

Salt Lake Community College

Employee Relocation Assistance Guidelines

1. Relocation Assistance Overview

A. **Purpose:** To provide financial assistance to prospective employees for moving expenses when hiring departments deem it crucial for securing highly qualified candidates for permanent, full-time, benefit-eligible positions lasting more than one year.

B. **Compliance:** i. **Policy Administration:** Administered by the appropriate vice president, provost, or designee. Guidance on guidance interpretation and procedural issues may be obtained from the Associate Vice President for People Workplace and Culture.

ii. **Compliance with Federal and State Regulations:** Ensure compliance with all relevant federal and state regulations.

iii. **Sponsored Projects:** When costs are charged to a sponsored project, the terms of the applicable sponsored project award will take precedence.

2. Eligible Positions

- A. Administrative positions
- B. Faculty positions
- C. Information technology positions
- D. Other hard-to-fill positions

3. Reimbursement Details

A. **Reimbursement Basis:** Reimbursement only, up to \$5,000.

B. **Conditions:** Actual costs incurred, agreed upon by the department and the employee.

C. **Approval:** Must be approved by the appropriate Vice President/Provost before offering.

D. **Documentation:** Detailed in the offer letter and receipts required for reimbursement.

4. Payment Process

A. **Timing:** Payment made after the employee begins work.

B. **Method:** Added to the employee's paycheck through regular payroll cycle.

C. **Repayment:** If the employee leaves within one year (except for layoff, disability separation, or other good cause), they must repay the relocation assistance.

5. Tax Information

A. **Taxable Wages:** Payments are considered taxable wages and comply with IRS regulations.

Eligible Expenses

- A. **Moving Company Costs:** Expenses for hiring a professional moving company.
- B. **Packing and Shipping:** Costs associated with packing and shipping personal belongings.
- C. **Travel Expenses:** Transportation costs for the employee and their immediate family to the new location.
- D. **Temporary Housing:** Costs for temporary housing for up to 30 days while the employee secures permanent housing.
- E. **Utility Connection Fees:** Fees for connecting utilities at the new residence.
- F. **Storage Fees:** Temporary storage fees for personal belongings if necessary.
- G. **Miscellaneous Expenses:** Other reasonable and necessary expenses directly related to the relocation, as approved by the hiring department.

6. Not Eligible Expenses

- A. **Home Sale or Purchase Costs:** Expenses related to selling or buying a home, including real estate agent fees, closing costs, and mortgage-related expenses.
- B. **Meals:** Costs for meals during the move.
- C. **Pet Relocation:** Expenses related to moving pets.
- D. **Personal Convenience Items:** Costs for personal convenience items such as new furniture, home improvements, or cleaning services.
- E. **Commuting Costs:** Daily commuting expenses from the new residence to the workplace.
- F. **Entertainment:** Costs for entertainment, social activities, or recreational activities.
- G. **Non-Direct Relocation Costs:** Any expenses not directly related to the move, such as fines, penalties, or traffic tickets.