

Relocation Assistance for New Employees

Relocation assistance is available to prospective employees when the hiring departments believe that such assistance is a critical factor in securing a highly-qualified candidate for a permanent, full-time, benefit-eligible position lasting more than one year.

Relocation assistance is for:

- Administrative positions
- Faculty positions
- Information technology positions
- Other hard to fill positions

Moving costs and relocation assistance is on a reimbursement basis only. Reimbursements are limited to actual costs incurred, up to \$5000, agreed by the department and the employee and within the limits outlined in these guidelines.

It is the responsibility of the hiring supervisor to identify the source of the funds within their perspective areas to be used for the reimbursement.

Reimbursements through other processes, such as petty cash, department p-cards, or direct payments from departments to hotels, airlines, restaurants, car rental companies, or other vendors on behalf of employees, are not allowed.

The relocation reimbursement must be approved and the amount (up to \$5000) determined by the appropriate Vice President/Provost prior to making the relocation reimbursement offer. The offer and terms of relocation assistance must be detailed in writing within the offer letter.

Payment of relocation assistance will not be made until after the prospective employee begins work with the College. The employee includes corresponding receipts to the hiring supervisor's department. The department completes the Payment Request within SLCC Buy.

If the person receiving the relocation payment terminates with the college, for reasons other than layoff, disability separation, or other good cause as determined by the college, within one year of the date of the employment, the employee will repay the relocation assistance money originally provided.

Payment of relocation assistance is subject to income, Social Security and Medicare taxes and will comply with the [IRS Publication 521](#), including the distance test of 50 miles from the old job location and the former home.