

Procedures for Relocation Stipends Offered to New Employees

These procedures are to be used in accordance with the University Relocation [Policy 7-02.6](#) to ensure stipends are consistent with university needs, budgetary limitations and applicable laws and regulations. Relocation stipends are to be used as a tool to recruit talented faculty and staff and should not be offered arbitrarily. Questions about these procedures should be directed to Talent Acquisition in the Office of Human Resources or Academic Personnel for faculty appointments.

1. Eligibility

- a. Full-time faculty, senior level administrative staff and athletic coaches are eligible for relocation stipends.
- b. To be eligible for the relocation stipend the employee must be moving a minimum of fifty miles.
- c. Employees offered a stipend must move their household within three months of the initial appointment or the stipend shall be forfeited. Approval of extension should be routed through the division V.P. and approved by the Sr. V.P. of Finance and Administration. Email approval from appropriate area will suffice.

2. Procedures

- a. All relocation stipends must be negotiated and included in the employment agreement or offer letter at the time employment is offered (see verbiage recommendation below).
- b. The relocation stipend should be the standard amount offered by the college or division, not to exceed more than one month of the employee's gross salary. The Talent Acquisition office in Human Resources has relocation calculators to assist you with determining an appropriate stipend amount.
- c. The amount to be paid must be specific. It cannot be 'up to' a certain dollar amount. An exact amount must be offered.
- d. Relocation stipends greater than one month's salary require advance approval from the Senior VP of Finance and Administration. Email request and approval will suffice.
- e. Approved relocation stipends will be processed as a one-time lump sum payment and included on the employee's regular semi-monthly paycheck.
- f. Additional payments by the university for house hunting and other accommodations should not be made as the stipend should cover all moving related expenses.
- g. Relocation stipends paid are subject to all federal, state and local tax regulations and will be reported as taxable income on the employee's W2.
- h. Any employee who is paid a stipend and leaves the university within one year is required to reimburse the university for half of the stipend amount. When

possible this amount will be deducted on the employee's final paycheck. Departments with employees that received a relocation stipend are responsible for notifying Human Resources and Payroll for the recovery of any payments.

3. Additional Considerations

- a. Using university funds to pay for temporary housing is taxable to the employee and the value of the rent (including hotel costs) will be added to the employee's applicable gross for tax purposes. Temporary housing can be offered in addition to a relocation stipend, but it will be taxed accordingly.

TO BE INCLUDED IN THE EMPLOYMENT AGREEMENT- UNDER "OTHER CONDITIONS":

To assist with your relocation costs, the University will pay you a one-time, lump sum stipend of <\$ amount> for moving expenses. This stipend will be paid to you after your start date, which is <start date>. As required by IRS regulations, this payment will be taxed as income at the current supplemental rate. If you leave employment before one full year of service, you will be required to reimburse the University one-half of the value of the stipend paid.