332: Relocation/Moving Expense

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Section: Human Resources
Subject: Relocation/Moving Expense
Approved by: Tony Massey
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Policy Owner: Director of Human Resources

Policy

It is the policy of Massey Services to provide assistance to employees who are asked to relocate to other Service Centers, and to certain new hires that are relocating to join our company. All relocations of employees or prospective employees must have prior approval of the Regional/Divisional Manager and/or Executive Vice President, Operations before relocation arrangements are made.

1. Any expenses to be paid by Massey Services or that are to be reimbursed to the employee must be agreed on in advance and approved by the Regional/Divisional Manager and/or the Executive Vice President, Operations. All relocation agreements are to be fully detailed in writing and agreed to by the Regional/Divisional Manager and/or the Executive Vice President, Operations, as well as by the employee, before the employee's move.
2. Regional/Divisional Manager will make the offer in writing, either in employment agreement or in a job offer, with the Regional/Divisional Manager and/or the Executive Vice President, Operations and the employee signing the agreement for file. There will be a set dollar amount/range in this offer.
3. Due to the time and expense involved in relocating personnel, the transferring employee must understand and agree that should he/she elect to leave the employ of Massey Services within one year after the completion of the move, that he/she will be expected to reimburse Massey a prorated share of the moving expense. The total amount of the moving expenses will be divided

by 12 and that number will be multiplied by the number of months remaining before the one year anniversary of the move.
    - Example: An Employee leaving Massey Services seven months after his move - $1500 ÷ 12 = $125 x 5 months remaining - $625 due to Massey Service.

4. The Regional/Divisional Manager will forward copies of both agreements to the Purchasing Director to obtain bids for the move.
5. The Purchasing Director will obtain three bids on the move and select the best bid, providing it is in the range agreed to in the employment/job offer. If there is a major discrepancy in the amounts, the Purchasing Director will forward this information to the Regional/Divisional Manager for review and approval. There may be occasions or circumstances where a U-Haul or Ryder Truck is the best available option. All aspects of this policy will still apply.
6. The Purchasing Director will make the necessary credit arrangements with the moving company selected and contact the employee to coordinate a moving date.
7. Upon completion of the move, the employee will approve the invoice, noting any discrepancies or advising the Corporate Office of any problems with the move, and forward the invoice to the Corporate office for payment.

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