

# COUNTY OF ST. PAUL NO. 19

*Our Mission - To create desirable rural experiences*



## ADM-22 Physician Relocation Allowance Policy

Department: Administration

### POLICY OBJECTIVE:

The County of St. Paul and the Town of St. Paul are committed to attracting and retaining physicians to the St. Paul region and assisting physicians in their transition to the community. This Policy is intended to facilitate the hiring of physicians and providing relocation assistance to move their homes, family, offices and tools for the trade as necessary to establish the physician in the Town of St. Paul.

### POLICY STATEMENTS:

#### 1.0 Scope

- 1.1 The Town of St. Paul and The County of St. Paul will cost share (50/50) the Relocation Allowance expense.
- 1.2 This Policy sets out the allowable reimbursement available to facilitate the relocation of Physicians who move their homes, family, offices and tools of the trade as part of undertaking employment (new hire) as a designated Physician.
- 1.3 This Policy does not apply to any move or travel for any person who is already residing within 200 kilometers of the new workplace.

#### 2.0 Eligibility for Relocation Allowance

- 2.1 A Physician becomes entitled to relocation assistance once they are employed full time in the Town of St. Paul as per requirements in section 4. Proof of employment will be required upon request
- 2.2 A Physician can only claim the Relocation Allowance once. If Physician leaves the Town of St. Paul after collecting the Relocation Allowance and returns to the Town of St. Paul later, they are not eligible for the Relocation Allowance.

#### 3.0 Relocation Allowances

- 3.1 A Physician is entitled to a maximum relocation allowance of \$3,000.00. The physicians will be received payment #1 which is 50% (\$1,500.00) after working in the Town of St. Paul for six (6) months. The physician will receive payment #2 which is 50% (\$1,500.00) after working in the Town of St. Paul full time for twelve (12) months. The Physician will be responsible for requesting each payment in writing to the Physician Recruitment Committee. The request must be labeled Payment #1 or Payment #2. Upon receiving the request, the Physician

- 3.2 Recruitment Committee will have forty-five (45) days to approve and arrange payment through the Town of St. Paul.
- 3.3 As a term for provision of benefits under this Policy a Physician who leaves the service of the Town of St. Paul before completing six (6) months of paid full-time service will not receive any Relocation Allowance. A Physician who leaves the service of the Town of St. Paul after six (6) months full time employment and before twelve (12) months full time employment in the Town of St. Paul will receive payment #1 (upon written request) and forfeit payment #2.
- 3.4 There will be no advances of Moving Allowance Reimbursements to Physicians.