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**Purpose:** The Banff Public Library Board recognizes that the best qualified candidate for the Library Director position cannot always be found locally. When recruiting outside of the Town of Banff, the Board may compensate a newly appointed employee for specified costs associated with relocation.

1. This policy is only applicable to the Library Director position.
2. An employee approved as eligible by the Board may claim the following expenses:
  - 2.1. Actual and reasonable expenses for transportation from the new employee's former location to Banff. Allowances will be paid according to current Alberta Government rates.
  - 2.2. The full cost of transportation of usual household effects from the former to the new residence, including loading, shipping, unloading, up to a maximum of 12,000 pounds.
3. No allowances may be claimed for moving insurance, automobiles, boats, parts of boats, trailers, snowmobiles, all-terrain vehicles, aircraft, perishable goods or plants, live animals including pets, flammable substances, building materials, portable buildings, items constructed of brick, cement or stone.
4. No allowances may be claimed for the following services: extra pickup and delivery, optional insurance, cleaning, fumigating, moth-proofing, dismantling and re-assembling of swing sets, garden and patio furniture and other outdoor equipment, taking up or pulling down wall to wall carpets, runners, etc., connecting appliances, conversion to appliances, shipping bases, supports or crating of furniture and appliances, storage or access to storage.
5. No allowances may be claimed for legal services or real estate fees.
6. Compensation for any other expenses directly related to relocation may be negotiated prior to written acceptance of the offer of employment.
7. The employee is required to:
  - 7.1. Accept the level of assistance offered at the time of appointment by signing the written offer of employment. In so doing, the employee acknowledges a requirement to reimburse the Banff Library Board all or a portion of the moving expenses reimbursement received should the employee not complete a full two years of service. This shall be calculated at 1/24 of the moving expenses reimbursement for every month not worked of that initial two years.
  - 7.2. Obtain necessary vouchers, receipts or other appropriate documents to substantiate all moving and relocation expenses; and
  - 7.3. Obtain two estimates from established and reputable moving companies and each firm must guarantee invoice billing for a move not exceeding ten (10) percent of their estimate.