1. **Policy Purpose Statement**

This policy provides guidelines regarding the ability to include relocation assistance in an offer of employment for new faculty and staff.

2. **Background**

To attract the best faculty and staff, Kennesaw State University (KSU) employment offers must be competitive. KSU may choose to provide relocation assistance to new employees.

3. **Scope (Who is Affected)**

- Positions eligible for relocation assistance are administrative faculty, instructional faculty, and staff at or above Director level employed in a full-time capacity. Any other positions which may meet qualification for special skills or justifiable circumstances require pre-approval of the Chief Human Resources Officer or designee.
- Relocation for a current employee is only allowable in situations where the employee has been reassigned and the relocation is in the best interests of KSU. In such cases, approval of the President is required. If the current employee is relocating to a unit under the purview of Academic Affairs, the Provost’s approval is also required.
- If the employee’s spouse or partner is a State of Georgia employee and is otherwise eligible for moving and relocation expenses through the Board of Regents of the University System of Georgia or other State of Georgia agency, reimbursement of relocation expenses will be paid only once to move the primary residence to the new location.

4. **Exclusions or Exceptions**

Exceptions to this policy must be approved in writing by the President of Kennesaw State University.

5. **Definitions and Acronyms**

- **Full Time**: A standard 40-hour per week work commitment.

6. **Policy**
Relocation and moving assistance may be provided to eligible faculty and staff provided that the funds are available in the appropriate department’s budget and prior approval of the division head or dean has been granted. Additionally, relocation reimbursement is only applicable if the new employee’s primary residence is more than fifty (50) miles from their regular KSU work location. For relocation and moving expense amounts greater than $5,000 (per employee), written approval from the Cabinet member and Human Resources is required. For moves that exceed $5,000, employees are required to submit 3 quotes for their move to show that the lowest quote was selected.

The specific dollar amount must be included in the original, accepted offer letter. Any post-offer negotiated amounts are a violation of the gratuities clause of the Constitution of the State of Georgia. Any changes to the terms of the original offer letter must be approved as set forth below.

Approved relocation amounts by position:

<table>
<thead>
<tr>
<th>Status</th>
<th>Position</th>
<th>Maximum Amounts (Subject to budget availability)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Instructional Faculty (including Research, Clinical and Library)</td>
<td>Up to $2,500.00</td>
</tr>
<tr>
<td></td>
<td>Department Chairs</td>
<td>Up to $10,000.00</td>
</tr>
<tr>
<td></td>
<td>Deans</td>
<td>Up to $20,000.00</td>
</tr>
<tr>
<td>Staff</td>
<td>Specialized Skill Exceptions*</td>
<td>Up to $5,000.00</td>
</tr>
<tr>
<td></td>
<td>Director Level</td>
<td>Up to $10,000.00</td>
</tr>
<tr>
<td></td>
<td>Assistant or Associate Vice President</td>
<td>Up to $15,000.00</td>
</tr>
<tr>
<td></td>
<td>Cabinet Member</td>
<td>Up to $20,000.00</td>
</tr>
<tr>
<td></td>
<td>President</td>
<td>Determined by University System of Georgia Chancellor</td>
</tr>
</tbody>
</table>

*Requires pre-approval by the Chief Human Resources Officer or designee

Relocation amounts will be paid as reimbursement of specific items covered under IRS rules. The employee’s offer will include direction to review and reference the applicable site(s) and form(s) which outline items covered and not covered for relocation reimbursement. All expenses submitted for relocation reimbursement will be considered taxable income and will be reported on the employee’s W-2 for the calendar year in which the expenses were paid.

To be reimbursed for relocation, the employee must sign the offer letter and execute a Relocation and Moving Expense Agreement prior to incurring any expenses. Expenses should not occur later than twelve (12) months following the first date of employment at KSU, without written approval of the President or Chief Human Resources Officer.

Reimbursement requests must be reasonable and necessary and must be accompanied by receipts. Original documents must be submitted as support for expenses. Photocopies of invoices are not acceptable unless the original document was lost, and a signed statement is attached providing the circumstances. Relocation reimbursement will be paid as a lump sum and will be included in the paycheck following submission of approved relocation form and receipts. Please refer to the payroll calendar for payroll deadlines.
The employee must remain employed with KSU on a full-time basis for at least one (1) year from the date of employment. For faculty employed on an academic year basis, one year is defined as two (2) concurrent regular academic semesters of fall and spring or spring and fall equal to nine (9) months of employment. If the employee voluntarily resigns before the end of the re-payment period, the pro-rated relocation reimbursement is due back to Kennesaw State. The hiring manager is responsible for notifying Payroll so that agreed upon deductions can be processed in a timely manner against any remaining payroll payments including vacation pay, where applicable. If remaining payroll payments will not cover the expenses, the employee will be responsible for repaying KSU the pro-rated amount of moving and relocation reimbursement that was paid. Any exception to the repayment process must be approved in writing by the Cabinet member, the Chief Financial Officer, and the Chief Human Resources Officer.

7. Associated Policies/Regulations

University System of Georgia Human Resource Administrative Practice Manual, Employment: Relocation Expenses

8. Procedures Associated with this Policy

As required by policy or regulation.

9. Forms Associated with this Policy

a. Relocation and Moving Expense Agreement
b. Relocation Reimbursement Form

10. Violations

Hiring managers who make unauthorized offers of relocation reimbursement, circumvent the established procedures, or fail to act appropriately and responsibly during the offer process will be subject to disciplinary action up to and including termination. Employees who fail to comply with policy requirements will forfeit eligibility for relocation reimbursement. Falsification of documents and/or misrepresentation of expenses will be subject to disciplinary action up to and including termination.

11. Review Schedule

This policy is reviewed annually by the Chief Human Resources Officer or designee.