

Accommodation Policy – January 2025

Purpose

To establish the process to provide reimbursement for housing to support professional staff who are relocating to the area on a permanent basis or providing locum coverage for identified high need areas in the professional staff human resources plan.

Policy Statement

Recruiting professional staff is supported by subsidizing the cost of housing for high need areas. To support individual preferences professional staff will arrange their own accommodation and submit for reimbursement. Georgian Bay General Hospital will support locating accommodations by maintaining the Housing for Healthcare website and seeking out available discounts from local hotels for healthcare workers.

Definitions

Accommodation: A temporary place to stay that could either be a hotel or private rental directly from a landlord.

High Need Area: An area identified in the professional staff human resources plan as a pressing need for recruitment that if unfilled will risk the potential provision of consistent services or a need that emerges due to unexpected circumstances that if unfilled risks the potential provision of consistent services.

Procedure

How to get Accommodations: To support individual preferences professional staff will book and arrange their own accommodation. All professional staff are encouraged to review the Housing for Healthcare website or request information on which hotels offer available discounts. Professional Staff during the recruitment process will have an opportunity to discuss the GBGH area, including discussions on housing options.

How to get Reimbursement:

Eligibility for reimbursement will be identified during the recruitment process and documented in the contract.

Long-term recruitment for high needs areas may be offered during the contract negotiation in exchange for a return for service agreement. The total amount shall not exceed \$8,000 in total and can be offered by the Manager of People Experience and Workforce Analysis based on the identified need in the professional staff human resources plan. If not identified in the professional staff human resources plan, approval of the Department Chief and the Physician Recruitment Chair is required.

Individuals who have submitted an application for an open position and who have participated in the preliminary interview process may be provided with a stipend of no more than \$1,000 and not exceeding five days to stay in the community to explore relocation. This can be offered by the Manager of People Experience and Workforce Analysis.

Short term locum physicians are eligible for up to 50% of their accommodation to a maximum of \$100 a night. This is offered to locum physicians who are supporting vacation coverage or in high needs areas and can be approved by any one of the following; the Manager of People Experience and Workforce Analysis, the Co-Deputy Chief of Staff or the Chief of Staff.

On call active staff will be reimbursed 50% of their accommodation to a maximum of \$100 a night if their permanent residence is greater than 30 minutes from GBGH or there is adverse weather. This can be approved by any one of the following; the Manager of People Experience and Workforce Analysis, the Co-Deputy Chief of Staff or the Chief of Staff.

Professional staff should confirm their eligibility prior to booking accommodation except in extenuating circumstances. Professional staff should submit their expenses to the Manager of People Experience and Workforce Analysis who will process the reimbursement and complete the appropriate approval.

At any time, the Chief of Staff, Deputy Chief of Staff, or the Vice President of People and Culture may direct the Manager of People Experience and Workforce Analysis to offer enhanced accommodation reimbursement. The rationale to support this direction will be provided.

References

Collingwood General & Marine Hospital, Housing for Healthcare Workers
SickKids, Rental Housing for Staff

Supporting Documents

Housing for Healthcare Website

BE REMARKABLE
HERE 