

*Salt Spring Island Fire Protection District*

**POLICY MANUAL**

Section	Employment
Policy Number	AE-2501-01
Policy Title	Hiring – Reimbursement of Interview Expenses

**POLICY OBJECTIVE**

To ensure that a place of residence is not an obstacle in attracting and hiring the best qualified candidates who have been pre-screened and are currently not residing on Salt Spring Island.

**SCOPE**

Candidates who are not residing on Salt Spring Island and have been invited to attend in-person interviews for a permanent part-time or full-time position including career firefighting (IAFF), administration staff, and excluded management (Deputy Fire Chief, Fire Chief, Chief Financial Officer, and Corporate Administrator).

At the discretion of the Corporate Administrator, candidates who are requested to attend in-person interviews for a casual or contracted position may also have their interview expenses reimbursed.

**STATEMENT OF POLICY**

**Allowable Expenses**

The Salt Spring Island Fire Protection District may cover reasonable expenses associated with the following:

- Return economy travel expenses such as air, car, train or bus fare.
- Ground transportation to and from the airport, ferry, or seaplane terminal.
- Based on interview requirements hotel accommodation for a standard room at a moderately priced hotel, or equivalent, and at government rates whenever possible.

- Meal expenses (with the exclusion of alcohol) incurred for the purpose of attending the interview as per Policy AF 3301-03 Staff Expenses at current BC Treasury Board Meal/Per Diem Allowances for Class II Employee Group.

Further details on allowable expenses can be found in the Policy AF-3301-03 Staff Expenses and the most current BC Treasury Board Appendix 1 – Travel Allowances.

Candidates traveling by private vehicle will be reimbursed at current BC Treasury Board Travel Allowances – Private Vehicle Allowances based on the shortest public route. Actual transportation tolls may also be claimed.

Where private lodging is used in lieu of commercial accommodation, reimbursement will be at current Treasury Board rates for Accommodation Charges

Preauthorization by the Corporate Administrator is required before any commitment is made to candidate(s) to reimburse expenses associated with a candidate attending an in-person interview on Salt Spring Island.

**Procedure**

A candidate’s claim for reimbursement of interview expenses together with copies of original receipts is to be submitted within thirty-days of the interview date on the Hiring Expense Claim Form (Attachment A).

**BOARD DISCRETION**

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

**RELATED DOCUMENTS**

Policy Number AF-3301-03 Staff Expenses

**APPROVALS**

Approval date:	21 March 2022	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	

ATTACHMENT A



**Salt Spring Island Fire Protection District**  
105 Lower Ganges Road  
Salt Spring Island, B.C.  
PH: 250-537-2531  
FAX: 250-537-2507

**HIRING EXPENSE CLAIM FORM**

Date of Submission: \_\_\_\_\_

Name of Individual for which expenses incurred: \_\_\_\_\_

**Interview Expenses**

The following types of expenses may be claimed with advance approval: travel, ground transportation to/from airport, hotel accommodation and meal expenses. Refer to Policy AF-3301-03 Staff Expenses for further details.

Date	Description of Expenses	Receipt Amount	Amount Claimed	Amount Approved

**Approval of Interview Expenses**

In the amount of \$ \_\_\_\_\_ : \_\_\_\_\_  
Corporate Administrator

Reimbursement of Interview Expenses Policy APPROVED

## Expenses for Relocation Assistance

The following types of expenses are more frequently used and may be claimed with advance approval: travel, moving household effects and temporary accommodation. Refer to Policy AE-2501-01 Hiring – Relocation Assistance for further details.

Moved from: \_\_\_\_\_ Employee's Start Date: \_\_\_\_\_

Date	Description of Expense	Receipt Amount	Amount Claimed	Amount Approved

### Approval of Relocation Assistance Expenses

in the amount of \$ \_\_\_\_\_ : \_\_\_\_\_  
 Chair, Board of Trustees

### Employee Verification for Relocation Assistance Expenses

I hereby certify that the above expenses were incurred by me as relocation expenses. I understand that the reimbursement I receive may be a taxable benefit.

\_\_\_\_\_  
 Employee's Signature

<b>Reimbursement of Expenses</b>  Please reimburse by cheque:  Send to _____ or  Hold for pick up. Notify _____ at Local _____
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