

**Section:** Employee/Labor Relations

**Section Number:** 4.8.5

**Subject:** Staffing: Moving Expenses

**Date of Present Issue:** 04/01/12

**Date of Previous Issues:**  
07/81, 11/81, 01/87, 11/94, 08/09

**POLICY:**

For General Fund eligible positions, Lake Superior State University will provide a relocation bonus for newly hired employees up to \$2,000.

**Eligibility:** Candidates hired into the following positions are eligible for reimbursement with presidential or vice presidential approval, depending on the position: faculty, director, dean, vice presidential or the presidential positions. Relocations must be for moves in excess of 60 miles from candidate/employee's current residence.

**Amount:** The search committee chair has the authority to recommend an amount up to \$2,000 based on the distance of the move.

**To Initiate:** Indicate on the new hire payroll authorization the lump sum relocation bonus to be paid. If all necessary paperwork is completed and authorizations have been secured within the pay cycle deadlines, the relocation bonus will be paid in the employee's first paycheck.

**Payable:** Relocation bonuses are paid through the payroll system consistent with the University's pay cycle. It is considered compensation and will be taxed accordingly.

**Policy deviations:** Application of this policy to other personnel and/or increasing the maximum reimbursement amount may be changed with written approval from the President.

**REVISION HISTORY:**

Revision Date	Revision Summary	Revision Made By	Title/Dept.
04/01/12	Clarified this policy applies to General Fund positions; Moves must exceed 60 miles; Changes process from requiring a new employee submit receipts for reimbursement (via the Business Office) to being paid a lump sum relocation amount through Payroll.	L. Cameron	Director, HR