

Reset Form

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EMPLOYMENT RELOCATION AGREEMENT

THIS AGREEMENT, made this _____ day of _____ 20____,
by and between Virginia Polytechnic Institute and State University (hereinafter "University"), and
_____, an employee or prospective employee of the University
(hereinafter "Employee").

WITNESSETH:

That for and in consideration of the mutual promises and covenants herein contained, the University
and the Employee agree as follows:

1. University and Employee are mutually desirous that Employee's residence be located from

to _____
in order that the residence be in the area of Employee's future employment.
2. University agrees to reimburse or pay on behalf of the Employee certain expenses incurred as a
result of the residence relocation. University Procedure 20345: Moving & Relocation Expenses
is incorporated herein by reference. Please be aware that all moving and/or relocation expenses
either reimbursed directly to you or paid on your behalf to a third party may be subject to federal
and state income tax. For more information, you should consult your tax professional. It is agreed
that total reimbursable expenses will be limited to
\$_____. **Check one:** This total INCLUDES or EXCLUDES
common carrier transportation and storage of household goods for up to 30 days which, if
excluded, shall be limited to: \$_____.
3. Employee agrees to remain in the employ of the University for a period of one year beginning

4. University and Employee agree that said reimbursement is conditioned upon Employee
remaining in the employ of the University for the aforementioned period; and that should

Employee fail to remain in said employment for such period, Employee will repay to the University all money received or paid to a vendor plus related payroll taxes withheld for the moving and relocation expenses. The amount to be repaid shall be prorated on a monthly basis such that for each full month during which the Employee remained in the employ of the Department, the amount to be repaid shall be reduced by one-twelfth (1/12) of the gross reimbursement.

5. University and Employee agree that in the event of a termination of employment for reasons not within the control of Employee which are deemed sufficient to the University, the University may waive the repayment provision of this agreement. Said Waiver shall not be effective unless it is incorporated into a writing signed by the head of the department where Employee is employed and approved by the Employee Relations Office of the University.
6. Employee hereby gives the University an express lien on all salaries, wages and other sums payable to Employee by the University for the purpose of securing University for the payment of any amount which may become due from Employee under paragraph 4. As to such lien, Employee waives the homestead exemption and any and all other exemptions to which Employee is otherwise entitled, and authorizes the University to withhold said amount from any sums payable to Employee for salaries, wages, expense reimbursement or otherwise.

IN WITNESS whereof, the parties hereto have set their hands and seals on the date first above written.

_____(L.S.)
Virginia Polytechnic Institute and State University

_____(L.S.)
Employee