



POLICY MANUAL

GENERAL

Number 335

Subject: Relocation Assistance

Covered Employees: Faculty and Exempt Employees

Date of Origin: January 24, 1997

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335.1 POLICY

The payment or reimbursement of moving expenses may be offered to prospective employees when the hiring department believes such an offer is a critical factor in securing a highly qualified applicant for a faculty or administrative position. In determining the appropriate payment amount, the department should consider factors such as unusual qualifications and/or needs of the applicant, competitiveness of the applicable job market, budget available, and estimated relocation costs.

The hiring department head will negotiate with the new employee and determine an agreeable relocation plan in writing prior to the time the move takes place. The hiring department is responsible for covering the agreed-upon cost of relocation assistance.

335.2 PAYMENT OR REIMBURSEMENT TO THE NEW EMPLOYEE

The University complies with IRS regulations by reporting payments or reimbursements made directly to the new employee as additional income, including the withholding of payroll taxes.

Deductible moving expenses may be claimed by the employee when filing his/her annual income tax return. (See IRS Publication 521 "Moving Expenses," for detailed information on deductible moving expenses.)

335.3 DIRECT PAYMENT TO MOVING COMPANIES

Moving expenses paid directly by the University to a commercial moving company are non-taxable to the new employee. If a relocation plan includes direct payment to a moving company from University funds, departments are required to use state contracts available through Purchasing Services unless a less expensive option is more appropriate.

Relocation expenses may be reimbursed to the employee by the University for items such as:

- The cost of moving ordinary and customary personal and household goods, including insurance provided by the moving firm for packing and shipping.
- Mileage allowance for the employee and/or family to move to the new location.
- The costs of lodging and food for the employee and immediate family during the relocation trip.
- The costs associated with a trip to locate new housing.