
SUBJECT: Relocation Expenses

1.0 PURPOSE

- 1.1. Reimbursement of payment of moving expenses is not to be routinely granted, but Snow College may reimburse eligible moving expenses to prospective full-time employees when the hiring department believes such an offer is a critical factor in securing a highly qualified application for a faculty, staff, or administrative position.

2.0 DEFINITIONS

- 2.1.

3.0 POLICY

- 3.1. The hiring department must have budgetary funds to cover the expenses.
- 3.2. In determining the appropriate reimbursement amount, the department should consider factors such as unusual qualifications and/or needs of the applicant, competitiveness of the applicable job market, budget available, and estimated relocation costs. The amount of the reimbursement will not exceed the established institution caps (\$3,000 for faculty or staff and \$6,000 for administrators).
- 3.3. All relocation expenses must be approved by the College President or appropriate Vice President before the offer is made to the applicant.
- 3.4. The hiring department will negotiate with the new employee and determine an agreeable reimbursement plan in writing prior to the time the move takes place.
- 3.5. USHE policy governs relocation expenses for College Presidents.

4.0 ADDITIONAL HEADING, AS NEEDED

- 4.1.