

The purpose of this policy is to provide a standard procedure for the relocation of newly hired full-time staff to within the District boundaries of Blackhawk Technical College (College). Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the newly hired employee. The provisions of this policy will apply only to work assignments and relocations planned to exceed 12 months.

The College will reimburse reasonable amounts or provide advance assistance of expenses incurred because of the relocation of newly hired full-time staff for distances that exceed fifty (50) miles from their current place of residence to the District boundaries of the College.

The College will audit expenses against relocation agreements, and employees must document receipted expenses claimed for reimbursement.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the Executive Director/CHRO and the College President.

All relocation expenses must be incurred and submitted for reimbursement within 180 days of the date the written relocation and repayment agreement is signed. Expenses incurred after this period will not be reimbursed. Some expenses will be paid directly by the College to the vendor. For all other reimbursement expenses, the employee must obtain receipts for incurred expenses and submit them along with college reimbursement request forms.

## **Approved Expenses – Standard Agreement**

### **A. Per Diem and Lodging**

The College will reimburse costs for per diem living expenses to include temporary lodging for eligible employees and dependents for a period not to exceed 30 days.

### **B. Site Visit**

An employee and spouse will be reimbursed for travel costs, per diem and lodging costs to the planned relocation area to look for appropriate housing. The maximum site visit period permitted is three (3) days.

### **C. Transportation – Employee/Dependents**

Costs for relocation travel of the employee and dependents to the new location will be reimbursed. Travel noted above will be by means of the most cost-effective common transport carrier using coach fare; however, in many cases, personal vehicles may be the preferred means of travel. Mileage reimbursement will be reimbursed at the standard IRS mileage rate.

### **D. Household Goods**

## REIMBURSEMENT OF RELOCATION EXPENSES (cont.) BP C-250

The College will pay actual costs for the packing, movement, and insuring of household goods and personal effects for such goods up to a maximum of 14,000 pounds from point of departure to point of arrival. If storage of goods is required at either point, the College will pay for up to 30 days of storage.

Any property of special value, i.e., art objects, paintings, jewelry, firearms, precious metals, and antiques should be separately insured or transported by the employee.

The College will not pay the transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature. The transportation and boarding of small domestic pets, dogs, cats, etc. is permitted. The College will reimburse costs associated with movement and boarding of such pets for a period not to exceed 30 days.

### E. Miscellaneous Household Fees

The College will pay the cost of appliance installation, fees for utilities installations, re-registration of personal vehicles and driver's licenses to a maximum of \$1,000.

### Repayment Provision

If the employee resigns due to circumstances within his or her control, as determined by the College, within 24 months of the employment start date, the employee agrees to and will be subject to repayment of costs associated with the move.

### Tax Considerations

Prior to or at the time the written relocation and repayment agreement is signed, the employee will meet with accounting staff to review the federal and state tax implications of all costs reimbursed by the College and its impact on the employee's W-2 taxable income. The employee will be given a written estimate of costs for tax planning purposes.

### Reimbursement Maximums

As a College, we look to provide financial assistance to offset the expense of moving for a new employment opportunity. Relocation reimbursement allowance is capped at 5% of the first year's annual wage amount. The maximum reimbursable amount will be outlined within the written relocation and repayment agreement.

Board Policy Adopted:	March 18, 2020
Reviewed:	October 21, 2020
Revised:	August 26, 2020