



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Payment for Relocation	Effective Date: 8/7/2018	Policy Number: 3-505.3
	Supersedes: 3-505.2	Page Of 1 3
	Responsible Authority: Associate Vice President and Chief Human Resources Officer; Associate Controller: Tax	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE 9-9-05

APPLICABILITY/ACCOUNTABILITY

This policy applies to all university departments and units.

BACKGROUND

The university recognizes the potentially large upfront costs of moving when starting a position in a new location. This policy authorizes the payment of a relocation stipend to new employees required to relocate in order to commence employment with the university when it is determined that the expense is in the best interest of the university.

POLICY STATEMENT

Relocation stipends up to a total of ten percent (10%) of a new employee's salary are considered prerequisites and can be made only upon prior approval by the appropriate vice president, provost, or designee. Relocation stipends in excess of ten percent must be approved in advance by the president. The approval of relocation stipends is not automatic and is granted only when it is determined that the expense is in the best interest of the university.

DEFINITIONS

Relocation Stipend. One-time cash payment made to an employee to assist in offsetting the costs of moving.

PROCEDURES

1. Payment of a relocation stipend to an employee is a perquisite. No formal commitment to expend funds for the payment should be made unless prior written approval is obtained from the appropriate vice president, provost, or designee.
2. Relocation stipends up to a total of ten percent of a new employee's salary may be approved by the appropriate vice president, provost, or designee. Relocation stipends in excess of ten percent and other exceptions must be approved by the president. All approvals must be obtained in writing in advance of the move.
3. Approvals must appear on the fully completed *Salary Supplement Request Form*.
4. Relocation stipends are subject to income tax withholding in accordance with the Internal Revenue Code and associated Treasury Regulations.

Procedures for the Requesting Department

Complete the Salary Supplement Request Form and submit to Payroll Services. Indicate on the form the payment is for "Relocation Stipend" and indicate the requested payment timing.

Action by the Departments of Human Resources and Finance & Accounting

Upon receipt of the approved form, Payroll Services will process the form and either send the Vendor Payables a copy for payment or will include the stipend in the employee's paycheck.

Special Provisions

Laboratory / Office Moves

Requests for moving laboratory equipment and professional books should be submitted on a requisition through the Procurement Services office. The approximate value of items to be shipped should be indicated for insurance purposes.

Repayment Clause

All relocation stipends are subject to repayment, if a recipient voluntarily separates from employment within 24 months of the employee's start date. Amounts subject to repayment are as follows:

Separation from Employment	Amount of Repayment
< six months	100% of relocation stipend
< twelve months	75% of relocation stipend
< eighteen months	50% of relocation stipend
< twenty four months	25% of relocation stipend

It is the responsibility of the hiring department to contact the recipient of the relocation stipend to arrange for repayment. The hiring department will notify Payroll Services of the amount to be repaid so that an attempt can be made to deduct the relocation stipend from final wages and / or eligible leave payouts.

FORMS

Salary Supplement Request Form

<http://hr.ucf.edu/files/SalarySupplementRequestForm.pdf>

CONTACTS

UCF Human Resources – 407-823-2771
UCF Finance & Accounting - 407-882-1000
UCF Procurement Services – 407-823-2661

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-505.3	
Initiating Authority: <u><i>W. F. Mendenhall</i></u>	Date: <u>8/21/18</u>
University Policies and Procedures Committee Chair: <u><i>[Signature]</i></u>	Date: <u>7/26/18</u>
President or Designee: <u><i>[Signature]</i></u>	Date: <u>8/7/18</u>

History 3-505 9/9/05, 3-505.1 9/15/2010, 3-505.2 1/4/2016