Request for an Exception to Provide Moving Assistance

**Authority:** Paying Moving Expenses policy (POL-U5348.15)
**See Also:** Obtaining Approval for Moving Assistance (PRO-U5348.15A)

**Instructions:**
- The request needs to come from the Hiring Authority to the Appointing Authority.
- Fill in the exception criteria 1-7 below and provide the amount of assistance to be offered.
- Copy and paste the completed template and email to the Appointing Authority for approval.
- If approved, save the approved email and attach to the appropriate Request to Make Offer of Employment e-sign form.
- Return to Step 4 of Obtaining Approval to Provide Moving Assistance procedure (PRO-U5348.15A).

**Template Email Request:**

To: Appointing Authority (President, Provost, or Vice President)
From: Hiring Authority (Dean or Director)
Subject: Request for an Exception to Provide Moving Assistance

Use of state funds to pay for a new employee’s moving expenses is limited to permanent:

- a) Executive officers,
- b) Tenured or tenure-track faculty,
- c) Professional staff in supervisory positions, and
- d) Classified staff in supervisory positions.

I have recruited for a [INSERT POSITION TITLE] which does not meet the eligibility criteria. State rules, however, allow an exception to be made when there is an inability to fill a lower level exempt or classified position, and the filling of the position is essential to carrying out the critical work of an agency, the agency can pay moving expenses as a recruiting aid.

Exceptions may only be approved after considering the following information required by SAAM 60.10.30:

1. Prior recruiting efforts made to fill the position:

2. The number of candidates available:
3. Salary differences between the state position and comparable positions in industry or other states:

4. The distance the applicant needs to move in order to accept state employment:

5. Other related evidence which supports the need to pay moving expenses:

6. The critical nature of the work:

7. The financial ability of the agency to pay the moving expenses:

If approved, I would like to offer the candidate assistance with moving expenses up to the amount of $[Insert amount].

Additional Assistance: optional