, as follows:
    - i. \$50.00 for you
    - ii. \$40.00 for your spouse (if applicable); and
    - iii. \$30.00 for each child (if applicable).
  - d. Reasonable costs for packing, transporting, unpacking and in-transit insurance of household and personal effects of your immediate family and yourself.
  - e. Reasonable costs for storage of household and personal effects of your immediately family and yourself for up to one month subsequent to your relocation.
  - f. Immigration-related expenses as approved, up to a maximum of \$2,500.
  - g. Temporary accommodation while searching for housing to a maximum as approved by the dean/director
2. The following costs associated with relocation will not be reimbursed:
  - a. per diem expenses on arrival

- b. costs associated with transporting a second vehicle, boats, or unusually heavy equipment such as a lathe, to the destination; and
  - c. expenses associated with the sale and/or purchase of a house, including real estate commission and legal fees/disbursements.
3. Ryerson shall not be liable under any circumstances for any loss, damage, bodily injury or inconvenience suffered, incurred or sustained by you or by any member of your immediate family in the course of, or as a result of, your move to Toronto for employment by Ryerson.
4. The payment of income tax (if any) on this allowance will be your responsibility.
5. The foregoing allowance will be paid to you by Ryerson on submission to Human Resources or dean's office a Relocation Expenses form summarizing expenditures including, where applicable, supporting documentation (ie. original receipts).
6. By your acceptance of the allowance you will agree that should you resign from your employment by Ryerson for any reason whatsoever, within three years from the date of hiring, you will, upon the cessation of such employment, reimburse Ryerson for the allowance paid to you. Such reimbursement will be made on the following basis:
  - a. If your resignation occurs within one year, the entire allowance paid by Ryerson shall be refunded.
  - b. If your resignation occurs with two years, 75% of the allowance paid by Ryerson shall be refunded.
  - c. If your resignation occurs within three years, 50% of the allowance paid by Ryerson shall be refunded.
7. Your signature on the acceptance portion of this letter will constitute your authority to Ryerson to deduct and withhold from any monies payable to you by Ryerson upon the cessation of your employment any reimbursement to which Ryerson shall be entitled, but without prejudice to Ryerson's right to claim and receive payment of any excess.

Will you kindly signify your understanding and agreement to the foregoing terms and conditions by signing where indicated and returning to my attention the attached copy of this letter.

Yours sincerely,

I hereby understand, accept and agree to be bound by the foregoing terms and conditions.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Signature

RYERSON REQUEST FOR ACADEMIC/ADMINISTRATIVE  
RELOCATION EXPENSE REIMBURSEMENT

*(This form to be used instead of Ryerson Cheque Requisition)*

To be completed by the Dean/Senior Director and forwarded to **Financial Services** with original receipts attached.

Name of Employee/Faculty Member: \_\_\_\_\_

Department/School: \_\_\_\_\_

Start Date: \_\_\_\_\_

Total Moving Expenses Approved as per letter. \$

Human Resources Account No. (up to \$5,000.00) Charge to 1-11-10055-7888 \$

Departmental Budget Account No. (over \$XXX) \$

Charge to cost centre: \_\_\_\_\_

Approved: \_\_\_\_\_  
Dean/Senior Director

Date: \_\_\_\_\_

Total Moving Expenses Being Claimed \$

Special Instructions to Financial Services Department: \_\_\_\_\_  
(i.e. Special mailing instructions for cheque; foreign currency calculation; etc.)

Verification by Human Resources Administrator: \_\_\_\_\_

Distribution:

Cc: **Human Resources (File)**