



## **RELOCATION ASSISTANCE**

**Applicable to Employees under the Nunavut  
Employees Union and Excluded and Managers  
Group**

---

### **Staff Relocation**

The Government pays the moving expenses for employees on initial recruitment, transfers and termination. Relocation assistance is provided to indeterminate and term employees. Relocation assistance is not provided to casual employees, local hires, substitute teachers or employees of Nunavut Power Corporation.

**The Financial Management Board approved that all monetary benefits for relocation purposes that exist under the NEU Collective Agreement Expiring September 30, 2006 currently apply to the Excluded & Management (HAY) groups. (Record of Decision -ROD dated June 1, 2004)**

### **Relocation Assistance**

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

The following information was developed by the Department of Human Resources to provide employees with a quick reference guide to the Government's removal processes. Employees are advised to refer to the Relocation Provisions in the Nunavut Employees' Union Collective Agreement and in the Excluded & Managers' Handbook. More details and clarifications are also available in the Relocation section of Human Resource Manual found on the GN web site (currently under review).

### **Relocation IN and Transfer – Allowable Moving Expenses**

The Government will pay the move expenses in accordance with the Nunavut Employees' Union and Managers and Excluded Employees' Handbook as follows:

1. Travel and Transportation
  - a. The Government pays for the cost of one-way economy airfares for the employee and employee's dependents. The cost applies to the most direct route of travel.

- b. The use of a privately owned motorized vehicle by employees must be pre-approved and the mileage will be compensated as per Appendix A.
- c. While in transit, commercial accommodation is provided to employees 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.
- d. While in transit or at destination, in lieu of staying in a hotel, the employee is reimbursed a private accommodation rate as set out in Appendix A.
- e. Meals and Incidentals
  - i. The Government pays full per diem rates for both employees and spouse and ½ per diem rates for each dependent while:
    - 1. Traveling in transit to the destination to a maximum of 3 days, and
    - 2. Waiting the arrival of furniture and/or effects, or the availability of accommodation up to 21 days.
  - ii. The prevailing rate for meals and incidentals are provided in the Duty Travel Rates table in Appendix A. These rates are subject to change as federal rates change.
  - iii. Meals and incidentals will be discontinued the day following the availability of furnished accommodation and the arrival of the allowable excess baggage containing personal effects.

## 2. Movement of personal effects

- a. The Government arranges and pays for the movement of employees' 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 employee 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 B. 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. Depending on the moving company the GN contracts for each relocation, the minimum effective weight that the Government of Nunavut pays on behalf of the employee may be 1000 lbs (i.e. 500 lbs shipped is calculated

equivalent to 1000 lbs). You will need to confirm this with the relocation coordinator how this will affect your full weight allotment (shipped goods + long term storage).

- iii. 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 employee.
- 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 employee.
- 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 employee 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 an employee 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 employee as an up front cost and is reimbursed by the Government after arrival. (keep receipts)
4. The employee 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 storage cost for employees who are moving into furnished accommodations for the lesser of, a period of 3 years or the length of the job appointment.
- 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 employee is responsible for paying the insurance costs of all stored goods.
- d. At the end of the storage contract, the employees 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 employee pays the cost of moving the effects from storage.

## 6. Breaking the lease

An indeterminate employee (initial hire or transfer) is reimbursed for the cost of breaking their 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

An indeterminate employee 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

An indeterminate employee 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. Food and Transportation Assistance (FTA)

- a. A **recoverable** food and transportation assistance up to a maximum of \$5,000 will be provided to indeterminate and term (for Management/Excluded Group) employees who are newly appointed or transferred for the first time to any eligible community (see the list in Appendix D).

10. 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.
  
11. Any exceptions to the relocation provisions must be discussed with the Relocation Officer for consideration and approval.

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

1. The Staffing Consultant sends the letter of offer to the employee indicating the name and the contact number of the Relocation Coordinator assigned to coordinate the move.
2. Once the job offer is accepted, the Staffing Consultant forwards a copy of the job offer to the Relocation Coordinator. The Relocation Coordinator contacts and informs the employee about the Government's relocation assistance program.
3. The Relocation Coordinator sends the **relocation information** and **checklist** (Appendix E) requesting the dependents' names, address, contacts, and preferred travel and move estimate dates to the employee by fax or email.
4. The employee 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.
5. 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.
6. 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.
7. If there is a need for long-term storage, the Government will only pay for the storage costs and it is the employee's responsibility to pay the insurance and to move the effects from storage at the end of the contract.
8. The Relocation Coordinator arranges all the travel and accommodation (if required) for the employee and the employee's dependents. The itinerary, accommodation information and electronic tickets are then faxed or sent by electronic mail to the employee.
9. Before the travel, the Relocation Coordinator contacts the employee again if there are any changes to the itinerary and/or accommodation.

10. The employee is asked to contact the Relocation Coordinator ASAP after arrival at destination.
11. The employee submits a travel expense claim for the reimbursement of per diem, 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).
12. If the employee moves to one of the eligible communities, food and transportation allowance may be requested. The employee may apply for the Food and Transportation assistance by submitting a request form to their supervisor and forwarding the signed application to the Relocation Officer for verification (see section 9). The Relocation Officer forwards the completed request back to employee's department for final approval (see forms in Appendix E-1 and E-2).
13. When the personal effects arrive at the destination, the moving company contacts the employee and arranges the delivery of effects from the airport to the employee's residence.
14. The employee checks and confirms that the effects shipped were all received in good condition. For any damages incurred, the employee files insurance claims with the moving company within 10 days of receipt of effects.
15. The Relocation Coordinator reviews all invoices for travel, moving, storage and other costs related to the employee's moves.
16. Before paying the moving company, the Relocation Coordinator confirms with the employee that all the effects were received in good condition.

## **Disclaimer**

This information package does not contain all the details of the Relocation entitlements or procedures, which guide employee relocation on hire, transfer or termination. More detailed information is available from the Relocation Coordinator who will provide additional details upon request. Authorities and references include Main Collective Agreement with NEU, Management/Excluded Handbook and Human Resource Manual and Moving Tariffs.

## APPENDIX A

### DUTY TRAVEL RATES

The Government of Nunavut will reimburse employees and others for expenses incurred while on approved duty travel. The rates for meals and incidentals are tied to those set by the federal government Treasury Board. These rates are reviewed semi-annually and published - to be effective April 1 and October 1 of each year.

#### RATES (Effective – April 1, 2005)

##### Duty Travel

#### Meals and Incidental Expenses Allowance when traveling within the following areas:

(For periods of duty travel not exceeding eighteen (18) calendar days, per diems below will be paid. An employee in travel status for part of a day may claim only the individual meals and incidentals as applicable.)

	Nunavut	NWT	Yukon/Alaska	Canada/USA
Breakfast	\$18.80	\$12.50	\$12.50	\$12.20
Lunch	18.35	14.40	13.30	11.75
Dinner	49.95	42.65	42.55	32.65
Incidentals	17.30	17.30	17.30	17.30
Total per Day	\$104.40	\$86.85	\$86.15	\$73.90

(Except in communities where housekeeping units or reasonable room and board are not available, when travel status extends beyond eighteen (18) calendar days in one location, the maximum amount claimable for **meals** (see shaded area above) shall be reduced to twenty (\$20.00) per day inclusive for all days in excess of eighteen (18) calendar days.)

#### Private Accommodation

Within Nunavut - \$75.00 per night (Receipts NOT required)

Outside Nunavut - \$50.00 per night (Receipts NOT required)

#### Mileage

Motor Vehicles:

Employer's convenience - within Nunavut	\$ .485 per km
Employer's convenience - elsewhere	\$ .345 per km
Employee's convenience	\$ .225 per km

Off-Road Vehicles:

Employer's convenience (Plus \$5.00 per day or part day of use)	\$7.50 per hour of use
--	------------------------

Employee's convenience

\$7.50 per hour of use

**APPENDIX B**

**WEIGHT ENTITLEMENTS**

Indeterminate and Term Employees  
 Appointed For Periods Of Less Than One Year  
 Furnished Accommodation

<b>Family Status</b>	<b>Accommodation Status</b>	<b>Eligible Weight</b>
Without Dependants	Furnished only	56.7 kgs (125 lbs.) per month of service contracted, to maximum of 680.4 kgs (1,500 lbs.)
With Dependants	Furnished only	151.5 kgs (334 lbs.) per month of service contracted, to maximum of 1,814 kgs (4,000 lbs.)

Indeterminate And Term Employees  
 Appointed For Periods Of One Year Or More  
 Furnished Accommodation

<b>Family Status</b>	<b>Accommodation Status</b>	<b>Eligible Weight</b>
Without Dependants	Furnished only	680.4 kgs (1,500 lbs.)
With Dependants	Furnished only	1,814.4 kgs (4,000 lbs.)

Indeterminate And Term Employees  
 Appointed For Periods Of One Year Or More  
 Unfurnished Accommodation

<b>Family Status</b>	<b>Accommodation Status</b>	<b>Eligible Weight</b>
Without Dependants	Unfurnished	1,814.4 kgs (4,000 lbs.)
With one Dependant	Unfurnished	2,721.6 kgs (6,000 lbs.)
With two Dependants	Unfurnished	3,175.2 kgs (7,000 lbs.)
With three Dependants	Unfurnished	3,628.8 kgs (8,000 lbs.)
With four or more Dependants	Unfurnished	4,082.4 kgs (9,000 lbs.)



## APPENDIX C

### LONG TERM STORAGE

An employee who leases furnished accommodations will be provided with long-term storage benefits for the length of his/her appointment, or three years.

Weight for long term storage is part of the total weight entitlement as shown as follows:

<b>Moving With:</b>	<b>To Furnished Accommodation (To be shipped)</b>	<b>To Storage up to 3 years</b>	<b>Total Weight Entitlement</b>
<b>No Dependants</b>	680 kgs (1,500 lbs)	1,134 kgs (2,500 lbs)	1,814 kgs (4,000 lbs)
<b>One Dependants</b>	1,814 kgs (4,000 lbs)	907 kgs (2,000 lbs)	2,721 kgs (6,000 lbs)
<b>Two Dependants</b>	1,814 kgs (4,000 lbs)	1,361 kgs (3,000 lbs)	3,175 kgs (7,000 lbs)
<b>Three Dependants</b>	1,814 kgs (4,000 lbs)	1,814 kgs (4,000 lbs)	3,628 kgs (8,000 lbs)
<b>Four or more Dependants</b>	1,814 kgs (4,000 lbs)	2,268 kgs (5,000 lbs)	4,082 kgs (9,000 lbs)

## APPENDIX D

### ELIGIBLE COMMUNITIES FOR FOOD AND TRANSPORTATION ALLOWANCE

Arctic Bay	Arviat	Gjoa Haven
Cape Dorset	Baker Lake	Kugaaruk
Clyde River	Chesterfield Inlet	Taloyoak
Grise Fiord	Coral Harbour	Kugluktuk
Hall Beach	Whale Cove	
Igloolik	Repulse Bay	
Kimmirut		
Nanisivik		
Pangnirtung		
Pond Inlet		
Qikiqtarjuaq		
Resolute Bay		
Sanikiluaq		

---

**APPENDIX E**

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

---

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

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

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

**OLD/Home Address:**   
**House number:**   
**P.O. box:**   
**Postal Code:**

**Preferred travel date:**

**Comments:**

APPENDIX E - 1

**Department of Human Resources  
Government of Nunavut**

**FOOD AND TRANSPORTATION ASSISTANCE**

I \_\_\_\_\_ of (Department) (Place) \_\_\_\_\_ is interested to receive an interest free loan of to a maximum \$ 5,000.00. I agree for recovery of the allowance be made through bi-weekly payroll deduction.

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Start Date of Employment

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Verification by Relocation Officer

\_\_\_\_\_  
Date

## APPENDIX E - 2

### ADVANCES - FOOD & TRANSPORTATION ASSISTANCE

#### Promissory Note

I, \_\_\_\_\_ of \_\_\_\_\_ promise to repay the Government of Nunavut the bi-weekly of \$\_\_\_\_\_ (amount in words) by way of deduction from my pay. The term of the deductions to repay the advance will not exceed twelve months, or lesser if my term of employment is less than twelve months.

Advance received \$\_\_\_\_\_ Date: \_\_\_\_\_

Bi-weekly deductions over (10) months: \$\_\_\_\_\_

\_\_\_\_\_  
Employee's Name (PRINT)

\_\_\_\_\_  
Department/Community

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Authorized Signature from Hiring Department  
(PRINT & Sign)

## CONTACTS

### RELOCATION COORDINATORS

<p>Jerry Arreak                  Relocation Officer                  Headquarters and Iqaluit - GN                  Tel: 1-867-975-6264                  Fax: 1-867-975-6266  <a href="mailto:jarreak@gov.nu.ca">jarreak@gov.nu.ca</a></p>	<p>Angeline Uyarak                  Office Administrator                  Baffin Region - GN                  Tel: 1-867-934-2030                  Fax: 1-867-934-2027  <a href="mailto:auyarak@gov.nu.ca">auyarak@gov.nu.ca</a></p>
<p>Pasha Kaludjak                  Office Administrator                  Kivalliq Region - GN                  Tel: 1-867-645-3073                  Fax: 1-867-645-2870  <a href="mailto:pkaludjak@gov.nu.ca">pkaludjak@gov.nu.ca</a></p>	<p>Mary Ohokak                  Office Administrator                  Kitikmeot Region                  Tel: 1-867-983-4058                  Fax: 1-867-983-4061  <a href="mailto:mohokak@gov.nu.ca">mohokak@gov.nu.ca</a></p>
<p>Ipeelie Kilabuk                  HR Assistant                  Baffin Region - Nurses                  Tel: 1-867-975-5739                  Fax: 1-867-975-5744  <a href="mailto:kipeelie@gov.nu.ca">kipeelie@gov.nu.ca</a></p>	<p>Carolina Hidalgo                  Relocation Officer                  Kivalliq Region - Nurses                  Tel: 1-867-645-2171                  Fax: 1-867-645-2409  <a href="mailto:chidalgo@gov.nu.ca">chidalgo@gov.nu.ca</a></p>
<p>Enna Lill                  Relocation Officer                  Kitikmeot Region – Nurses                  Tel: 1-867-983-4078                  Fax: 1-867-983-4063  <a href="mailto:elill@gov.nu.ca">elill@gov.nu.ca</a></p>	

### 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 Owlijoot Accommodations Clerk Nunavut Housing Corporation Kivalliq Region Tel: 1-867-857-8700 Fax: 1-867-857-8724 <a href="mailto:kowlijoot@gov.nu.ca">kowlijoot@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 Storage?

You are eligible for long-term 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 rate 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 GN employee 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 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:** \_\_\_\_\_