POLICY

Effective Date: April 9, 2013  
Revised: November 12, 2019  
Approved By: President Bruce Shepard  

See Also:  
FRM-U5410.08A Request for Exception to Provide Moving Assistance  
Share Point Site WWU Relocation Services  

POL-U5410.08 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. Assistant Vice President for Human Resources Ensures Process for Overseeing Payment for Moving Expenses

Under the purview of the Vice President for Business and Financial Affairs (BFA), the Assistant Vice President for Human Resources will ensure implementation of hiring procedures that are in compliance with state accounting and ethics rules.

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 *Request for an Exception to Provide Moving Assistance Form* (FRM-U5410.08A).

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. **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.

6. **Payment Allowed Pursuant to Advance Mutual Agreement with New Hire or Transferring Employee**
The agreement and conditions for payment 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 (and transferring employee).

Payment for moving expenses will be paid through a single lump sum payment issued through payroll no sooner than the employees first paycheck.

7. **BFA Provides Training and Guidance**

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.