

ALBERTA PUBLIC SERVICE
INTERNATIONAL SERVICE GUIDELINES
EFFECTIVE APRIL 1, 2011

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ALBERTA PUBLIC SERVICE INTERNATIONAL SERVICE GUIDELINES

Effective April 1, 2010

1.0 PRINCIPLES OF INTERNATIONAL REPRESENTATION FOR POSTED EMPLOYEES

It is the intent of the Alberta government that a public service employee serving outside of Canada should be placed in a neither more nor less favorable situation, in relation to factors of personal and family security and economic well-being, than would a public service employee working in Alberta. It is not the intent to compete with other levels of government when compensating employees posted outside of Alberta. In keeping with Alberta's Code of Conduct, employees should be aware that they are representing Alberta and should adopt the host country's norms where appropriate.

1.1 INTERNATIONAL OFFICES

Alberta's international offices play a key role in promoting the Government's commitment to economic diversification and increased trade. Alberta International and Intergovernmental Relations (IIR) operates the international offices as stand-alone offices and co-location offices in Canadian diplomatic and non-diplomatic posts. Each Alberta office is staffed with local personnel and managed by an Alberta government management employee. Other government employees may be posted to provide services from an international office.

1.2 ELIGIBILITY

Unless otherwise indicated, these guidelines apply to internationally posted Government of Alberta employees who are typically posted outside of Alberta for more than six months. If the posting is less than six months, the employee is usually considered to be on travel status and the Public Service Subsistence, Travel and Moving Expenses Regulation should apply. These guidelines do not apply to Government of Alberta employees who are seconded to other employers on interchange programs, on developmental assignments, or on approved education leaves.

1.3 INTERPRETATION/DEFINITIONS

Cross posting means the assignment of an employee from one post to another post;

Dependent means:

Eligible Benefit Recipient (Spouse/Benefit Partner)

- an individual with whom the eligible employee is legally married, or with whom the employee is currently cohabitating and:

- is not related by blood or adoption and with whom the eligible employee has been in an adult interdependent relationship for a continuous period of at least twenty-four months and the eligible employee has declared in writing to be an eligible benefit recipient; or
- is not related by blood or adoption and with whom the eligible employee has been in an adult interdependent relationship for a continuous period of at least thirty-six months; or
- has entered into an adult interdependent partner agreement with the eligible employee under the *Adult Interdependent Relationships Act*; or
- is in an adult interdependent relationship with the eligible employee and there is a child of the relationship by birth or adoption.

Only one adult relationship will be recognized for benefits coverage.

Dependent Child

- an unmarried child of the employee, the employee's eligible benefit recipient with whom the employee has an adult interdependent relationship who is:
 - under age 21; or
 - under age 25 and a full-time student in an accredited program or at an accredited educational institute, college or university; or
 - any age, incapable of self-sustaining employment because of a disability and is wholly or substantially dependent for financial support and maintenance.

Guardian Child

- an unmarried dependent child who is:
 - under age 21 and a person for whom the employee is the legal guardian; or
 - under age 25 and a full time student in an accredited program or at an accredited educational institute, college or university, for whom the employee is the legal guardian; or
 - any age, incapable of self-sustaining employment because of a disability, is wholly or substantially dependent on the employee for financial support and maintenance, and for whom the employee is the legal guardian.

A Legal Guardian is:

- a guardian appointed by court order; or
- a guardian appointed by the will of a deceased parent of the child; or
- a person who has on-going custody of the child with the consent of the child's parent(s).

Dependent student means a dependent who is under the age of 25 and a full-time student in an accredited program or at an accredited educational institute, college or university;

Household goods mean the furniture, household equipment and personal items of employees and their dependents;

Post means an office of a department outside of Canada;

Relocation expenses means the cost of:

- expenses, according to the Public Service Subsistence, Travel and Moving Expenses Regulation, of the employee and dependents, to and from the post,
- movement of the employee's household goods, and/or
- long-term storage of household goods.

1.4 TERM OF POSTING

The term of posting is entirely at the discretion of the deputy head, with initial terms typically lasting three years. The deputy head or Minister may extend, shorten or end a posting. At the end of the term, the host department will work with its employee returning from a post to find a suitable position within the Alberta government.

1.5 MANAGERIAL DISCRETION

Where expenses are incurred but not expressly prescribed in these guidelines, the deputy head may determine that the expenses are within the intent of these guidelines and shall determine the amount of reimbursement or allowance.

1.6 CODE OF CONDUCT AND ETHICS

All posted staff are subject to the terms and conditions as outlined in the Government of Alberta's Code of Conduct and Ethics. Refer to <http://www.chr.alberta.ca/Practitioners/?file=legreg/code/titlepage&cf=819>. This means that Government of Alberta staff posted to an international office may not:

- Engage in any business or transaction or have any financial or other personal interest that is, or could appear to be, incompatible with the performance of their official duties.

- Seek personal or private gain by granting preferential treatment to anyone in the performance of their official duties.
- Use, or permit anyone else to use, government property of any kind for activities not associated with the performance of their official duties, unless they are authorized to do so.
- Seek or obtain personal or private gain from the use of information acquired during the course of their official duties that is not generally available to the public.

Permission must be obtained from the deputy head in any situation where there is the potential for conflict of interest or perception of conflict of interest. Posted staff who feel that they may be involved in a potential conflict of interest should discuss this matter with their manager as soon as possible.

1.6.1 GIFTS OFFERED TO ALBERTA'S POSTED STAFF

In accordance with the Code of Conduct and Ethics, posted staff should not accept gifts, fees or other benefits that are connected directly or indirectly with the performance of their public service duties. It is generally understood, however, that in certain circumstances, and in various parts of the world, it may be culturally offensive to refuse a token gift. Posted staff are encouraged to use their best judgment in such situations. Gifts of cash or cash equivalents cannot be accepted. Purchased gifts are to be accepted only if the value is modest and cannot be construed as having a personal gain element. Acceptance of gifts offered to commemorate occasions such as Christmas should be reviewed with the proper judgment keeping in mind cultural norms, the value of the gift and the nature of the relationship between the parties.

Honoraria presented to posted staff for speaking engagements may be accepted if the item is clearly a token offered to recognize a service provided.

Situations where a business client may wish to offer a gift to a representative can include occasions such as:

- Representing the Department at conferences, delegations, forums, and similar functions
- Speaking at duty-related engagements
- Performing duty-related services

Posted staff are responsible for advising business clients of the department's policy concerning the acceptance of gifts.

If there is doubt regarding the acceptability of a gift, management should be consulted. If a gift is to be accepted, the circumstances should be clearly documented and retained on file for future audit review.

1.7 SECURITY CLEARANCES, PASSPORTS AND VISAS

1.7.1 PRE-EMPLOYMENT REQUIREMENT

All prospective posted employees of the Alberta government must be approved for Level 2 security clearance as a condition of employment before their appointment to an international post will be confirmed. Government of Alberta staff who hold a current security level 2 clearance in the course of their employment with the Government of Alberta are exempt. Typically, this requirement will be administered by Executive Search staff at Corporate Human Resources and the department will be charged for this security screening. Refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=directives/staffing/security-screening&cf=5>.

1.7.2 FEDERAL SECURITY LEVEL CLEARANCES, PASSPORTS AND VISAS

The department makes the necessary arrangements for its posted employees to apply for the appropriate federal security level clearance, passports and work visas.

When an employee is relocated, the employee will apply for passports and visas, as required. The employee will expense these costs to the department.

Posted employees who are to be co-located within embassies and consulates participate in an extensive security check prior to being posted to an international office. The Department of Foreign Affairs and International Trade (DFAIT) will issue a diplomatic (red) passport if the appropriate security clearance is received. Regular (blue) passports may and should, also be maintained, Diplomatic passports expiry and renewal dates will be tied to the term of the posting. Processing may be carried by DFAIT in Hull or in some cases at the local Embassy/HC.

Posted employees who are located in Alberta stand-alone offices may be issued an official (green) passport. Regular (blue) passports may, and should, also be maintained.

2.0 CONSIDERATIONS PRIOR TO RELOCATION

2.1 EARLY PLANNING

Prior to being posted, the Department will provide the necessary briefings and information to assist the employee and dependents to plan and prepare for relocation to the posted country.

2.2 MEDICAL AND DENTAL EXAMINATIONS

The employer wishes to ensure through preventive services that employees and their dependents are medically fit for service abroad.

The posted employee and their dependents should have medical and dental examinations before their posting. Employees should also contact the local health authority to determine the inoculations/vaccinations required/recommended by a particular host country.

2.3 PRE-POSTING BRIEFING PROGRAMS

DFAIT provides a variety of orientation and security briefings. These briefings are intended to provide information about the host country, the relationship with the federal embassy or consulate, and the required decorum of posted employees in an international setting. These workshops will be arranged by department management. The department will work with DFAIT to review the appropriate workshops.

The deputy head may authorize the employee, eligible benefit recipient, and dependents (where applicable) to access, on a “one-time” basis, the federal government’s Pre-Posting Briefings and Workshops. Computer training will also be made available to those employees who will be co-located in an embassy.

2.4 LANGUAGE/CULTURAL TRAINING

The department will reimburse reasonable language training costs. Posted staff will be expected to be functionally proficient in the language of their host country, while dependents may receive training to allow them to integrate at a social level. Training for dependents can occur in Canada or at the post after relocation.

2.5 ACCOUNTABLE ADVANCES

Accountable advances may be granted in exceptional circumstances. Posted employees will discuss the need for an accountable advance with management. Department policies apply.

2.6 BANKING AND INCOME TAX ARRANGEMENTS

The employee is encouraged to seek personal financial counseling at his/her cost if he/she has any questions or requires assistance in filing his/her annual Canadian income tax return.

The employee must contact his/her financial institution(s) and make the necessary banking arrangements prior to their departure for direct deposit of his/her pay cheques or other payments from the department.

3.0 REMUNERATION

In addition to their salary, which is paid in Canadian funds by direct deposit to a Canadian financial institution, posted employees are eligible to receive a monthly International Service Allowance which includes a Post Allowance, Assignment Premium and, in some cases, a Hardship Allowance.

3.1 POST INDEX

The Post Index is the indicator (as calculated by Statistics Canada) which establishes the price differential between Canada and the international post by monitoring relative changes in purchasing power and the change in exchange rates. The Post Index indicates the relationship between retail prices paid by an average employee at a post for a specific basket of goods and services relative to retail prices for the same goods and services in Canada. Price levels in Canada are deemed to be consistent at 100. Therefore, if the Post Index is 125, this indicates that the retail prices for these goods and services are about 25 percent higher on average for employees at that post.

The index is set using cost-of-living surveys conducted at the post and other factors such as exchange rates, inflation in Canada and statistical information generated in other countries. The indexes are reviewed monthly and any index adjustments are implemented on the first day of the following month and applied in determining the post allowance.

3.2 POST ALLOWANCE

The Post Allowance is a tax exempt special allowance calculated on a monthly basis by the department.

The Post Allowance is provided to offset imbalances between the costs of goods and services in Alberta and the international post by adjusting the employees' disposable income at the post to facilitate purchasing power comparable to what the employee would have maintained with a similar salary in Alberta.

The Post Allowance is calculated and paid for each month or part of a month served at an international post and is calculated in accordance with the following formula:

$$\text{Post Allowance} = \frac{\text{PI}-100}{100} \times \frac{(60\text{S})}{(100)}$$

Where PI is the post index stipulated for the international post and S is the employee's gross monthly salary. Where the Post Index is equal to or less than 100, the post allowance will be zero. Refer to *Appendix 1* for the International Service Allowance Claim form.

3.3 INTERNATIONAL ASSIGNMENT PREMIUM

An International Assignment Premium is a special allowance provided to compensate employees for the personal disruptions, inconveniences, and financial encumbrances that may be incurred through residing and working in another country. The premium is a tax-free supplement, not a cost-of-living allowance.

The International Assignment Premium is calculated and paid for each month or part of a month served at an international post. The premium varies according to the employee's dependent status.

The International Assignment Premium may be reviewed periodically to compare with the federal government's Foreign Service Premium.

Note: Prior to April 1, 2009, the premium varied according to the employee's salary range and recognized up to two or more dependents. Effective April 1, 2009, the federal governments methodology changed. The salary ranges were removed from the table and rates include recognizing up to four or more dependents.

Where an employee at a post on April 1, 2009 is receiving a higher rate than would be received under the revised International Assignment Premium Level updated table, such payments shall continue until the rate under the revised table equals or exceeds that rate, or on completion of posting, excluding any extension, whichever occurs first.

The International Assignment Premium Level is included as *Appendix 2*.

3.4 POST HARDSHIP ALLOWANCE

In certain locations a Post Hardship Allowance will be calculated and paid. This special allowance is in recognition of varying degrees of local hardship conditions found at certain posts relative to Canada (such as isolation, climate, health facilities, hostilities and violence). The numerical ratings reflect the degrees of hardships at posts consistent with standards utilized by DFAIT.

The Post Hardship Allowance is calculated for each month or part of a month served at an international post with a hardship rating level. The allowance varies according to the post hardship level and family configuration.

The post hardship levels and amounts are included as *Appendix 3*.

3.5 BUSINESS TRAVEL EXPENSES

Business travel expenses, as outlined in the Public Service Subsistence, Travel and Moving Expenses Regulation, are submitted by posted employees on a monthly basis by completing an expense account claim. Refer to <http://www.chr.alberta.ca/Practitioners/?file=legreg/travel/titlepage&cf=819>.

3.6 EMPLOYMENT INSURANCE AND CANADA PENSION PLAN PREMIUMS

Posted staff continue to be covered for Employment Insurance and Canada Pension Plan and pay these premiums while assigned abroad.

3.7 INCOME TAXES

Posted staff pay Canadian income taxes as required by the applicable federal and provincial income tax laws and are responsible for filing their own Income Tax returns. Sufficient time should be allotted for mail delivery to Canada prior to the filing deadline. Income Tax forms can be obtained from the Canadian consulate or embassy.

All allowances outlined in Section 3.0 of these guidelines and paid to posted staff are currently exempt from federal and provincial income tax.

In some countries, posted staff will not be exempt from paying income taxes and will be assessed by a specific country. The local tax authority may require the individual to pay income tax on their income paid by the Alberta government. In such cases, the department will reimburse the employee for the additional assessed income tax.

4.0 RELOCATION - TRAVEL

These guidelines apply to a posted employee and/or a dependent on relocation to, from and between posts and on ceasing to be an employee and/or dependent while serving outside of Canada.

The employer decides whether an employee should be relocated, therefore, it is the sole responsibility of the employer to determine the relocation assistance that should be provided.

In any relocation, the aim should be to relocate the employee in the most efficient fashion – that is, at the most reasonable cost, and with minimal inconvenience to the employee and family.

Unless specifically noted otherwise, all posted employees and dependents are subject to the relocation expenses and allowances referenced in the Public Service Subsistence, Travel and Moving Expenses Regulation. Refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=legreg/travel/relocation-expenses-allow&cf=486>.

4.1 TRANSPORTATION

When an employee is relocated to a post or from a post, the transportation will generally be by air, between the post and the employee's Alberta residence, using the most direct route.

If an employee is relocated from one post to another post, the transportation will generally be by air, between the employee's present post and the employee's next post, using the most direct route.

Dependents of the posted employee are entitled to transportation and accommodation according to the Public Service Subsistence, Travel and Moving Expenses Regulation. If during relocation the employee is required to precede or follow a dependent to or from the post, dependent(s) will be considered, subject to the approval of the deputy head, as the employee for purposes of expenses incurred under these guidelines.

4.1.1 TRANSPORTATION WHERE AIR SERVICES NOT USED

The department may consider a request from a posted employee to travel by private motor vehicle. The department will determine a reasonable number of days for which a posted employee may claim:

- The applicable reimbursement rate as referenced in the Public Service Subsistence, Travel and Moving Expenses Regulation, Part 6, Business Use of Private Vehicle, Item 16 – Other Use of Private Vehicle, for a maximum of two vehicles, between the employee's Alberta residence and the post. Refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=legreg/travel/business-use-of-private-veh&cf=486>.
- Travel expenses to or from the post, for the employee and each accompanying dependent. The department will determine a reasonable number of days for which reimbursement for meals and accommodation while traveling may be claimed, on the basis of the most practical and economical route by private motor vehicle.

The employee is responsible for determining whether the private motor vehicle meets the host country's motor vehicle emission/licensing requirements. Any associated costs are the employee's responsibility.

4.2 LIVING EXPENSES IN TEMPORARY ACCOMMODATION

If an employee requires temporary accommodation while relocating, the employee will be reimbursed for the cost of the accommodation, meals and subsistence for the employee and dependent(s), or receive an accommodation allowance as specified in the Public Service Subsistence, Travel and Moving Expenses Regulation.

5.0 RELOCATION - MOVING AND STORAGE

The employee in consultation with his or her manager and Service Alberta will move only those personal household goods to or from the post that can be reasonably used during the posting period. The employee's remaining personal household goods will be moved to storage.

Service Alberta will choose the most cost effective and expedient method of moving and storing an Alberta public service employee's (including his/her family's) personal household goods. This includes selecting the moving carrier based on established business criteria. Storage of personal household goods will be at a Service Alberta-approved storage facility closest to the employee's residence in Alberta.

The employee will be granted time off with pay as authorized by the deputy head, to effect the relocation, including the overseeing of the packing and loading of household goods.

5.1 SHIPMENT OF HOUSEHOLD GOODS

To assist with a move, a Personal Checklist is included in these guidelines. See *Appendix 6*. The checklist is a working document that outlines activities that should be completed prior to leaving Alberta.

Following confirmation of a posting, employees should prepare two lists of household goods; those items to be shipped and those items that will be stored in Alberta. Completion of these lists is important in the event of a loss (see Section 5.3 - Insurance). The moving company assigned to the move may assist in the preparation of these lists. Expenses incurred for shipping from somewhere other than the employee's principal residence will **not** be paid by the department.

When an employee is relocated to a post or between posts, the deputy head may authorize shipment of all or part of the employee's household goods to the new place of duty. At the discretion of the deputy head, an employee on cross-posting may be allowed:

- A supplementary shipment from the employee's posted city and/or Service Alberta -approved storage facility, to the employee's new post, provided the total shipments do not exceed the weight limitations (See Section 5.1.2 – Weight Limitations). This will apply to situations such as, but not limited to, a move to a significantly different climate requiring different clothing, or where food and other supplies must be brought to the post.
- A shipment to Alberta from the former post related to household goods not needed at the new post.

The department will not be responsible for arranging shipment of household goods to other locations in Canada. If an employee wishes to ship items to another location it will be at their personal expense.

5.1.1 RESTRICTIONS APPLYING TO SHIPMENTS AND STORAGE

Private motor vehicle:

- Will be moved only if approved as mode of transportation to the post (refer to Section 4.1.1).
- Storage provided for one motor vehicle (refer to Section 5.2).

A representative listing of items that will not be moved or stored at department expense is in Appendix 6.

5.1.2 WEIGHT LIMITATIONS

The combined weight limitation for the moving and/or storage of personal household goods should not exceed 20,000 lbs. net weight. The department, in consultation with the employee, will determine the composition of the shipment.

An employee will be advised of the total weight of household goods by the relocation coordinator, or the moving company assigned to the move, or both. It is the employee's responsibility to stay within the weight limitation. An employee who exceeds the weight limitation shall be responsible for shipping, storage and any related charges attributed to the excess weight.

5.2 STORAGE OF PERSONAL ITEMS

The department will not be responsible for storage of personal household goods at any location other than the employee's original place of residence. If an employee wishes to store items at any other location it will be at his/her personal expense.

When an employee acquires furniture and household goods during an assignment outside Canada, such as an inheritance, the deputy head may authorize payment of all or part of the storage costs of such items until the employee returns to Alberta.

Inheritance may also include personal and household goods transferred from parent(s) who move from a family residence into an elder-care facility.

The department may authorize storage of one private motor vehicle at a cost of up to \$75 per month on a receipt basis. Receipts must be submitted by the employee. Arrangement for storage and the cost of maintenance of the vehicle, if required, will be the employee's responsibility.

5.3 INSURANCE

The department will pay the premium for insurance covering the loss or damage to household goods in transit and/or long-term storage. The amount for which the goods are insured cannot be more than the total declared value (TDV).

5.3.1 INSURANCE - HOUSEHOLD GOODS STORED

Household goods which have been authorized for storage will be provided with Replacement Value Protection (RVP) coverage. The employee is required to submit to the authorized carrier, an inventory of household goods being stored, indicating the estimated replacement cost of all items. This RVP coverage on household goods stored commercially in Alberta will be in effect until the time the items are removed from storage.

5.3.2 INSURANCE - HOUSEHOLD GOODS SHIPPED

For the household goods shipped to or from the post, the total declared value (TDV) of the employee's household goods is determined from the sum of the detailed inventory provided by the employee.

5.3.3 INSURANCE CLAIMS FOR LOSS OR DAMAGE OF HOUSEHOLD GOODS

In the event of loss or damage during the shipment of household goods, a notice of intent to claim with the insurer must be filed within 60 days after delivery of the shipment to its final destination.

Any damage to household goods in storage or during transit is to be reported directly to the insurer. If the insurance company does not provide a satisfactory response, the Relocation Coordinator, Service Alberta, should be contacted to facilitate a solution.

Further information concerning procedures in respect of claims may be obtained from the Relocation Coordinator, Central Delivery and Courier Service, Service Alberta.

5.4 INCIDENTAL RELOCATION EXPENSE ALLOWANCE

An employee may be reimbursed for incidental expenses as specified in the Public Service Subsistence, Travel and Moving Expenses Regulation. Refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=legreg/travel/relocation-expenses-allow&cf=486>.

5.5 OTHER RELOCATION EXPENSES

5.5.1 REAL ESTATE FEES

The employee will be reimbursed for real estate fees up to a maximum of seven percent of the selling price of the principal residence that is sold upon relocation. To be eligible, the employee must reside in the principle residence, list the residence for sale within six months of being notified of the relocation, and make every effort to sell the residence within one year. The deputy head may approve an extension to the time requirements.

The amount of land eligible for reimbursement of real estate fees is normally a city lot not exceeding one acre. The deputy head may approve real estate fees on land in excess of one acre. The land must surround and include the residence, and may extend to residential out-buildings such as a garage. Land and buildings used for commercial purposes are not considered part of the residence. Refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=legreg/travel/relocation-expenses-allow&cf=486>.

For information on reimbursement of the GST portion of real estate fees, refer to Reimbursement of Travel Expenses and Allowances directive. Refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=directives/travel/reimburs-travel-exp-allow#reimburseGST>.

5.5.2 LEGAL EXPENSES

An employee will be reimbursed for legal fees for the sale of their principal residence prior to posting and for the purchase of a home in Alberta upon their return, up to a maximum as specified in the Public Service Subsistence, Travel and Moving Expenses Regulation. Refer to

<http://www.chr.alberta.ca/Practitioners/?notoc&file=legreg/travel/relocation-expenses-allow&cf=486>.

5.5.3 OTHER DISCRETIONARY FEES AND EXPENSES

The deputy head may authorize the employee to be reimbursed for all or part of:

- A Mortgage Penalty Fee paid to a mortgagee on an existing mortgage that is discharged before its term.
- An amount required to be paid to a landlord for breaking a tenancy lease before its expiration date; normally a maximum of three months rent. (May also be referred to as a tenancy breaking fee.)
- Duplicate Housing Costs incurred on new and former residences during the period when an employee is occupying and making rent payments for the new residence, but has not yet sold the former residence. The former residence must be listed for sale through a real estate agent, and the deputy head must be satisfied that the employee is actively attempting to sell it. Duplicate costs may include:
 - at the new residence – Alberta Rent Share; or
 - at the old residence – interest component of mortgage payments, property taxes, homeowner's insurance, utilities, property management fees, or condominium fees.

Duplicate housing costs are normally paid for a period of up to 90 calendar days.

All claims must be fully documented.

6.0 THE PRINCIPAL RESIDENCE

6.1 ALBERTA COMPREHENSIVE RENT SHARE

The Alberta Comprehensive Rent Share is the amount which generally corresponds to the cost of average, fully serviced rental accommodation (including utilities and basic telephone costs) occupied by an employee of similar family status in the Edmonton area.

The Alberta Comprehensive Rent Share is determined from the annual Canada Mortgage and Housing Corporation (CMHC) Market Report. The rent share is based on the average rents for Edmonton.

The Alberta Comprehensive Rent Share in effect at the time an employee enters a lease in an international post is subject to revision during the duration of the lease to reflect changes in the price of housing or utilities in Edmonton.

The Alberta Comprehensive Rent Share is a deduction in determining the entitlement amount on the International Service Allowance Claim form (see *Appendix 1*). The Alberta Comprehensive Rent Share is included as *Appendix 4*.

6.2 HOUSING ASSISTANCE IN INTERNATIONAL LOCATIONS

The department will, following consultation with the employee, determine the most appropriate living accommodation for the posted employee and dependents. The basis for selecting accommodation will be made principally on the following criteria:

- Cost effectiveness
- Proximity to the Alberta office
- Transportation availability
- Comparability to probable housing that would accommodate the employee in Alberta
- Security
- Family size

The department will be responsible for any associated housing costs over and above the Alberta Comprehensive Rent Share as calculated on the International Service Allowance Claim form (*Appendix 1*).

6.3 HOUSEHOLD INSURANCE AT THE POST

Each employee is responsible for acquiring appropriate household insurance at their post for their personal belongings, at their own cost.

The department conducts an annual audit of its furnishings and office equipment at the post and in employee residences to satisfy the requirements of Risk Management and Insurance, Alberta Finance. The posted employee is responsible for maintaining current inventories of furnishings and equipment.

7.0 POST TRANSPORTATION AND RELATED EXPENSES

7.1 LEASING VEHICLES, CAR INSURANCE AND DRIVING OUTSIDE OF CANADA

If a vehicle is required at the post, it is the responsibility of the posted employee to ensure that he/she has the appropriate international driving license, the legal ability to lease personal vehicles, and an appropriate level of vehicle insurance. The posted employee may only claim for business related expenses.

8.0 ADDITION OF DEPENDENT(S)

Where a posted employee adds a dependent(s) during the posting, the deputy head may authorize payment of:

- actual and reasonable transportation expenses, including costs of authorized stopovers, for the dependent(s), up to the cost of travel by the most direct route from Alberta to the employee's post;
- actual and reasonable expenses for the movement of household goods, from the location where the dependent resides, to the employee's post, up to the cost of shipment by the most direct route from Alberta to the employee's post;
- the storage of the dependent(s) household goods provided that items are combined with existing long-term storage of the employee, if necessary the dependents household goods will be stored until the time the posted employee returns to Alberta.

9.0 EDUCATION ALLOWANCE

9.1 GENERAL EDUCATION POLICY

The education allowance is provided for reasonable expenses to educate an employee's dependent child/ren that exceed those that the employee would incur if still residing in Alberta. Expenses and allowances may be approved by the deputy head for schooling either at the post, in Alberta, or at a third location, depending on the educational facilities at the post and the educational level of the child/ren.

9.2 PRIMARY AND/OR SECONDARY EDUCATION

The objective is to financially assist employees serving abroad with education expenses to ensure that their dependent children obtain primary and secondary education which approximates Canadian standards and enables dependents to re-enter the Canadian school system with as little disruption as possible. Employees are allowed reimbursement of admissible educational expenses and reasonable board and lodging for their dependent(s) during terms of scheduled instruction.

9.3 POST-SECONDARY EDUCATION

If the dependent(s) is not residing with their parents at the post and is attending a post-secondary institution full time, the deputy head may authorize the reimbursement of actual student shelter costs up to the maximum daily rate established by the federal government. Reimbursement for shelter costs are allowable up to and including the school year when the dependent student completes their post-secondary education, or turns 25 years of age, whichever comes first.

For reimbursement purposes, it is expected that:

- The posted employee will provide the department with written confirmation from the registrar's office of the post-secondary institution that their son/daughter is attending on a full-time basis. The written confirmation will indicate the period of the term of attendance.
- The posted employee will provide original receipts of the actual shelter costs paid.

The shelter costs for dependent students are included as *Appendix 5*.

9.4 EDUCATION EXPENSES

Education expenses are incurred when, in the deputy head's opinion, it is necessary to provide an employee's child with an education comparable to what is available in kindergarten to Grade 12 in the public school system in Alberta. If the public school system abroad is compatible and the employee wishes to enroll the dependents in another educational institute (e.g. private school), application for funding can be requested. Refer to (<http://www.chr.alberta.ca/benefits/international/appendix7-factors-for-education.htm>) Appendix 7 – Factors for Education Assistance and Education Request form. Admissible expenses include such items as tuition and registration fees, charges for prescribed text books, examination fees, expenses for school bus service, and expenses such as graduation fees, athletic fees and identification cards when paid as a compulsory condition of enrollment. Inadmissible expenses include nursery school, school pictures, sports equipment, field trips, extra-curricular clubs, and school uniforms.

9.5 STUDENT TRAVEL

When a dependent student is authorized to attend school away from the post, the deputy head may provide, in a 12-month period, economy return airfares to and from the post to be reunited with their parents:

- up to two economy return airfares to and from the post up to and including the school year in which the dependent turns 21 years of age,
- one economy return airfare to and from the post when the dependent student is over 21 years of age,

up to and including the school year in which the dependent completes their post-secondary education, or turns 25 years of age, whichever comes first. These expenses will include the airfare and necessary ground transportation.

10.0 MEDICAL, HOSPITAL AND DENTAL EXPENSES

As a general principle, the Government of Alberta's objective is to ensure that employees posted internationally are not penalized financially by having to obtain medical and/or hospital services outside of Alberta. All staff posted internationally are eligible for similar levels of reimbursement for medical and hospital expenses as Alberta public service employees based in Alberta.

Employees are expected to obtain regular medical and dental check-ups when on home leaves, and to have all necessary treatments completed, if possible, before returning to the post.

Upon arrival at the post, the posted employee should seek out local medical doctors and/or clinics as recommended by the Canadian Embassy/HC. Arrangements may be made through Alberta Blue Cross for direct billing. If a suitable medical clinic is located at the post, that is willing to direct bill Alberta Blue Cross, forward the details of the clinic and the name and contact information for the clinic's administrator to the department Human Resources office. Alberta Blue Cross will contact the clinic's administrator to determine if suitable arrangements can be made.

Employees posted abroad are normally covered by the same group benefit employee plans as other management and excluded employees of the Alberta government. Alberta Health Care Insurance provides medical coverage during the first 12 months of a posting for an employee. This coverage can be extended to 48 months upon written notification from the department to Alberta Health Care. The Medical Care Plan for international employees provided through Alberta Blue Cross, is in force to ensure coverage of all medical services that could have been covered under the Alberta Health Care Insurance Plan, to the benefit maximum per year.

Eligible employees and their dependent(s) will be covered under the Alberta Government's Employee Dental Plan, which will assess, calculate and reimburse the employee for a percentage of eligible dental costs incurred. The employee's eligible share will be in accordance with the applicable dental fee schedule, adjusted and replaced from time to time. Dental fees for standard services vary both in Alberta and internationally.

If a posted employee, or their posted dependent(s), while in Alberta on a home leave requires a prescription filled that a supply of greater than 100 days is required, the employee will advise his/her pharmacist to call Alberta Blue Cross for approval. Alberta Blue Cross has a Pharmacy Service call centre that the pharmacist utilizes. Once the pharmacist advises Alberta Blue Cross of the requirement to obtain a supply of medication greater than 100 days, Alberta Blue Cross will confirm that the employee is covered under the International section. Once eligibility is confirmed, the Pharmacy Services Representative will proceed with providing the authorization for the DIN requested by the pharmacist for the greater than 100 days supply.

Further information on supplemental health and dental benefit plans is available through the Corporate Human Resources website. Refer to <http://www.chr.alberta.ca/Practitioners/Doclist410.cfm>.

11.0 WORKERS' COMPENSATION BENEFITS

The Workers' Compensation Board (WCB) of Alberta provides coverage for all Alberta public service employees when working and traveling abroad. The Government of Alberta has a Deeming Order in place, which automatically provides coverage for workers "posted outside Alberta for more than 12 months". Refer to Workers' Compensation Board Policy 06-01 Part II, Application 5: Coverage Outside Alberta (<http://www.wcb.ab.ca/public/policy/manual/0601p2a5.asp>), and WCB Deeming Order dated August 8, 1989. Dependents of the posted employee are not covered by WCB.

12.0 VOTING PRIVILEGES

To vote in a provincial election, an Alberta resident living outside of the province must register in person with an election officer in Alberta before the election occurs. Registration can occur during a Canadian home leave or when visiting Alberta on business; however, trips made to Alberta for the specific purpose of registering will not be reimbursed. Alberta residents living outside of the country have the option of registering to either vote in person on Election Day or have someone else vote for them. If another person is voting, each person involved - the Alberta resident and the delegated voter - must sign a proxy application form in the presence of a returning officer before an election. Refer to the Elections Alberta website at <http://www.electionsalberta.ab.ca> for more information.

Procedures for registration and voting in a federal election are provided by the Embassy/HC.

13.0 HOLIDAYS

Employees will observe the statutory holidays in the country of residence.

For those Alberta offices which are co-located with the federal government, the actual dates of the holidays observed at the post may vary from those in Alberta to conform to local customs and be consistent with the Canadian Consulate or Embassy/HC.

14.0 VACATION

Vacation is earned and accumulated at the same rate as employees in Alberta. All requests for vacation should be forwarded to management for approval well in advance.

All travel costs associated with vacations are the personal responsibility of the posted employee.

15.0 REPORTING OF LEAVE

For time reporting purposes, statutory holidays should not be recorded on timesheets. Leave such as annual vacation, vacation supplement, special leave (e.g., family illness, bereavement), general illness and casual illness are to be reported monthly and submitted on a Monthly Timesheet.

16.0 MEMBERSHIPS

Payment of memberships may be authorized when membership in an organization is beneficial to the department.

Memberships are not considered a taxable benefit to the employee when the department is the primary beneficiary of the membership. This would be the case when the posted employee's professional membership is necessary for the effective performance of his/her duties.

Membership in a business association or chamber of commerce is considered an allowable expense. All memberships require the approval of management. The benefits of the membership will be re-assessed with each renewal.

All memberships are to be registered under the department's name and address whenever possible. If, as a condition of membership, an eligible employee must be the member, the employee's title should be used along with the department address. Any benefits associated with the membership must be passed along to the department.

17.0 TRAVEL AUTHORIZATIONS

17.1 BUSINESS TRAVEL AUTHORIZATION TO ALBERTA AND WITHIN GEOGRAPHIC AREA OF THE POST

All business travel must be in relation to the annual work plan for the office. The staff are responsible for making the most practical and economical arrangements for travel, meals and accommodation, and will be reimbursed in accordance with the Alberta Public Service Subsistence, Travel and Moving Expenses Regulation.

17.2 HOME LEAVE SUPPORT

Support for the costs of taking home leave is made available so that employees and their dependents residing at international posts can return periodically to Alberta. Employees are encouraged to return with their families in order that they might maintain a current view of conditions in Alberta and that they might continue to conduct their personal affairs as Alberta residents.

- The department authorizes one home leave for every year of assignment at an international post. If a second home leave is required due to exceptional circumstances, the deputy head may authorize this at his/her discretion.
- Home leaves may not be accumulated from one year to the next, nor can the home leaves be substituted for other destinations. As well, there is no cash value for home leaves not taken.
- Home leave support will be made available for the employee and his/her dependent's travel expenses incurred, in accordance with the Alberta Public Service Subsistence, Travel and Moving Expenses Regulation from:
 - the time of departure from the post to home destination, and
 - the time of departure from home to the post.
- It is not the department's intent to pay for travel and related subsistence expenses for the time the posted employee and his/her dependents are in Alberta on a home leave.

17.3 BEREAVEMENT LEAVE SUPPORT

Time away from work for Bereavement leave must be documented on the time sheet as special leave – bereavement. For further information on special leave entitlements, refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=legreg/pser/special-leave&cf=819>.

In the event of the death of an eligible benefit recipient, parent, or child, the posted employee should advise their manager as soon as possible of their intent to travel to attend the funeral. The department will pay the cost of transportation for the employee and dependents to Alberta, and return to the post. The posted employee will be reimbursed upon submission of receipts for travel costs to return to Alberta or the equivalent travel costs to another location.

18.0 EMERGENCIES

18.1 EMERGENCY EVACUATION AND LOSS

The personal safety of the posted employee and their dependent(s) is of the utmost importance for the Alberta government.

These guidelines are designed to provide for the emergency evacuation of an employee and/or dependent(s) from a post in the event of hostilities, natural disaster, epidemics as declared by the World Health Organization, or other threatening circumstances; to safeguard an employee's material possessions during such absence; and to provide compensation for any loss resulting from the event that causes the evacuation.

- The deputy head may authorize the emergency evacuation of a posted employee and their dependent(s) to a suitable location when hostilities, natural disaster or other threatening circumstances require an evacuation in order to ensure their safety.
- In extraordinary circumstances, where insufficient time or inadequate communications exist, the posted employee will exercise personal judgment to keep themselves and their dependent(s) safe.
- The authorized travel and actual and reasonable living expenses of an employee and/or dependent evacuated may be paid during the period of such evacuation according to the Alberta Public Service Subsistence, Travel and Moving Expenses Regulation.
- An employee evacuated from his/her post is deemed to be on duty from the day of departure from the post until the return to that post or another assigned location.
- Where emergency evacuation conditions exist, the deputy head will authorize payment to an employee for the cost of actual and reasonable lodging, meals and gratuities during the period the employee is required to remain in temporary accommodation.
- The posted employee is authorized to approve actual and reasonable expenditures in order to safeguard the employee's material possessions against the events which caused the evacuation.

The deputy head will determine and authorize when the posted employee and their dependent(s) will return to the post.

18.2 DEATH OF A POSTED EMPLOYEE OR DEPENDENT

If a posted employee or their dependent dies at a post, the deputy head may authorize payment of extraordinary expenses, not covered by WCB or any health insurance plans, which are in excess of expenses which would have been incurred had death occurred in Alberta, for:

- the cost at the place where death occurred for ambulance, hearse, embalming or cremation, outside case (not a coffin), and any other essential costs in excess of those which would have been incurred had death occurred in Alberta, and
- transportation expenses of the body from the place where death occurred to Alberta.

Refer to Workers' Compensation Board Policy 06-01 Part II, Application 5: Coverage Outside Alberta (<http://www.wcb.ab.ca/public/policy/manual/0601p2a5.asp>).

Note: In the event of a death of a posted employee or their dependent(s) while on vacation away from the post, emergency out-of-country medical insurance will apply.

Note: Dependents of the posted employee are not covered by WCB.

19.0 RETURNING FROM THE POST

19.1 RETURN TO ALBERTA

The posted employee will be given reasonable notice by the department in terms of the completion of his or her international posting assignment.

19.1.1 RELOCATION FROM THE POST

The employee and his/her dependent(s) at the post will be supported to return to Alberta from the post (or to another destination within Canada, if appropriate) subject to the rate and manner of reimbursement prescribed by the Public Service Subsistence, Travel and Moving Expenses Regulation. Refer to <http://www.chr.alberta.ca/Practitioners/?notoc&file=legreg/travel/relocation-expenses-allow&cf=486>.

19.1.2 TRANSPORTATION OF HOUSEHOLD GOODS FROM THE POST

When an employee is relocated from a post to Alberta, the department will make the necessary arrangements and approve for payment the actual and reasonable expenses for packing, crating, transportation, and unpacking of household goods. Consideration will be given for short-term storage of household goods based on individual circumstances.

The household goods authorized for shipment to Alberta will be shipped using the most practical mode and route. Items will be shipped by surface means, by air cargo or by a combination of both modes.

In exceptional cases, the department may authorize payment for limited excess baggage or accompanied air freight, as appropriate. Such cases may occur when there is:

- a delay in access to the air shipment;
- an extended stay in temporary accommodation; or
- a need for more clothing because of a significant change in climate.

Service Alberta will choose the most cost effective and expedient method of moving an Alberta public service employee's (including his/her family's) personal items. This includes selecting the moving carrier based on established business criteria.

The employee in consultation with his or her manager and Service Alberta will move only his/her personal and household goods back to Alberta. Appliances and other furniture purchased by the Alberta government at the post remain the property of the Government of Alberta and are subject to the department's discretion regarding their disposal. Significant employee purchases while at the post such as articles of extraordinary value, i.e. artwork, collector items, private motor vehicles or motorcycles, and other non-admissible items (see Section 5.1.1), remain the responsibility of the employee for the cost, custom approvals, and method of transportation back to Alberta.

19.1.3 DELIVERY OF HOUSEHOLD GOODS AND PERSONAL ITEMS FROM LONG-TERM STORAGE

On preparing to return to Alberta, the department will contact Service Alberta to make arrangements regarding the movement of the posted employee's household goods in storage to his/her principal residence.

Where items have been placed in long-term storage in Alberta, shipment of such items to a location other than Alberta will not be authorized.

The deputy head may authorize the continued storage costs for a deceased employee's items in long-term storage for up to six months.

An employee who resigns, retires, or is dismissed while at the post is responsible for storage costs of items in long-term storage after two months from the date of termination of employment.

19.1.4 TEMPORARY ACCOMMODATION

If the posted employee is returning to a job within the department, he/she may submit receipts for personal expenses for temporary accommodation subject to the rate and manner of reimbursement prescribed by the Public Service Subsistence, Travel and Moving Expenses Regulation. Refer to:

<http://www.chr.alberta.ca/Practitioners/?notoc&file=directives/travel/relocation-exp-and-allow>.

19.2 RELOCATION IN SPECIFIC CIRCUMSTANCES

19.2.1 TERMINATION OF ASSIGNMENT OUTSIDE CANADA

If an employee's assignment is terminated because of reassignment, retirement or workforce adjustment, the deputy head may approve payment of actual and reasonable relocation expenses from the approved place of residence abroad, to Alberta.

19.2.2 EARLY TERMINATION OF POSTING

When a posted employee requests relocation to Alberta before completion of the agreed-to assignment, the deputy head may require that the employee pay a portion of the relocation expenses as defined in Section 19.1.2 and 19.1.3. The portion will not exceed the amount determined on a pro-rata basis according to the following formula:

The period of assignment uncompleted divided by the previously agreed duration of assignment multiplied by the total relocation expenses equals the amount payable by the employee.

If a posted employee is recalled to Canada the deputy head may reimburse the posted employee for Canadian customs duties and taxes assessed on personal goods that do not qualify for tax-free admission. Reimbursement may be made only on goods purchased prior to notification of recall to Canada where such goods would normally have been permitted duty and tax-free entry had the employee completed the assignment.

19.3 AUTOMOBILE/CAR INSURANCE

On returning to Alberta the posted employee may have lost their preferred insurance rate for automobile insurance. This situation may occur when a posted employee has not had vehicle insurance coverage during their time at the post. The deputy head may, on a case-by-case basis, reimburse the employee for the additional cost of vehicle insurance. Reimbursement would apply to comparable coverage, on the same or comparable vehicle to that owned by the employee prior to the posting, for a period up to one year.

Refer to Canada Customs and Revenue Agency pamphlet RC4105E – Moving Back to Canada (<http://cbsa-asfc.gc.ca/travel-voyage/fr-ar-eng.html>).

INTERNATIONAL SERVICE ALLOWANCE CLAIM

NAME OF CLAIMANT: _____	MINISTRY: _____
EMPLOYEE NUMBER: _____	PROGRAM/ORG. CODE: _____
LOCATION: _____	ACCOUNT CODE: _____
TITLE: _____	

ALLOWANCE CLAIM FOR THE MONTH OF: _____, 2011

POST ALLOWANCE: \$ _____

$$\frac{\text{Post index} - 100}{100} \times \frac{60(\text{salary})}{100}$$

ASSIGNMENT PREMIUM: \$ _____

POST HARDSHIP ALLOWANCE: \$ _____
 Level ____

OTHER ADJUSTMENTS: \$ _____
 Explain:

TOTAL: \$ _____

LESS ALBERTA COMPREHENSIVE RENT SHARE: \$ _____

NET AMOUNT (CANADIAN DOLLARS): \$ _____

CONVERSION TO LOCAL CURRENCY:
 (to be completed at post)

Verified (Human Resources)

Approved (Expenditure Officer)

Reviewed: April 1, 2011

INTERNATIONAL ASSIGNMENT PREMIUM LEVEL
Effective April 1, 2011

Dependent Status	Amount In \$Canadian Per Annum
Unaccompanied	\$6,385
Accompanied by one dependent	\$8,938
Accompanied by two dependents	\$10,726
Accompanied by three dependents	\$11,262
Accompanied by four or more dependents	\$11,825

Reviewed: April 1, 2011

POST HARDSHIP ALLOWANCE
Effective April 1, 2011

POST HARDSHIP LEVEL AND AMOUNT
IN \$CANADIAN PER ANNUM

Post Hardship Level	Dependent Status				
	Unaccompanied	Accompanied by one dependent	Accompanied by two dependents	Accompanied by three dependents	Accompanied by four or more dependents
I	\$3,121	\$4,057	\$4,686	\$4,838	\$4,963
II	\$4,689	\$6,096	\$7,033	\$7,269	\$7,502
III	\$6,243	\$8,116	\$9,368	\$9,678	\$9,989
IV	\$9,368	\$12,177	\$14,053	\$14,521	\$14,988
V	\$12,490	\$16,237	\$18,735	\$19,358	\$19,984

Reviewed: April 1, 2011

ALBERTA COMPREHENSIVE RENT SHARE**RENT SHARES IN \$CDN
Effective April 1, 2011**

Number of Bedrooms	Alberta Comprehensive Rent Share
Bachelor	\$731
1 Bedroom	\$852
2 Bedrooms	\$1,029

Reviewed: April 1, 2011

SHELTER COSTS FOR DEPENDENT STUDENTS

Effective September 1, 2011

Shelter costs allowed are \$24.35 per day to a maximum of \$5,892 for the academic year.

Reviewed: July 7, 2011

The following is a representative listing of items that will not be moved or stored at department expense:

Non-admissible items:

- Explosives – such as ammunition, flares, fireworks, blasting caps
- Firearms – not permitted to pack or transport revolvers or restricted weapons of any kind
- Commodities that by law or tariff restriction, The Transportation of Dangerous Goods Act and Regulations or by international, federal and/or provincial laws, may not be moved with household goods
- Firewood
- Flammables – matches, lighter fluid, barbeque starter, charcoal, gas, paint, paint thinners, glues, resins, kerosene, naphtha, alcohol lamp oil or oily rags
- Gases – any gas under pressure, propane tanks, oxygen, helium, aerosol cans and butane lighters
- Propane tanks
- Scuba diving tanks – may be accepted providing the employee empties the tank, removes the pressure valve located at the neck of the tank and installs a dust cap
- Animals – livestock and pets, fish in aquariums, and related supplies, such as food
- Aircraft, ultra-lights and associated parts
- Trailers (camping or similar), motorhomes
- Boats, parts of boats, other watercraft, boat or watercraft trailers
- Motorcycles, all terrain vehicles, scooters, snowmobiles
- Building material exceeding 100 lbs.
- Empty bottles (except for preserving jars and hobby collections)
- Farm or construction equipment
- Outdoor barbeques (brick, cement or stone)
- Patio stones and rocks
- Portable buildings (except when dismantled and accepted by the mover on an actual straight-weight basis)
- Fences
- Major private motor vehicle assemblies/large components
- Alcoholic beverages
- Items requiring climatically controlled conditions, such as perishable items, plants, frozen foods or items requiring heat or refrigeration

- Oxidizers, corrosives and poison – bleach, disinfectants, pool chemicals, hair bleach, chlorine in any form, corrosive cleaners, acids, batteries, preservatives and photographic chemicals
- Fluids, chemicals and liquids whose contents could cause damage to other items in the shipment
- Articles of extraordinary value (such as gold, silver, jewelry, precious stones, stamp/art/coin collections, wills, stocks)

Non-admissible services:

- Removal of household waste to landfill
- Removal of donated clothing or household goods
- Connecting appliances at destination or conversion of appliances
- Dismantling and re-assembling swing sets, garden and patio furniture and satellite dishes, or items of a similar nature
- Emptying and filling waterbeds
- Draining and filling internal combustion engine fuel tanks
- House cleaning or maid service, fumigation and moth proofing
- Removal or installation of wall-to-wall carpeting, draperies or related items

With respect to items that by law or tariff restriction may not be moved with household goods, it is the employee's responsibility to research what restrictions if any apply in the country of destination.

This may include:

- Insurance, regulatory and permit requirements involved in the shipment of such articles;
- Conventions on protected species, national treasures, and
- Local laws pertaining to the export or import of controlled commodities, such as tobacco, alcohol, firearms, plants or narcotics.

FACTORS FOR EDUCATION ASSISTANCE

Primary and Secondary Education of Dependent Children:

The objective is to provide financial assistance to ensure that dependent children who will be accompanying a posted employee receive primary and secondary education which will approximate Canadian standards and will enable the dependent to re-enter the Canadian school system with as little disruption as possible.

Three main factors are involved in determining the extent of the assistance.

1. Compatibility of educational facilities at the post compared to the public system standards in Canada. Institutions accommodating special needs are included as a compatibility factor.
2. Location of educational facility attended. Dependent children are normally educated at the posting. However, education could be in Alberta or a third location in another Province in Canada. Safety and security are also considerations.
3. Level of education: elementary or secondary

Of these factors, compatibility is the most important. There is a greater possibility that secondary level schooling systems may be considered incompatible. Incompatibility may impact senior high school grade levels, where pupils prepare to meet post-secondary education requirements.

If a public school meets these requirements and the employee chooses to enroll their dependent in a private school, the employee must complete the Education Request Form, stating the necessity for the private school and the costs. The Deputy Head will then assess the request and determine the eligibility of the expense. If it is determined that the private schooling is based on personal preference, the cost should be covered by the employee.

4. Available Schools:

Please list (can be on an attachment) the school/s and location, available to your dependent at your post that in your opinion, does/do not meet one or more of the three main factors.

Employee's Signature:**Date:****ADM's Signature:****Date:****Comments:****Funding Recommended:****Funding Not Recommended:****DM's Signature:****Date:****Comments:****Funding Approved:**

