

<b>Policy Number</b>	031-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	President, First Vice-President Accommodation and Relocation
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	September 2014, September 2013, May 2010
<b>Date Reviewed</b>	November 2013

**PURPOSE** To identify the Union's responsibility regarding reasonable accommodation and relocation expenses for the President and First Vice-President.

**SCOPE** President, First Vice-President

**POLICY STATEMENT**

Relocation expense reimbursement shall be determined on an individual basis with the intent that the organization will assume reasonable expenses with regard to relocation or commuting, taking into account that primarily the work of the President and/or First Vice-President is carried out from the Regina office.

An elected officer whose primary residence is not within 50 kilometres of Regina at time of election will select one of (a) residing in a SUN-owned property; (b) renting a property or (c) commuting daily.

(a) Where an elected officer selects a SUN-owned property in Regina:

- SUN will retain a property management company to administer SUN-owned properties.
- A tenancy agreement will be entered into with the property management company and the elected officer to govern the terms of the residency arrangement.
- Internet in the residence will be paid based on 001-B-2007.
- Reasonable utility costs, condominium fees, property taxes, property-owner's insurance, property management fees, and routine repairs and maintenance (not including damage done by the tenant) will be paid by SUN.
- Elected officer is responsible for obtaining appropriate tenant insurance and providing proof of same.



- Damage deposit of one month's rent (the rent currently charged by the property management company when otherwise rented) shall be paid by the elected officer.
- A maximum of \$3,000 is available to an elected officer upon submission of receipts to defray costs of moving to the property, back to a principal residence at the end of a term, and/or to buy furniture. Intention to access this provision will be communicated in advance to the Executive Director.
- Hotel accommodation will be arranged by SUN for up to 60 days until the SUN-owned property is available for residence and a move is completed.

(b) Where an elected officer independently secures a non-SUN-owned property in Regina:

- Accommodation allowance will be determined annually in the budget, and will reflect recent CMHC two bedroom rental rates.
- Internet in the residence will be paid based on 001-B-2007.
- Reasonable utility costs will be paid by SUN.
- Damage deposit and tenant insurance are the responsibility of the elected officer retaining the accommodation.
- A maximum of \$3,000 is available to an elected officer upon submission of receipts to defray costs of moving to the property, back to a principal residence at the end of a term, and/or to buy furniture. Intention to access this provision will be communicated in advance to the Executive Director.
- Hotel accommodation will be arranged by SUN for up to 60 days while member is securing a residence.

(c) Where an elected officer chooses daily commuting, mileage costs shall be reimbursed, at rates determined annually by the Board of Directors in the budget, for travel in excess of fifty (50) kilometers one-way. Commuting costs annually shall not exceed the recent CMHC two bedroom rental rates.

Costs to be reviewed annually coincident with budget preparation.

Individual circumstances should be brought to the Executive Committee to review and make recommendations to the SUN Board of Directors.

In the event that SUN-owned property(ies) are not occupied by elected officer(s), a property-management company will rent out the property(ies). Terms of rental will include:

- Lease terms such that any tenant(s) can be served appropriate notice to vacate in a timely fashion after the election of a new officer who will require the premise.
- The property management company will assume responsibility for collecting rental fees, providing needed repairs and maintenance, collecting and administering appropriate damage deposits, and other duties of the landlord.
- SUN will pay condominium fees, property taxes, utilities (if included in the rental rate), property-owner's insurance, property management fees, and routine repairs and maintenance from the proceeds of any rental revenue and/or from the general budget.

APPROVED