

3341-6-58 Relocation Expense.

Applicability	All University units
Responsible Unit	Vice President for Finance and Administration
Policy Administrator	Vice President for Finance and Administration

(A) Policy Statement and Purpose

In an effort to competitively recruit employees to join Bowling Green State University, the University may offer candidates a stipend to defray the costs of relocation. A one-time stipend for moving expenses shall be permissible when it is deemed necessary in order to negotiate a satisfactory offer of appointment for senior level administrative positions, faculty positions or athletic coaches.

(B) Policy**(1) Eligibility**

A newly-appointed faculty or staff member may be eligible for a one-time stipend if accepting a full-time position at the University requires that person to move their household more than fifty miles. The appointing authority shall determine when appropriate and must include the amount of the stipend in the appointment offer letter or employment agreement form. All stipends remain available for up to one calendar year from the date of the offer letter or employment agreement form.

(2) Preferred Suppliers

When possible, the University encourages the use of **specific suppliers** when contracting for moving services.

(3) Determination of Amount

The amount of the stipend shall be determined by the appointing authority in consultation with the Controller's Office. The stipend shall not exceed one month's wages (annualized) and is subject to the availability of funds under the control of the appointing authority. In rare instances, circumstances may dictate a higher stipend which would require advance written approval from the Vice President of Finance and Administration.

(4) Method of Payment

The stipend shall be processed as a lump sum payment with the employee's regular payroll after they have moved to a location within fifty miles of the University and shall be taxed in accordance with IRS regulations at the time of payment. Employees should note that there will likely be a delay between when the employee pays for their moving expenses and when the stipend is paid by the University.

Equity Impact Statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: November 29, 2021