



Relocation Expenses Agreement

To be reimbursed for moving and relocation expenses, the employee must execute this Agreement prior to incurring any expenses.

- The employee must remain employed on a full-time basis for at least one year (twelve months), commencing on the date that the employee starts work at the University. For faculty appointed on an academic year basis, one year is defined as two (2) concurrent regular academic sessions of fall and spring or spring and fall semesters equal to nine (9) months of employment.
- If the employee fails to remain employed for the obligated one year of service, the hiring department is required to immediately notify the Payroll department so that agreed upon deductions can be processed in a timely manner against remaining payroll payments. If payroll deduction of these expenses cannot be achieved, the employee will refund to the University the gross amount of moving and relocation reimbursed directly to the employee as well as the gross amount of any payments made for the benefit of the employee to third parties. Unsuccessful efforts to collect the refund after thirty (30) days from the employee will be referred to the University Accounts Receivable Department for further collection efforts including referral to an outside collection agency if needed. Refunds collected through payroll deduction or directly from the employee will be returned to the original funding source(s). Failure to repay these expenses as agreed due to the breach of contract may result in legal action being taken against the employee. As part of this agreement, the employee agrees to pay all collection costs including attorney fees and other charges necessary for the collection of any amount due to the University.
- Repayment of relocation and moving expenses by employees who do not remain employed for a full year may be pro-rated or waived if the University employment is terminated for reasons beyond the employee's control and found acceptable to the University. Any such waiver must be approved in writing by the employee's Dean or Vice President and in the case of relocation and moving budgets of \$10,000 or more, by the President or designee.

I, _____, have read the relocation expense policy and agree to the terms as outlined in this Relocation Reimbursement Agreement.

Employee Signature _____

Date _____

Division VP Signature _____
(Or designee)

Date _____

CBO Signature _____
(Or designee)

Date _____