

PROCEDURES for Policy on *Relocation Allowances*

Effective Date: July 1, 2023

Policy #: 02.117.1

Introduction

The University's policy on *Relocation Allowances* provides for the use of Relocation Allowances as an incentive for hiring new Non-Classified Employees. These procedures, as amended from time to time, have been established to ensure compliance with the above policy.

Questions regarding these procedures should be directed to the Assistant Vice President for Human Resources (for Staff hires) or the Vice Provost for Academic Personnel and Budget (for Faculty hires).

Note that the Relocation Allowance is an all-inclusive allowance that may be provided to new Employees to support any activities associated with moving to the University of Rhode Island for employment. There is no requirement for the submission of receipts to receive the Relocation Allowance.

Procedure or Standard

Hiring Managers have leeway to provide Relocation Allowances to new Employees up to the limit(s) noted in the policy and contingent upon the availability of funds to support that Relocation Allowance. Procedural guidance regarding the provision of Relocation Allowances is limited here in order to provide authority to Hiring Managers operating within the terms of the policy. Additional guidance, including how to manage allowable exceptions to the policy, are below.

Funding

Per the terms of this policy, there are no restrictions on the types of funds eligible to pay for a Relocation Allowance. Eligible funds include, but are not limited to, 100, 110, and 401. Hiring Managers are responsible for knowing if other restrictions exist relative to their alternate choice(s) of funding that may those funds' use to support a Relocation Allowance.

Exceptions

Certain exceptions are allowed per the policy.

Eligibility: Should a Hiring Manager seek to include a Relocation Allowance for a hire for a Non-Classified position below the threshold for eligibility (see Section 2), the Hiring Manager must seek written approval from the Vice President for that division (or Director of Athletics in Athletics, or University President in the Office of the President). This written exception shall be maintained in the employee file with all other hiring documentation in the Office of Human Resources.

Amount: Relocation Allowances greater than the limit noted in the policy (see Section 5) are permissible with written approval by the University President. Requests for this exception must be submitted for approval via the President's staff. The written exception shall be maintained in the employee file with all other hiring documentation in the Office of Human Resources.

Appointment Letters and Timing of a Move: Should a new Employee need to move to the University at a time later than the window allowed in the policy (see Section 4), that exception may be granted by the Hiring Manager but must be memorialized in the Appointment Letter (or employment contract, as appropriate).

Should an offer of employment be made that is 100% remote but with a possibility of relocation at a future date, the Hiring Manager may include a Relocation Allowance in the Appointment Letter (or employment contract, as appropriate), but must also specify a firm date by which time the Employee must complete the move or the Relocation Allowance will be forfeited.

No payout of the Relocation Allowance is allowed until the move is complete, as determined by the Hiring Manager. Partial payments are not allowed.

Request for Payment

The allowance is a one-time payment and no payment will be disbursed until the Hiring Manager certifies the completion of the Employee's relocation. The Hiring Manager must submit *Additional Pay Form for URI Faculty/Staff (APF-3)* available at <https://web.uri.edu/hr/forms/> to the Office of Human Resources, who will route the form to the Payroll Office after ensuring the correct backup materials are attached. The signature of the Hiring Manager on the APF-3 shall be the indication that the relocation is complete.

Required attachments to the APF-3 include:

1. Copy of the Appointment Letter detailing the amount of the Relocation Allowance;
2. If the Allowance is greater than \$12,000, evidence of written approval by the University President for the amount;
3. If the person receiving the Allowance is not eligible for the Relocation Allowance per the policy, evidence of written approval from the University President or the Vice President of the appropriate division (or Director of Athletics, as appropriate) for the exception.

See below for more details on completing the APF-3.

Exceptions

Exceptions to these Procedures may be granted in writing only by the University President. Any exception to these Procedures shall be maintained in the employee file with all other hiring documentation in the Office of Human Resources.

Information for completing the APF-3.

URI FACULTY / STAFF ADDITIONAL PAY FORM

The Additional Pay Form (APF-3) for Faculty / Staff Payroll is to be used to make **specific types** of payments to employees currently active on the Faculty / Staff Payroll **in addition** to their biweekly pay.

This form must be accompanied by a detailed listing of dates & hours of overtime worked.

ALL AREAS MUST BE COMPLETED

SELECT THE APPROPRIATE TYPE OF PAYMENT:		REASON FOR PAYMENT: (required field)	
<input type="checkbox"/> On Call Status Payments for Risk & Safety Personnel		<input type="text"/>	
<input type="checkbox"/> Non Classified Comp Time Payments		<input type="text"/>	
<input type="checkbox"/> Hall Directors		<input type="text"/>	
<input type="checkbox"/> Athletic Coaches Bonuses		<input type="text"/>	
<input checked="" type="checkbox"/> Other		<input type="text" value="Relocation Allowance"/>	
PeopleSoft Chartfield #:	<input type="text"/>	Effort Code:	<input type="text" value="N/A"/>
		Fund 500 Accounts only	

Name:	<input type="text"/>	PS Empl #	<input type="text"/>
Payroll Account #	<input type="text"/>	Dept Name:	<input type="text"/>
Work Assignment Period: from:	<input type="text" value="N/A"/>	to:	<input type="text" value="N/A"/>
		Union:	<input type="text"/>
Total Hours Paid:	<input type="text" value="N/A"/>	OR Authorized Amount of Payment: (example: bonus/award)	<input type="text"/>

SIGNATURES AND DATE SIGNED:	<input type="text" value="N/A"/>		
		PAYEE	DATE
HIRING MANAGER SIGNATURE	<input type="text" value="N/A"/>		
DEAN / DIRECTOR / DEPT. HEAD	DATE	BUDGET / RESEARCH (Fund 500 Accounts)	DATE
<input type="text" value="N/A"/>			
PRINCIPAL INVESTIGATOR	DATE	HUMAN RESOURCES	DATE