EMPLOYEE RELOCATION ALLOWANCE POLICY

I. Purpose

Newly hired employees may be given a relocation allowance in order to ease the burden of moving their family and household to their new location. This policy sets forth guidelines for administering this allowance.

All payments for relocation are taxable to the employee and will appear on the employee W-2 as taxable income. (See USG Business Procedures Manual 5.3.2.)

II. Policy Statement

Eligibility
To meet the eligibility requirements for relocation allowance, the employee must be hired as a faculty or staff employee of the University in a regular benefitted, full-time position. The relocation allowance amount must be included in the original written offer of employment, accepted by the new employee and cannot be renegotiated. Relocation allowance payments cannot be issued without a written offer of employment; otherwise, the payments would constitute a gratuity under Georgia Law.

The following conditions must be met by University employees to become eligible for relocation allowance:

1. The University has determined the employee to be qualified for employment under usual and customary employment process of the University.
2. The distance between the employee’s new work location and former residence must be at least fifty (50) miles greater than the distance between the employee’s former work location and former residence.
3. The employee must meet reasonable expectations to work on a regular, full-time basis for the University for at least 39 weeks from the date of employment.

If the employee voluntarily ceases University employment before the obligatory 39 weeks of service, the employee must repay the entire amount of the actual relocation allowance paid.
to him/her. The refund amount may be made by personal payment or may be deducted from the employee’s final earnings payment.

University Funding Approval Limits
Payments for reimbursable relocation allowances must be funded from the operating budgets of the University’s departmental office or college responsible for hiring the employee. Any offer of an allowance that is greater than 10% of the employee’s annualized salary must be approved by the respective Provost or Vice President. Faculty allowances are required to have the signatures of the Dean and the Provost.

III. Exclusions
There are no exclusions and exceptions to the policy.

IV. Procedures
Relocation allowances must be negotiated with the new faculty or staff member during the hiring process. The Employment Offer Letter must specify the allowance amount the University will pay the employee and cannot be changed. A copy of the Employee Relocation Allowance Policy and Employment Offer Letter should be provided to the new faculty or staff member for their records. New faculty, teaching part time during the summer semester prior to beginning their new contract in the fall, may be reimbursed under this policy during the summer session they are teaching.

Should you have any questions, please contact the following University Department for further clarification or assistance:

Office of Financial Accounting
Phone Number (912) 478-5224

Reimbursement Process
A. Responsibilities of Employee:
   1. Submit a copy of signed offer letter of employment and Employee Relocation Repayment Agreement to the employing departmental office or college. This offer letter and Employee Relocation Repayment Agreement form MUST stipulate the relocation amount and must be signed by employee and appropriate university representatives.

B. Responsibilities of Employing Departmental Office or College:
   1. Confirm funding and complete a Personnel Action Form (PAF) charging relocation amount to Account 565100, payroll earn code NME, and appropriate chartstream.
   2. Verify employee appointment has been updated in Human Resources and Provost’s Office MFE System.
   3. Review documentation for adherence to relocation policy.
   4. Submit the personnel action form, Employee Relocation Repayment Agreement form, and employment offer letter to the next approval point in a timely manner.

C. Responsibilities of Budget Office:
   1. Verify Payment/Budget Data section of personnel action form.
   2. Amend departmental budget as required.
3. Sign and submit personnel action, Employee Relocation Repayment Agreement form, and copy of employment letter to Human Resources.

D. Responsibilities of Human Resources:
   1. Review paperwork for adherence to policy.
   2. Submit personnel action, Employee Relocation Repayment Agreement form, and copy of employment letter to Payroll.

E. Responsibilities of Payroll:
   1. Input amount and charging location into payroll system with appropriate pay code.
   2. Retain documentation in employee file.