

## 12. Interview and Relocation

### OVERVIEW

Individuals residing anywhere in Canada, including those who have the legal right to temporarily live and work in Canada, are eligible to apply on Yukon government (YG) employment opportunities. As such, successful candidates often reside outside of the Yukon.

The [\*Interview and Relocation Expense Directive\*](#) helps defray candidates' interview and relocation costs. The directive outlines requirements, associated authorities and eligible expenses.



**Note** ... Current YG employees may use leave entitlements for moving, packing or unpacking providing they have their supervisor's approval and sufficient leave (e.g., annual). There is no provision for paid time off with the exception of an *employer* initiated transfer.

### DETAILS

#### ***Responsibilities***

The Yukon government may offer reimbursement of interview and/or relocation expenses to candidates attending interviews and/or moving to the Yukon from other areas in Canada.



***Did you know?*** ... Regular and seasonal auxiliary employees are entitled to leave without loss of pay to attend YG interviews (see [\*AGS 17\*](#)). If applicable, YG employees may also be entitled to travel expenses according to the [\*Interview and Relocation Expense Directive\*](#).

When departments choose to advertise outside the Yukon, they **must** reimburse the successful candidate, if applicable, for eligible expenses in accordance with the directive.

When a locally advertised recruitment produces a successful candidate residing outside the Yukon, departments have the option of providing financial assistance in accordance with the directive.

### ***Return-Service-Commitment***

There is a 2 year return-service-commitment clause within the directive. Clause 21 of the [Interview and Relocation Expense Directive](#) indicates the employee's liability should s/he fail to complete 2 years of continuous employment with the Yukon government.

## **PROCESS**

### ***Responsibilities***

The Public Service Commission (PSC) administers the [Interview and Relocation Expense Directive](#).

Departments are responsible for making travel arrangements for interviews, except for those positions at the deputy minister level.



**Tip ...** Try video conferencing applications which are free of charge (e.g., skype). This will minimize costs associated with interview expenses.

Successful candidates who are relocating must contact either the human resources branch or the PSC prior to making any arrangements themselves.

Relocation arrangements, including house hunting trips, will be organized by the PSC for indeterminate and term appointments. Departments will make arrangements for

casual and auxiliary appointments; or upon request, PSC can assist or make the arrangements.

Departments must provide a copy of the offer letter along with the employee's contact information to CHRS as soon as possible to initiate the process.



***Did you know?*** ... PSC cannot confirm travel arrangements until they receive a copy of the signed offer letter.

### ***Return-Service-Commitment***

The return-service-commitment agreement is between the employee and the Yukon government. The relocation return-service-commitment clause must be included in the offer letter.



***Reminder*** ... People moving permanently to the Yukon are not eligible for extended benefit coverage until they become registered on the Yukon's Health Care Insurance Plan. This means that for up to 3 months services such as ground ambulance, emergency air or scheduled air medical travel will not be covered. Departments should add the appropriate clause to the offer letter encouraging new employees to obtain additional private insurance coverage for this period of time.

Departments are responsible for tracking outstanding return-service-commitment agreements and initiating recoveries, if applicable.

If an employee has been paid relocation expenses and fails to complete 2 years of continuous employment, an amount equal to the candidate's removal expenses or a portion thereof, pro-rated to the period of his/her employment shall be deducted from any monies owed to that person by the employer, or collected through an invoice. This does not apply to candidates released during probation or whose move was made as a result of an *employer* initiated transfer.

If an employee accepts a position with another YG department within the 2 year return-service-commitment agreement, the employee is not required to reimburse any amount of the relocation expenses paid.

However, the originating department can contact the new hiring department to discuss the existing return-service-commitment agreement and possible pro-rated reimbursement of relocation expenses based on the time remaining.

The relocation return-service-commitment clause must be included in the new offer letter prior to the employee's acceptance.



***Did you know?*** ... Current offer letter phrases can be found on the PSC website at <http://www.psc.gov.yk.ca/chrs/staffingforms.html>.

## **AUTHORITY**

[Application Guidelines Series – AGS17](#)

[Collective Agreement – article 31](#)

[General Administration Manual – volume 3](#)

[Interview and Relocation Expense Directive](#)

[Interview and Relocation Expense Directive, Schedule A](#)

## **FORMS**

- [Offer Letter Phrases](#)

## **LINKS**

Living in the Yukon:

<http://www.employment.gov.yk.ca/livinginyukon.html>