POLICY

Effective Date: April 9, 2013
Revised: December 13, 2014
Approved By: President Bruce Shepard

Authority: RCW 43.03.060, RCW 43.03.120
RCW 43.03.110; SAAM Chp 60
IRS Publication 521

Cancels:

See Also:
- PRO-U5348.15A Obtaining Approval to Provide Moving Assistance
- FRM-U5348.15A Request for an Exception to Provide Moving Assistance
- FRM-U5348.15B Moving Assistance Authorization and Acknowledgement (A-33) Form
- Share Point Site WWU Relocation Services

POL-U5348.15 PAYING MOVING EXPENSES

This policy applies to qualified new hires and transfer employees in support of the University’s strategic goal to recruit and retain high quality faculty and staff.

Definitions:

Appointing Authority – An individual lawfully authorized to appoint (hire), transfer, layoff, reduce, dismiss, suspend or demote employees, with such authority delegated in writing from the President of the University, in keeping with Paragraph 8.4 of the Board of Trustees Rules of Operation.

Exempt Positions – Those positions that are exempt from Civil Service Law. This includes professional staff and faculty positions.

Hiring Authority – An individual designated by the Appointing Authority to exercise responsibility for requesting employment applications, interview eligible candidates, and recommend appointment of individuals to positions, which such responsibility may be set forth in a job description or other University policy.

Qualified Employment Candidate – A candidate for employment that meets the minimum qualifications of the position and who must move to accept employment.

Qualified Transferring Employee – Current state agency employee who meets the minimum qualifications of the position and is transferred at the request of the agency.

1. Vice President for Business and Financial Affairs Ensures Process for Overseeing Payment for Moving Expenses

The Vice President for Business and Financial Affairs (BFA) will ensure implementation of hiring procedures that are in compliance with state accounting and ethics rules. The Vice President
delegates the daily operations of overseeing appropriate use of funds for moving expenses to the Director of Procurement and Business Services in conjunction with the Assistant Vice President for Human Resources. Hiring authorities are responsible for ensuring internal procedures are established and followed in accordance with this policy.

2. **Payment Limited to Certain Permanent Positions**

The payment of moving expenses for a qualified employment candidate or transferring employee is limited to permanent:

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

*Exception:* When the University is unable to fill a non-permanent exempt or non-supervisory classified position and the filling of the position is essential to carry out the critical work of the University, the University can pay moving expenses as a recruiting aid. Requests for exceptions must be approved by the appropriate Vice President/Provost and shall contain documentation required by SAAM 60.10.30.b. See *Obtaining Approval to Provide Moving Assistance* procedure (PRO - U5348.15A) for instructions on requesting an exception.

3. **Prior Approval Required to Offer Payment for Moving Expenses**

Hiring authorities must follow procedure for obtaining approval prior to offering to pay for moving expenses.

4. **Additional Guidelines and Rules may be Implemented**

The President, Provost or a Vice President may impose division specific guidelines and rules regarding payment of moving expenses in their respective divisions (i.e. total moving expense caps).

5. **New Hires and Transfer Employees Must Comply with Policy and Procedures**

Each new hire and transfer employee that has moving expenses paid for by the University is responsible for:

   a) Complying with the *Employee Household Moving Guide* (when applicable),
   
   b) Signing the *Moving Assistance Authorization and Acknowledgement* (A-33) Form
c) Paying for moving expenses not reimbursable within the State and IRS regulations, and

d) Following IRS rules for filing 1040 Tax Return Forms.

New hires may be required to forfeit University payment of moving expenses and be responsible for some or all of charges incurred if they fail to comply with this policy and/or procedures.

Hiring authorities must ensure the new hire or employee is informed of and provided access to all applicable information including this policy.

6. **University May Require Reimbursement from Employee if Terminated**

   If the employee resigns or is terminated prior to completing one year of employment with the University from the date of current hire, the University may require reimbursement for all moving expenses paid by the University.

   *Exception:* The employee reimbursement requirement does not apply when the employee is laid off, separated due to a medical condition or disability, or other good cause as determined and approved by the appropriate Vice President/Provost or President.

7. **Payment and Reimbursement Allowed Pursuant to Advance Mutual Agreement with New Hire or Transferring Employee**

   The agreement for payment and reimbursement of moving expenses must be stated in the approved letter of offer/transfer or contract for employment which is signed by both the hiring authority and the new hire (or transferring employee).

8. **BFA Provides Training and Guidance**

   The Director of Procurement and Business Services and the Assistant Vice President for Human Resources will provide training and guidance to hiring departments to ensure compliance with this and other related policies and procedures.

   New hires and employees who are approved for moving expenses to be paid by the University are to be provided a copy of this policy and other related documents.