

3356-7-54 Relocation allowance for new full-time employee.

Responsible Division/Office: Human Resources
Responsible Officer: VP for Legal Affairs and Human Resources
Revision History: September 2018; July 2023; September 2023
Board Committee: University Affairs
Effective Date: September 20, 2023
Next Review: 2028

- (A) Policy statement. When it is necessary to recruit an employee to accept employment with Youngstown state university (university), the university may authorize an allowance to defray the cost of relocation.
- (B) Purpose. To provide consistent guidelines and procedures for payment of a relocation allowance consistent with university necessity, sound business practices, and budgetary limitations in accordance with applicable laws and regulations.
- (C) Eligibility. Full-time faculty and professional administrative staff, including athletic coaches, are eligible for payment of a relocation allowance. In order to be eligible, the distance between the employee's old home and the university's campus must be at least fifty miles. A relocation allowance must be negotiated at the time of hire.
- (D) Parameters.
 - (1) All relocation allowances must be negotiated at the time a position is offered, properly approved, and included in the offer letter or appointment form prepared by the university's office of human resources.
 - (2) All relocation allowances are subject to repayment requirements contained within this policy (see paragraph G of this policy). The repayment requirement will be included in all offer letters/ appointment forms. Any employee receiving a relocation

allowance is required to sign a relocation expense repayment agreement form.

- (3) Requests and approvals for relocation allowances will follow the electronic hiring proposal process.
 - (4) Relocation allowances are subject to the availability funding and will be charged back to the hiring department's budget.
 - (5) The relocation allowance is meant to defray the cost of certain moving expenses incurred when relocating to the university for employment.
 - (6) The office of human resources will develop appropriate procedures to administer this policy. These procedures and any applicable guidelines will be available on the office of human resources website.
 - (7) A standard relocation allowance will be set forth in the guidelines established.
- (E) Method of payment. An approved relocation allowance amount will be processed as a one-time lump sum payment and included with the employee's regular paycheck. Although expenses may occur prior to the employee's start date, relocation payments will not be made until after the employee begins employment with the university.
- (F) Tax implications. Relocation allowances will be taxed in accordance with IRS regulations.
- (G) Repayment. An employee who voluntarily separates from the university prior to completing two years of continuous service or is terminated for cause may be required to pay back the relocation allowance.

- (H) Policy exceptions. Any exceptions must be approved in writing by the chief human resources officer or designee and the vice president for finance and business operations, or their designees.