

## Nurses Recruitment and Retention Fund (NRRF)

<p>POLICY TITLE <b>REIMBURSEMENT FOR RELOCATION COSTS</b></p> <p>Branch/Division <b>Workforce Policy &amp; Planning</b></p> <p>Responsible Authority <b>NRRF Committee</b></p>	<p>Policy Category/Number</p> <p>Date Approved</p> <p>Applicable to</p> <p>Review Date</p> <p>Dates Revised</p> <p>Page # of #</p>	<p><b>NRRF NO.1</b></p> <p>April 1999</p> <p>RN, RPN and LPNs</p> <p>March 2008</p> <p>June 1999, August 1999, Feb 2002, Jan 2003, April 2005, March 2007</p> <p><b>1 of 4</b></p>
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### 1.0 POLICY STATEMENT

Established in 1999, the Nurses Recruitment and Retention Fund (NRRF) is committed to enhancing the delivery of health services in the province of Manitoba, by addressing issues of nursing supply. Main functions of the NRRF include the development of strategies to assist with the recruitment and retention of Registered Nurses (RN), Registered Psychiatric Nurses (RPN), and Licensed Practical Nurses (LPN) in Manitoba.

To support the recruitment of qualified nurses to positions with eligible employers in Manitoba, the NRRF supports the use of funding to reimburse nurses for specified expenses, related to their relocation to Manitoba.

### 2.0 BACKGROUND

Nurses constitute approximately 2/3 of health care professionals across Canada. Therefore, nurses play integral roles in promoting and maintaining a system of health care which addresses the needs of populations, ensures high quality care, and fosters the support and confidence of the public.

A shortage of qualified nurses has been well substantiated. Across the country employers have had increasing difficulty filling positions. To offset issues of inadequate supply, the majority of governments have initiated strategies for recruitment. One strategy for recruitment into the workforce is the use of financial compensation, to facilitate and encourage nurses to relocate to Manitoba.

### 3.0 PURPOSE

- 3.1 To attract qualified nurses into the Manitoba workforce.
- 3.2 To retain qualified nurses in Manitoba for a minimum period of one year.
- 3.3 To encourage nurses educated or previously employed in Manitoba to return for career opportunities.
- 3.4 To assist eligible Manitoba employers in decreasing their nurse vacancies.

## **4.0 DEFINITIONS**

**4.1 Reimbursement of Relocation Costs:** Financial support for relocating to the province of Manitoba for employment opportunities with eligible employers.

**4.2 Return of Service Commitment:** A written contract stating the nurse's commitment to provide service in Manitoba in a position of 0.6 EFT or higher for a one year period of time, in return for the investment of relocation assistance by the NRRF.

**4.3 Employment Opportunity:** Written confirmation of employment in a position of 0.6 equivalent full time (EFT) or higher for a minimum duration of 1 year.

## **5.0 POLICY**

**This policy applies to:**

### **5.1 Eligible RNs, RPNs, LPNs:**

5.1.2 Resided outside the province of Manitoba for at least 1 year.

5.1.3 Confirmed employment with an approved employer, in a position that is at least one year in duration and 0.6 EFT or higher.

5.1.4 Hired to work in a position that is a direct care nurse, or as approved by the committee. To date direct care nurses have included first level managers, clinical nurse specialists, case coordinators, and nurse practitioners.

### **5.2 Eligible Employers:**

5.2.1 Employers receiving public funds from the province of Manitoba. This includes but is not limited to Manitoba Health and the Regional Health Authorities (RHAs). Private for profit agencies are not eligible.

## **6.0 STANDARDS**

### **6.1. Nurse's Responsibilities**

6.1.1 The nurse is responsible for reviewing the terms and conditions of the relocation reimbursement as outlined in this policy, and upon acceptance, compliance with these terms and conditions.

6.1.2 The nurse must secure employment with an approved employer in a permanent or term position of 0.6 EFT or more, for a minimum of 12 months.

6.1.3 The nurse must apply for relocation assistance within one year of moving to Manitoba (May, 01).

6.1.4 The nurse must agree to sign a return of service commitment, and if the conditions outlined in this policy are not fulfilled, the recipient agrees to repay Manitoba Health the amount of the relocation reimbursement.

6.1.5 Foreign applicants must be able to fulfill the one-year service agreement. Copies of work visas may be requested for substantiation.

6.1.6 Proof of expenses related to the nurse's move, such as receipts from moving companies and for the costs of travel, should be retained by the applicant to substantiate the claim.

6.1.7 The nurse must submit requests for funding and the required documentation to the Facilitator of the NRRF.

### **6.2 Employer Responsibilities**

- 6.2.1 The employer will be responsible for providing eligible employees with the information contained in this policy.
- 6.2.2 The employer will be responsible for securing a 1 year return of service commitment within their organization.
- 6.2.3 The employer will be responsible for retaining complete records for each employee who receives relocation reimbursement from the NRRF.
- 6.2.4 The employer will be responsible for notifying the NRRF if the 1 year service commitment is not fulfilled, by the completion of the Employer Verification of Incomplete Service Agreement Form (Appendix 8.1).

### 6.3 NRRF Responsibilities

- 6.3.1 The Facilitator of the NRRF will review all requests for relocation reimbursement, and approve applications in accordance with this policy.
- 6.3.2 The Facilitator will defer to the NRRF Committee for final approval or denial, if the amount of relocation reimbursement is unusually large, outside of policy guidelines, or based on special circumstances.
- 6.3.3 The Facilitator of the NRRF will advise individuals of the status of their application via letter.
- 6.3.4 The Facilitator will maintain an account of approvals.
- 6.3.5 The NRRF will complete an annual report.
- 6.3.6 Annual reports will include:
  - Name of organization/RHA
  - Employee Professional designation
  - Position filled (permanent/temporary and EFT)
  - Clinical area
  - Relocated from
  - Amount of relocation allowance
  - Repayment received (where applicable)

## 7.0 PROCEDURES

- 7.1 The NRRF reviews allocations annually for the purposes of funding relocation reimbursement.
- 7.2 Individuals meeting the eligibility criteria are entitled to apply to the NRRF for reimbursement of relocation expenses in the amount of \$5000.00 (Appendix 8.2: Relocation Reimbursement Application Form).
- 7.3 The employee must provide proof of registration with the College of Registered Nurses of Manitoba (CRNM), the College of Registered Psychiatric Nurses of Manitoba (CRPNM), or the College of Licensed Practical Nurses of Manitoba (CLPNM).
- 7.4 The employee must provide documentation of the confirmed permanent or term nursing position with an approved employer, which is at least one year in duration and 0.6 EFT or higher.
- 7.5 If the employee is a graduate nurse, a copy of the transcript of marks or diploma of graduate may be accepted. (Mar.00). Proof of registration must be provided once the graduate nurse becomes registered in Manitoba.
- 7.6 Nurses employed by private agencies or employers are ineligible for relocation assistance.
- 7.7 Casual positions are not eligible for relocation assistance.
- 7.8 Requests for funding and the required documentation are to be submitted to the Facilitator of the NRRF at 1043A-300 Carlton Street, Winnipeg, MB R3B 3M9.
- 7.9 A maximum of \$5,000.00 in Canadian funds per applicant may be provided to cover such relocation expenses as:
  - packing, moving, and unpacking of specific household goods and personal effects;

- storage after removal pending occupation of new residence;
  - pre-relocation trip to provide an opportunity for the new employee to arrange accommodation at the new location;
  - cost of travel for the individual and other household members;
  - cost of travel, meals and lodging.
- 7.10 Relocation assistance up to \$5000.00 will be provided utilizing the following formula:
- Base costs of \$1000.
  - Rates per kilometer for the distance of the move are calculated as \$1.75 per km.
  - Nurses who are immediate household members or traveling together may apply for relocation assistance separately.
- 7.11 In writing, the nurse may submit reasons for special circumstances and request consideration above the maximum allotment of \$5000.00, up to the amount of \$8000.00 Canadian.
- 7.12 The amount of the relocation reimbursement will be forgiven after the 12 month return of service commitment has been completed.
- 7.13 An employee who changes eligible employers while fulfilling their one-year return of service commitment in Manitoba must complete a revised service agreement. The revised service agreement must be signed by the applicant and the new employer, and must complete the time remaining in the previous 12 month agreement.
- 7.14 Relocation assistance may be provided to nurses who are receiving additional financial assistance from other sources (Sept, 00)
- 7.15 In writing, the NRRF will consider extending the time to complete the 12 month return of service commitment, or grant temporary absence for pregnancy or health related matters. The NRRF committee will examine each request based on individual circumstance.
- 7.16 Nurses, who have maintained a residence in Manitoba in their absence, will only be eligible for reimbursement of the costs related to shipping belongings back to Manitoba. Receipts are required. (Sept, 00)
- 7.17 Foreign-trained nurses who are over the one-year time limit for applying for relocation assistance but successfully pass their RN licensing exams by the 3rd attempt, may apply to the NRRF for relocation assistance, citing the circumstances for their delayed application (Dec, 01)
- 7.18 Applicants who enroll in specialty training programs will be required to fulfill their one-year service commitment, in addition to the service commitment required of the specialty program. Time spent in the program does not qualify as service to the province. (Oct, 00)
- 7.19 Applicants may be eligible to apply for funding for a second time, if the previous one-year service commitment has been successfully completed, and applicant has been out of province for over one year. (May, 01)

## 8.0 POLICY DOCUMENTS (APPENDIX)

- 8.1 Employer Verification of Incomplete Service Agreement Form
- 8.2 Relocation Application Form