



Relocation Incentives

Purpose. Relocation incentives offer a one time payment to an employee when it is in the interest of the University to provide an employment incentive to a current or prospective employee to move from one location to another. Payments provided under this policy are separate from and in addition to any payments that may be authorized for moving expenses. Full-time employees are eligible to be considered for this benefit.

Relocation Agreement

Any employee who receives relocation incentive payments must sign a Relocation Agreement which stipulates that part or all of the advance payment will be returned if the employee does not continue employment with the University for at least two (2) full years. The repayment schedule follows:

Less than six (6) months worked	Return 100% of relocation incentive
Six months but less than one year	Return 75% of relocation incentive
One year but less than two years	Return 50% of relocation incentive.

Funds for relocation incentive payments are the responsibility of the employing department. The Dean may approve payments up to \$5,000 with the concurrence of HRM. Colleges/ departments are encouraged to develop written guidelines on the use of relocation incentives prior to participation in the program.

Payments for more than \$5,000 must also be approved by the appropriate Vice Chancellor and the Executive Vice Chancellor.

In accordance with Internal Revenue Service regulations, all payments are taxable compensation subject to withholding and other appropriate deductions, and will be reported on the W-2 form as part of the employee's total compensation.