



## PHYSICIAN RELOCATION IN ASSISTANCE

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### Relocation

The Government pays the moving expenses for contractors on initial recruitment, transfers and termination.

### Relocation Assistance

Relocation Assistance is a contractor benefit, where the Government pays for the reasonable costs associated with the contractor's move. The Government will, whenever possible, move the contractor in the most smooth, efficient and economical manner.

### Relocation IN and Transfer – Allowable Moving Expenses

The Government will pay the move expenses as follows:

1. Travel and Transportation
  - a. The Government pays for the cost of one-way economy airfares for the contractor and contractor's dependents. The cost applies to the most direct route of travel.
  - b. While in transit, commercial accommodation is provided to contractor's and dependents up to a maximum of 3 days. At destination, reasonable accommodation is provided while waiting for the arrival of personal effects, up to the maximum of 21 days.
  
2. Movement of personal effects
  - a. The Government arranges and pays for the movement of contractor's furniture and /or personal effects from the point of recruitment to the point of hire. The assigned Relocation Coordinator coordinates the movement of personal effects between the moving company and the contractor to make sure that the move is carried out in a smooth and economical manner. Given the distance and limited availability of air transportation in and to Nunavut, the movement of effects is normally completed within 3 to 6 weeks. Delays may occur.

- b. The weight entitlements for effects are outlined in Appendix A. The entitlements are based on the duration of job appointment, type of housing and family status.
  - i. The weight entitlements include the allowance for the weight of materials required to pack, crate and prepare the effects for transportation (eg. Boxes, wraps and wooden crates). This could be 15% to 20% of the total weight.
  - ii. The employee is advised to keep in contact with the mover to ensure that total weight of effects is within the limits. The Government will not pay for excess weight.
- c. The following goods are not covered by the Government: automobiles, motorcycles, boats, trailers, kayaks, snowmobiles, all-terrain vehicles; foodstuffs (perishable & non-perishable goods); livestock, pets; plants; outdoor barbecues made of bricks, cement blocks, or rocks; building material (lumber, cement blocks, etc.); ammunitions and any goods restricted by law, satellite communication equipment including satellite dishes and dangerous goods. Movement of the above mentioned articles is the responsibility of the contractor.
- d. The following services are not covered by the Government: extra pick-up or delivery, equipment rental or cleaning, access-to-storage charges; storage in transit; connecting, disconnecting or servicing appliances; dismantling and reassembling waterbeds, swing sets or garden furniture; taking up or putting down wall-to-wall carpets, hall runners, removing or installing valance boxes, curtain rods, and wall hooks for pictures or clocks. The cost associated with the above-mentioned services is the responsibility of the contractor.
- e. Insurance in transit – The Government pays basic, limited insurance while the employee's effects are in transit. The insurance rates vary with the air carriers and moving companies. The contractor is advised to discuss the adequacy of insurance coverage with the moving companies and is strongly advised to buy additional insurance.

### 3. Excess baggage

- a. The Government will pay for the cost of transporting excess baggage to a maximum of (6) six pieces for the employee and two (2) pieces for each dependent. Each bag should not be more than 32kgs. or 70lbs. This is allowed if effects are moved separately by a slower method of transportation or if no other expenses are reimbursed for moving effects.
- b. Excess baggage means baggage that the contractor is expected to bring on their person at the time of relocation (eg. Linen, towels, pillows, shower, curtains, appropriate clothing and kitchen wares). These are items needed to see the employee through while waiting for their shipment of effects.

- c. Excess baggage cost is paid for by the contractor as an up front cost and is reimbursed by the Government after arrival. (keep receipts)
4. The contractor must demonstrate that efforts were made to include necessary effects in their excess baggage in order to qualify for the continuation of meals and incidentals.
5. Storage
  - a. The Government pays the private storage cost for contractor's who are moving into furnished accommodations for the lesser of, a period of 3 years or the length of the contract.
  - b. Combined weight of shipped goods and stored goods must not exceed the total entitlement. Items listed under "Goods and Services not covered by the Government" will apply (see 2.c & d).
  - c. The contractor is responsible for paying the insurance costs of all stored goods.
  - d. At the end of the storage contract, the contractor can either remove the goods from storage or negotiate a new independent contract with the storage company and leave the goods in storage at their own expense.
  - e. The contractor pays the cost of moving the effects from storage.

6. Breaking the lease

A contractor (initial hire or transfer) is reimbursed for the cost of breaking his/her lease or rental agreement. Maximum payment is for 3 months rent at the former residence. All claims must be authorized and supported by receipts showing payments and copies of current lease agreement.

7. Duplicate Costs

A contractor is reimbursed for duplicate costs up to 3 months from the **date of initial hire**. Reimbursement is the lesser of the monthly mortgage payment (principal and interest) on the old residence or the monthly rental payment on the new residence. All claims must be authorized and supported by receipts showing payments.

8. Real Estate Costs

A contractor who is **required to transfer** may be reimbursed actual real estate, legal and notarial fees for the sale of their principal residence. The residence must be a single-family dwelling and must be sold within one year of the date of the authorization to transfer. This does not apply on initial hire and all claims must be authorized and supported by receipts showing payments.

9. Incidental Costs will be reimbursed upon presentation of receipts. These include the following:

- a. Payment for telephone calls and faxes related to the move
- b. An award of \$250 if moving to unfurnished accommodation

- c. An award of \$125 if moving to furnished accommodation
  - d. Taxi fares related to the move
  - e. Temporary storage cost when authorized in advance.
10. Any exceptions to the relocation provisions must be discussed with the Relocation Officer for consideration and approval.

### **Relocation IN and Transfer – Procedures**

1. Once the contract is accepted, the Staffing Consultant informs the Relocation Coordinator. The Relocation Coordinator contacts and informs the contractor about the Government's relocation assistance program.
2. The Relocation Coordinator sends the **relocation information** and **checklist** (Appendix B) requesting the dependents' names, address, contacts, and preferred travel and move estimate dates to the employee by fax or email.
3. The contractor returns the completed checklist and signed acknowledgement page of the relocation information and waits for the Relocation Coordinator to instruct the moving company to do up the cost estimate of the move.
4. The moving company contacts and requests the employee to show them all the personal effects that need to be moved in order for them to estimate the cost of the move.
5. The Relocation Coordinator reviews the moving quotes to ensure that the most economical cost options are being used. The Relocation Coordinator then sends the authorization to the moving company to proceed.
6. If there is a need for long-term private storage, the Government will only pay for the storage costs and it is the contractor's responsibility to pay the insurance and to move the effects from storage at the end of the contract.
7. The Relocation Coordinator arranges all the travel and accommodation (if required) for the contractor and the contractor's dependents. The itinerary, accommodation information and electronic tickets are then faxed or sent by electronic mail to the employee.
8. Before the travel, the Relocation Coordinator contacts the contractor again if there are any changes to the itinerary and/or accommodation.
9. The contractor is asked to contact the Relocation Coordinator ASAP after arrival at destination.
10. The contractor submits a travel expense claim for the reimbursement of incidental costs and other costs associated to their personal travel. If eligible, the employee may claim for breaking of lease or rental agreement, duplicate or real estate costs ( see sections 6, 7 & 8).

11. When the personal effects arrive at the destination, the moving company contacts the Staffing Officer and arranges the delivery of effects from the airport to the contractor's residence.
12. The contractor checks and confirms that the effects shipped were all received in good condition. For any damages incurred, the contractor files insurance claims with the moving company within 10 days of receipt of effects.
13. The Relocation Coordinator reviews all invoices for travel, moving, storage and other costs related to the contractor's moves.
14. Before paying the moving company, the Relocation Coordinator confirms with the contractor that all the effects were received in good condition.

**APPENDIX A**

**WEIGHT ENTITLEMENTS**

**Contractors  
Appointed for One Year or more  
FURNISHED ACCOMMODATION**

<b>Family Status</b>	<b>Accommodation Status</b>	<b>Eligible weight <i>To be shipped</i></b>	<b>Eligible Weight <i>Private Storage</i></b>	<b>Total Weight Entitlement</b>
Physicians Without Dependants	Furnished only	2,500 lbs.	4,000lbs.	6,5000 lbs.
Physicians with one dependant	Furnished only	6,500 lbs.	4,000 lbs.	10,500 lbs.
Physicians with two dependants		6,500 lbs.	5,000 lbs.	11,500 lbs.
Physicians with three dependants		6,500 lbs.	6,000 lbs.	12, 500 lbs.
Physicians with four or more dependants		6,500 lbs.	7, 000 lbs.	13, 500 lbs.

*Note: A contractor who leases furnished accommodations will be provided with long-term private storage benefits for the length of his/her appointment, or three years.*

**Contractors  
Appointed For Periods of One Year or More  
UNFURNISHED ACCOMMODATION**

<b>Family Status</b>	<b>Accommodation Status</b>	<b>Eligible Weight</b>
Physicians without dependants	Unfurnished	6,500 lbs.
Physicians with one dependant	Unfurnished	10, 500 lbs.
Physicians with two dependants	Unfurnished	11,500 lbs.
Physicians with three dependants	Unfurnished	12,500 lbs.
Physicians with four or more dependants	Unfurnished	13,500 lbs.

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## APPENDIX B

### RELOCATION CHECKLIST FOR INITIAL HIRE AND/OR TRANSFERS

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**First Name:**  **Date hired:**

**Last Name:**  **S.I.N.#**

**Home phone:**    **Position#**

**Work phone:**    **Position Title:**

**Fax number:**    **Department:**

**E-mail address: Work**  **Phone #**

**Moving from:**  **to:**

**DEPENDENTS:**

	<b>F</b>	<b>M</b>	<b>AGE</b>
<b>Spouse:</b> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Child:</b> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Child:</b> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Child:</b> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Weight entitlement:**  **Lbs.** **Date for estimate:**

**Furnished Unit:**  **Unfurnished Unit:**

**OLD/Home Address:**

**House number:**

**P.O. box:**

**Postal Code:**

**Preferred travel date:**

**Comments:**

## CONTACTS

### RELOCATION COORDINATOR

<p>Sarah MacRury                  Medical Secretary, Iqaluit                  Health &amp; Social Services                  Government of Nunavut                  Tel : 1-867-979-7347                  Fax: 1-867-979-7346  <a href="mailto:smacrury@gov.nu.ca">smacrury@gov.nu.ca</a></p>	<p>Medical Secretary, Kitikmeot                  Health &amp; Social Services                  Government of Nunavut                  Tel :                  Fax:</p>
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### MOVERS

<p>Joanne Lavictoire                  CERC – Relocation Specialist                  Atlas Van Lines Ltd.                  Tel : 1-888-260-5568                  Fax : 1-905-844-5448  <a href="mailto:jlavictoire@atlasvanlines.ca">jlavictoire@atlasvanlines.ca</a></p>	<p>Corey Stewart                  President                  Arctic Express – Baffin                  Tel : 1-867-979-6302                  Fax: 1-867-979-6303  <a href="mailto:corey@arcticexpress.ca">corey@arcticexpress.ca</a>  <a href="mailto:northart@nunanet.com">northart@nunanet.com</a></p>
<p>Beverly Walker                  Move Coordinator                  M &amp; T Enterprises Ltd. – Kivalliq Region                  Tel : 1-867-645-2778                  Fax : 1-867-645-2590  <a href="mailto:mandtent@arctic.ca">mandtent@arctic.ca</a></p>	<p>Pierre Lafrance                  Manager                  Inukshuk Enterprises – Kitikmeot Region                  Tel : 1-867-983-2806                  Fax: 1-867-983-2064  <a href="mailto:pierre01@polarnet.ca">pierre01@polarnet.ca</a></p>

### HOUSING

<p>Leah Aliyak                  Accommodation Clerk                  Nunavut Housing Corporation                  Headquarters                  Tel: 1-867-975-7205                  Fax: 1-867-975-7222  <a href="mailto:laliyak@gov.nu.ca">laliyak@gov.nu.ca</a></p>	<p>Devin Davarenes                  Property Management Officer                  Nunavut Housing Corporation                  Baffin Region                  Tel: 1-867-897-3660                  Fax: 1-867-897-3669  <a href="mailto:ddavarenes@gov.nu.ca">ddavarenes@gov.nu.ca</a></p>
<p>Kelly Owljoot                  Accommodations Clerk                  Nunavut Housing Corporation                  Kivalliq Region                  Tel: 1-867-857-8700                  Fax: 1-867-857-8724  <a href="mailto:kowljoot@gov.nu.ca">kowljoot@gov.nu.ca</a></p>	<p>Archie Pronger                  Property Management Officer                  Nunavut Housing Corporation                  Kitikmeot Region                  Tel: 1-867-983-2276                  Fax: 1-867-983-2278  <a href="mailto:apronger@gov.nu.ca">apronger@gov.nu.ca</a></p>



## FREQUENTLY ASKED QUESTIONS

### Who is considered my dependant?

“**Dependant**” means:

- Spouse or common-law spouse.
- Child, stepchild, adopted child, foster child who is under twenty-one years of age.
- Any child of yours who is under twenty-one (21) years and dependent upon you for support.
- Any child of yours who is twenty-one (21) years or older dependent upon you by reason of mental or physical infirmity.
- Any other relative who is a member of your household and is totally dependent upon your support by reason of mental or physical infirmity.

### Who arranges the move?

The Government does. We will advise you of the mover selected to handle your move. We will arrange and prepay travel and accommodation for you and your eligible dependants.

### Am I eligible for Long-Term Private Storage?

You are eligible for long-term private storage if you are moving into a furnished accommodation. The Government will pay up to three (3) years of your storage fee or during the term of your employment, whichever is shorter. After the three (3) years term or term of employment – you will begin to pay the storage fees. Items listed as “goods not covered by Government Relocation Assistance” will not be eligible for storage.

### Who pays for the insurance costs of storing my effects?

You do. You are obliged to pay insurance premium for your effects while in storage.

### What relocation expenses can I claim?

- You can claim for one-way cost for you and your dependants. Most of the time the Relocation Officer will provide you with airline tickets.
- Allowable accommodation and hotel costs.
- Cost of meals and incidental expenses for you and your spouse plus ½ rates for each of your dependants (see Duty Travel rates in Appendix A).
- Cost of excess baggage – you can bring 6 extra baggages for yourself plus 2 baggages for each dependant.
- Relocation Incidentals of \$125.00 when moving into furnished unit and \$ 250.00 when moving to unfurnished unit.
- Duplicate, breaking the lease and legal costs when applicable.

### **Is there insurance coverage for my effects that are being transported?**

The Moving Company may or may not provide basic in-transit insurance up to a maximum value of \$5.00 per pound. You must check with the assigned moving company for the coverage provided. You are strongly advised to purchase additional insurance from the moving company.

### **I sold my house. Can I be reimbursed for legal fees, mortgage penalty, and real estate fees?**

You are only eligible for reimbursement of real estate costs (legal fees, mortgage penalties, & real estate fees) if you are a continuing contractor and is required to transfer from one place of duty to the next within Government of Nunavut.

### **I prefer to pack or unpack myself. What do I do?**

Please advise your Relocation Administrator accordingly. You should note, however, that most movers would not accept responsibility for damage to “owner-packed” goods. The Government does not cover unpacking of effects at destination; it’s the employee’s responsibility. You can advise the movers to **unpack** at your **own cost**.

### **What are my responsibilities when the mover comes to my residence?**

- You must show the mover all items you want to ship.
- You should be present when the mover is packing and loading.
- You should check the inventory list for accurate description of your effects.
- Sign the inventory and Bill of Lading.
- You should receive and retain a copy of each.
- You must provide the Removal Administrator with a copy of the inventory of effects placed into long-term private storage if such storage is approved for you. If you were unable take an inventory of your effects, ask someone else to do this for you.

### **What are my responsibilities upon my arrival at my destination?**

- Advise the Relocation Coordinator of your arrival.
- Advise the Relocation Coordinator of the arrival of your personal effects.
- Advise the Relocation Coordinator the date of your move into your unit.
- Upon delivery of your effects, inspect and check them against the inventory list before signing it and the Bill of Lading. If you are not at your eligible destination to accept delivery of your effects, you must arrange for someone else to do so. If there is any loss or damage, note this on the inventory sheet before signing it and make your claim to the mover within 10 days of delivery of your effects.
- File your travel expense claims with the help of Finance Division of your hiring Department. Submit the completed claim with the original receipts and ticket stubs to the Relocation Coordinator.

**Who can I contact to file a claim for losses or damages?**

The contact person from the moving company will be to assist and provide the claim forms. The list of contacts is attached to this package.

**Who do I call to follow-up the status of transporting my personal effects or furniture?**

The moving company will be able to provide the status of your personal effects. You can refer to the list to contacts.

**Who do I contact about my housing application?**

The Department of Community and Government Services administers the housing allocation. Their list of contacts is provided in this package.

**I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE INFORMATION.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_