

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations Reimbursement of Moving Expenses PER #41

Revised: September 2025

Background

The Board recognizes that, on occasion, newly employed teachers may need to move to the geographic area covered by the school division. Additionally, the Board acknowledges the unique challenges associated with recruiting teachers to the diverse communities served by CTR Catholic, especially those situated further away from the Calgary region. Teachers employed on a probationary, interim, or temporary contract basis may be eligible for relocation expense reimbursement, subject to the procedures outlined below. As well, costs associated with employees who provide service outside of their regular school community may be covered by the Division to ensure schools remain operational.

Procedures

1. New teachers who have accepted employment with the Division and must relocate to communities more than 100 km from boundaries of The City of Calgary (Brooks, Drumheller, Oyen), will be reimbursed for their moving expenses up to the limits noted below. This applies to teachers on probationary contracts, interim and temporary teaching contracts for five (5) or more consecutive months. Employees relocating from:
 - 1.1. within the province of Alberta: actual cost up to one thousand five hundred dollars (\$1,500.00).
 - 1.2. other provinces / countries: actual cost up to two thousand five hundred dollars (\$2,500.00).
2. The above amounts shall be paid in one installment and must be accompanied by receipts. All expenses must be claimed within six months of the employees' start date and shall be paid after 20 days of employment. Employees will use the Reimbursement of Moving Expenses form, which is available from Human Resources.
3. In exceptional circumstances, the Superintendent or their designate may exercise discretion to extend the geographical application of paragraph 1.1 or 1.2, to expedite the recruitment of a new teacher who is required to maintain uninterrupted student programming but does not meet the distance requirement.
4. If an employee resigns before the end of the school year in which they relocated, the employee shall be responsible for reimbursing the Division a prorated portion of the paid relocation allowance.
5. Moving expenses must fall into the nontaxable benefit category, which are outlined by [Canada Revenue Agency Guidelines](#). These include various relocation expenses, such as house hunting trips, travel costs, moving household items, personal item transportation, utility connections, selling old residence, legal fees, temporary living expenses, and post-move property maintenance costs.
6. Under exceptional circumstances, with the approval of the Superintendent or designate, travel and lodging costs as well as a meal stipend may be granted to employees who are required to provide service to schools outside of their school community.
7. In addition to the annual review cycle, this administrative procedure shall be reviewed as needed, due to the evolving factors related to teacher recruitment.