

POLICY TITLE

**RELOCATION ALLOWANCE - SPECIALTY PHYSICIANS
AND DEPARTMENT OF FAMILY PRACTICE PHYSICIANS**

AUTHORIZATION

Vice President, Clinical Operations

DATE APPROVED

January 2005

DATE REVISED

September, 2010
January 2012

1.0 PURPOSE

To define eligibility and to outline the process by which Specialty Physicians and Family Practice Physicians with active privileges in the Department of Family Practice may access relocation allowance funds.

2.0 GUIDELINES

- 2.1 Fraser Health recognizes the availability of a reallocation allowance to support the recruitment of Specialty Physicians and Full Practice Family Physicians. The offer of this funding is discretionary on the part of Fraser Health. The amount of any relocation allowance provided to an eligible physician will be charged to the Program for which the physician eligible for the allowance will provide service.
- 2.2 Only Specialty Physicians or Full Practice Family Physicians in the Department of Family Practice may be pre-approved by the Program Medical Director to be eligible for relocation allowance funding.
- 2.3 The discretionary relocation allowance may be offered to selected physicians who meet the licensure requirements of the College of Physicians and Surgeons of British Columbia and who are relocating to a Fraser Health community that has had significant and sustained difficulty in attracting Specialty Physicians or Full Practice Family Physicians. Physicians recruited for locum positions are not eligible for the relocation allowance.
- 2.4 Applicable reimbursement expenses must clearly relate to the relocation of the Physician, their immediate family (declared dependents) and their personal belongings. Appendix I outlines the categories of eligible and non-eligible expenses.
- 2.5 The relocation allowance does not include funding for interview purposes.
- 2.6 Assuming that pre-approval has been received, a relocation reimbursement allowance of up to a **maximum of \$10,000.00** will be available to those Physicians moving from outside of British Columbia to a community served by Fraser Health.

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- 2.7 Relocation reimbursement allowance is provided in the form of a forgivable non-interest bearing demand loan. Pro-rated repayment is required when the Physician no longer provides services in Fraser Health or for any reason fails to meet their obligations to Fraser Health prior to the completion of a consecutive two (2) year term.
- 2.8 Relocation assistance is considered a non taxable benefit. All expenses must be supported with original itemized receipts.

3.0 PROCEDURE

- 3.1 Where in discussions with a Physician candidate it is concluded that an offer of relocation allowance funding will be required to finalize the move, a request for offer shall be made to the Program Medical Director. The Program Medical Director is responsible for ensuring that there is sufficient funding in the program's budget to support any relocation allowance he/she approves for payment.
- 3.2 The Medical Administrative Assistant to the Program Medical Director will arrange to have a Relocation Allowance package forwarded to the Program Medical Director including:
- Relocation Allowance Funding Guidelines
 - Appendix 1 – Eligible Expenses
 - Relocation Allowance Agreement
 - Invoice
- 3.3 The Program Medical Director will review the package with the Physician and, assuming that the Physician is successfully attracted, he/she will have the Physician sign the Funding Agreement upon commencement of service.
- 3.4 The Relocation Allowance Funding Agreement will be signed by the Physician and witnessed by the Program Medical Director. A photocopy of the signed agreement will be given to the Physician and the original maintained by the Program Medical Director.

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- 3.5 The Physician will invoice Fraser Health and provide original supporting itemized receipts to the Medical Administrative Assistant for the Program Medical Director within one (1) year of commencing his/her position. The original receipts will not be returned to the Physician for tax purposes as they are being reimbursed by Fraser Health.
- 3.6 Upon receipt of the invoice, copies of the receipts and a Request for Payment will be sent to Accounts Payable for processing. Another copy of all receipts, the invoice, Request for Payment and the signed Funding Agreement will be retained by the Program Medical Director.
- 3.7 If the Physician fails to meet their obligations to Fraser Health prior to the completion of a consecutive two (2) year term, the Program Medical Director is to make appropriate arrangements with the Physician for the outstanding balance of the relocation allowance to be re-paid to Fraser Health.

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APPENDIX I

ELIGIBLE EXPENSES

Relocation Expenses

Relocation allowances are not intended to cover a variety of sundry items arising from the move such as duty on articles brought into Canada, rentals, house hunting, babysitters, loss on the sale of assets and other expenses not directly related to the physical move.

Legal Expenses

Fraser Health will reimburse the physician for legal expenses incurred in selling his/her residence and purchasing/rental of their principal place of residence. Not eligible are 'commissions' paid to sales agents.

Shipping by Air Freight, Mail Express or Common Carrier

Personal effects may be shipped by the most economical method and are subject to the weight allowance as set by the transportation van line.

Travel Expenses

Fraser Health will reimburse for public transportation costs to a maximum of economy air fare by the most direct route, taxi fare to and from the airport to their new place of residence and the cost of a rental vehicle upon arrival to a maximum of \$200.00. A maximum of \$50.00 for gas for the rental vehicle is permitted.

When the physician's motor vehicle is used for transportation in lieu of public conveyances, an allowance of \$.50 per kilometer by the most direct route will be reimbursed. When a second vehicle or trailer is towed, an additional allowance of \$.15 will be reimbursed. The distance mileage will be calculated from the employee's former residence to their new location sourced through the internet.

Allowable Services

- Packing, loading, delivery and unloading of personal and household effects
- One (1) month of storage, if required
- Enroute insurance (Replacement Value Protection)

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- Transportation of one personal vehicle either via shipping by vehicle weight or via cost per kilometer
- Change of address with the Post Office
- Expenses related to pet transportation and carrier for the pet is eligible. All other pet related expenses must be pre-approved.

Lodging Expenses

Lodging expenses, supported by the original itemized receipts, for a maximum period of five (5) days upon arrival or the first month's rent will be reimbursed to the physician. Expense claims for meals and alcohol will not be permissible.

Utility Connections

Utility connection fees will be reimbursed, on a one time only basis, to the physician upon submission of the original itemized receipts. Normally these would include water/sewer, electrical, telephone and cable television. The cost of cell phone activation (fee only) may be substituted for a landline connection. This allowance is not intended to cover deposits.

Immigration Fees

Cost of immigration medical exams and x-rays are reimbursable.

All expenses must be supported by the original itemized receipts