

Policy on Relocation Allowances

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| Policy Title | Policy on Relocation Allowances |
| Policy # | 02.117.1 |
| Policy Owner | Assistant Vice President for Human Resources and the Vice Provost for Academic Personnel and Budget |
| Contact Information | Questions regarding this policy should be directed to the Assistant Vice President for Human Resources at (401) 874-5270 or Vice Provost for Academic Personnel and Budget at (401) 874-4402 |
| Approved By | Administrative Policy Committee |
| Effective Date | July 1, 2023 |
| Next Review Date | No later than June 30, 2028 |
| Who Needs to Know About this Policy | All Hiring Managers at the University |
| Definitions | <p>Appointment Letter. The document used to make an offer to a candidate that shall, when completed and executed by both parties, include all terms and conditions of the hiring offer and shall be considered the entire agreement relative to that hire. Appointment Letters are sometimes referred to as “offer letters.” Certain Employees (for example, University President, Athletics coaches) receive employment contracts instead of Appointment Letters.</p> <p>Employee. Any person employed by the University, including faculty and staff, regardless of the source of funds within the University. For the purposes of this policy the term Employee does not include casual Employees, part-time faculty, graduate assistants, or (undergraduate) student employees.</p> <p>Hiring Manager. The individual responsible for determining hiring needs and managing or delegating the administrative work in compliance with this and other University policies relative to hiring and employment at the University of Rhode Island. Hiring Managers must be 1) the University President or Provost, or 2) direct reports to the University President or Provost, or 3) their direct reports, or 4) Principal Investigators hiring for positions with sponsored awards or third-party funds under their control.</p> <p>Relocation Allowance. An agreed-upon, taxable payment, up to limits established in this policy, used to support relocation costs for new Employees.</p> |

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| Statutes, Regulations, and Policies Governing or Necessitating This Policy | University of Rhode Island Policy on Employee Recruitment, Selection, and Hiring (pending) 26 USC §132 (Certain Fringe Benefits) 26 USC §217 (Moving Expenses) |
| Reason for Policy / Purpose | This policy provides rules and guidelines for the use of Relocation Allowances for new Employees at the University of Rhode Island |
| Forms Related to this Policy | None |

Policy Statement

To be competitive in the employment market and assist new Employees with the transition to the University of Rhode Island (also, University), the University may, as provided in this policy, support moving and relocation expenses for new non-classified Employees through the use of a Relocation Allowance. The University is not obligated to pay moving or relocation expenses in any situation, however a department, college, office, or other business unit at the University may provide, at its discretion, a Relocation Allowance as a component of a hiring package.

This policy is applicable only to full-time non-classified faculty and non-classified staff at the University of Rhode Island.

1. Relocation Allowance

A department, college, office, or other business unit at the University may provide, as a component of the hiring package, a Relocation Allowance to be used to support the relocation of a new eligible Employee to the University of Rhode Island (see Section 2 on eligibility). The inclusion of a Relocation Allowance in an offer of employment is at the discretion of the Hiring Manager in charge of that particular search and contingent upon the availability of funds to support that Relocation Allowance.

2. Eligibility

The Relocation Allowance is available to support the hiring of full-time faculty and non-classified staff at the level of Dean and above (for academic administrative staff) and Assistant Vice President and above (for other administrative staff). The President or Vice President of the appropriate division (including the Director of Athletics) may make exceptions to allow the inclusion of a Relocation Allowance in a hiring package for other positions, at their discretion. See the Procedures for this policy for further details.

3. All-Inclusive

While there are no formal restrictions on the use of the Relocation Allowance by the new Employee, the Allowance is intended to be inclusive of any expenditures associated with moving to the University of Rhode Island, including travel, moving of household goods, house-hunting trips to the area, storage, etc. The University will generally not supply additional funds to new Employees beyond the Relocation Allowance for the purposes of relocation. The Relocation Allowance is not intended to support the relocation of professional, business-related property including laboratory or other equipment, lab animals, professional libraries, etc.

4. Restrictions

Moves supported by a Relocation Allowance must originate more than fifty (50) miles from the main University campus in Kingston, Rhode Island and be complete within six (6) months of the Employee's start date (with exceptions to the six [6]-month window allowed by the Hiring Manager). The provision of a Relocation Allowance assumes that the Employee's new residence will be within a reasonable daily commuting distance to the main University campus in Kingston, Rhode Island, unless specified differently in the Appointment Letter (or employment contract where applicable).

Any offer of employment that includes 100% remote work is not eligible for a Relocation Allowance.

5. Amount

The University is not obligated to provide support for relocation for new Employees. When considering the inclusion of a Relocation Allowance in an offer of employment, a Hiring Manager should consider the value of the Allowance as an incentive in light of any recruitment challenges. The Hiring Manager should determine the amount of the Allowance based upon factors such as the distance a new Employee is required to move, the size of the household, and any reasonable costs for additional related support (house-hunting trips, storage, short-term rentals, etc.).

The Relocation Allowance is capped at \$12,000 which should not be considered a target expenditure for this support, but a cap. A Relocation Allowance greater than \$12,000, or any additional support related to relocation, must be approved by the University President. The full amount of the Relocation Allowance must be included in the Appointment Letter (or employment contract where applicable)

The Relocation Allowance shall be paid to the Employee within the first sixty (60) days after the hire date, but only upon the completion of the relocation by the Employee, as determined by the Hiring Manager. Should the relocation be completed after the hire date, the Relocation Allowance shall be paid to the Employee with sixty (60) days from the completion of the relocation by the Employee, as determined by the Hiring Manager.

6. Appointment Letters

The Employee's Appointment Letter (or employment contract where applicable) shall contain all relevant information regarding the Relocation Allowance, including:

- 1) The amount
- 2) A statement of the all-inclusive nature of the Allowance
- 3) A statement noting that acceptance and use of the Relocation Allowance is made in accordance with the University policy on "Relocation Allowances" (https://web.uri.edu/policies/find/?_sf_s=relocation)

See the Procedures for this policy for more details.

7. Funding

The Relocation Allowance must be funded by the hiring department, college, office, or business unit that will be the administrative home for the new Employee, unless different funding arrangements are agreed to in writing by the alternate unit providing the funding prior to the offer. The source of funds used to support the Relocation Allowance is at the discretion of the Hiring Manager, unless the use of that source for such purposes is disallowed by another University policy. See the Procedures for this policy for more details.

8. Taxability of Payment or Reimbursement

Per IRS regulations, all moving expense reimbursements are considered taxable wages and are subject to withholding taxes. The amount of the Relocation Allowance will be included in the Employee's annual W-2 and will treat them as taxable wages subject to withholding. The Employee is responsible for any and all tax implications of this payment.

9. Repayment of Moving Expenses

The Employee may be required to repay to the University up to 100% of the Relocation Allowance if the Employee voluntarily separates from the University within one (1) year of their hire date.

Exceptions

The University President is authorized to make exceptions to this policy on a case-by-case basis when such an exception is deemed to be in the best interest of the University.

Policy Review and Revisions

(Versions earlier than the first policy number may be paper only)

| Policy # | Effective Date | Reason for Change | Changes to Policy |
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| Council on Postsecondary Education, Policy P-7.0, Moving Expenses for New Employees | July 2, 1981 | n/a | n/a |
| 2.117.1 | July 1, 2023 | Creation of URI-specific policy | Development of Relocation Allowance and associated rules. |