

NAME: RELOCATION ASSISTANCE

POLICY: Great Plains College seeks the most qualified staff to support excellence in program and service delivery. To that end, it is recognized that candidates may be required to permanently relocate. To support the transition to employment, the college may offer relocation assistance packages.

DEFINITION Permanent relocation refers to a relocation of primary residence in order to engage in employment (instructional or administrative) at Great Plains College.

Eligibility Relocation assistance normally applies to external candidates.

Financial Maximums and Service Requirements

- Up to \$10,000
- 2 years of service or repayment provisions would apply

NOTE: Additional amounts or special provisions may be approved by the President.

Repayment Provisions

In the event that an employee resigns prior to completing the required service period, the employee shall be responsible for reimbursing Great Plains College, on a prorated basis, for reimbursed relocation costs.

Repayment would not apply where the employee is laid off or severed by the college.

Eligible Expenditures:

Great Plains College will provide reimbursement for reasonable moving and travel expenses incurred to relocate.

These expenses may include:

- Expenses incurred to hire a moving company.
- En route insurance for the replacement value of personal belongings.
- Travel costs for accommodation and mileage; paid according to the Great Plains College Travel Policy.
 - o The most economical method of transportation shall be used.
- Temporary accommodation expenses of up to 31 days; may be incurred while finding permanent accommodation or to meet the contract start date.
- Legal fees associated with the sale and purchase of a new house.
- Utility connection charges.
- Storage costs of up to 31 days.

Real Estate fees are not considered to be an approved moving expense.

Some aspects of relocation assistance may be considered taxable benefits. In addition, relocation expenses reimbursed by the college cannot be claimed by the employee for income tax purposes.