



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

<b>Document Title:</b>	Relocation Expenses for New Staff Policy
<b>Document Category:</b>	Policy and Procedure
<b>Version Number:</b>	2
<b>Status:</b>	Approved
<b>Reason for development:</b>	Minor update
<b>Scope:</b>	This procedure applies to all Staff
<b>Author / developer:</b>	HR Adviser
<b>Owner</b>	Head of HR
<b>Assessment:</b> (where relevant)	Tick relevant assessments <span style="float: right;">Tick if not applicable</span> <input checked="" type="checkbox"/> Equality Assessment <input type="checkbox"/> Legal <span style="float: right;"><input type="checkbox"/></span> <input type="checkbox"/> Information Governance <span style="float: right;"><input type="checkbox"/></span> <input type="checkbox"/> Academic Governance <span style="float: right;"><input type="checkbox"/></span>
<b>Consultation:</b> (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input type="checkbox"/> Students via Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
<b>Authorised by (Board):</b>	Finance, Employment and General Purposes Committee
<b>Date Authorised:</b>	August 2012
<b>Effective from:</b>	August 2012
<b>Review due:</b>	August 2016
<b>Document location:</b>	University Website
<b>Document dissemination / communications plan</b>	New Staff via upload to SharePoint
<b>Document control:</b>	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Website.

## BISHOP GROSSETESTE UNIVERSITY LINCOLN

### Relocation Expenses for new staff

Responsibility for updating this policy is with Human Resources

Manager responsible for policy	Head of HR
Forum for approval	Governors FE & GP Committee
Date revised	August 2012

#### **Purpose**

The purpose of this relocation policy is to compensate, in part, the financial loss incurred by new employees who are required to relocate their permanent residence to within daily travelling distance of the University.

#### **Scope**

The scheme applies to members of staff taking up their first appointment at Grade 6 or above with the University of at least three years in duration, and who have to change their place of residence in consequence of taking up appointment. Applicants should be aware that if they leave before serving two years' continuous employment with the University from the date of appointment they will be required to refund some or all of the expenses paid.

Relocation expenses will be payable to staff who move to within 30 miles (45 minutes travelling time ) of their main campus base providing that the original home was at least 50 miles away from campus. It is expected that staff will make every effort to move house in a short a time as possible and in any case within 12 months of the start of their employment. There is only one relocation package per household.

#### **Allowance**

Relocation costs will be refunded in full or up to a maximum of £3,000. Relocation costs are defined as those necessarily incurred in the relocation of home and may include the following:

- Removal of furniture and effects. If the costs will exceed £1,000 then three different quotes must be obtained, the amount of reimbursement being related to the lowest quote.
- Legal and professional fees. If the costs will exceed £1,000 then three different quotes must be obtained, the amount of reimbursement being related to the lowest quote.

- Temporary accommodation costs for a property within the area where the employee is in the process of selling a property from where they are relocating.
- Travel expenses to new home for employee, partner and dependants.

In all cases reimbursement will normally only be made on submission of a payment receipt.

### **Recovery**

In the event of resignation or termination of the employment contract within two years of the date of appointment repayment of removal expenses will be required as follows:

Resignation within one year	100%
Resignation after one year but before two years	50%

### **Discretion**

In special cases, such as those involving movement from overseas or in times of recruitment difficulty the Head of Institution may, at their discretion, recommend that the limits set out above are varied.

### **Application**

Removal expenses must be claimed within 12 months of the date of appointment. Applications for payment should be made using the attached form with relevant quotes and receipts attached addressed to the Human Resources Department.

## Claim for Relocation Expenses

Name and address

---

---

---

Postcode: \_\_\_\_\_

Post appointed to:

---

I wish to claim the following relocation expenses:

Item	Please tick if relevant	Value £
Removal costs		
Legal and professional fees		
Temporary accommodation costs		
Travel Expenses		

I certify that the expenses shown above have been incurred by me for the purpose of relocation and that I understand and agree to the terms and conditions of the scheme.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### RECEIPTS AND QUOTES WHERE APPROPRIATE MUST BE SUBMITTED TO SUBSTANTIATE ALL CLAIMS

Authorised: \_\_\_\_\_ Date: \_\_\_\_\_  
Head of Human Resources.

Code \_\_\_ 31800 6200 \_\_\_\_\_