

ATTACHMENT A: MOVING & RELOCATION STIPEND PAYMENT GUIDELINES

Appointment Type, as per TOFO/Staff Offer letter by Banner HR "P-Class" (PCLS) code ranges	Position Level	Impact	<u>Maximum</u> Limit for Department Head Approval	Plus the Dean or VP Approval if	Plus the VP for Finance Approval if
Administrative Faculty (PCLS 011xx)	President, Provost, Dean, Vice President and role similar to Assistant and Associate VP, Assistant and Associate Provost, Assistant and Associate Dean	Leadership/Highly Strategic Unit/Department Top Position	Up to \$25,000	Between \$25,001 and \$30,000	Greater than \$30,000
Professional Managerial Faculty (PCLS 012xx) Ranked Faculty Associate Professor and above (PCLS xxxx5 - xxxx9) Research Faculty PCLS from xxxx1-2	Director, Senior Director, Tenured Faculty	Unit Management/Program Lead Not Top Management Position for unit/department but high impact to success of program	Up to \$20,000	Between \$20,001 and \$24,000	Greater than \$24,000
Professional Managerial Faculty (PCLS 012xx) Ranked Faculty Lecturer to Assistant Professor (PCLS xxxx1 - xxxx4) Research Faculty PCLS from xxxx3,4,5,6,8,9,0)	Team Leader, Manager	May/may not have supervisor responsibility for team Medium to high project/program impact on success of project/program	Up to \$15,000	Between \$15,001 and \$18,000	Greater than \$18,000
Staff, bands 4 and higher. Postdocs (PCLS xxxx7)	Professional	Medium to high impact on program Unique skill set/unique situation/transfer	Up to \$5,000	Between \$5,001 and \$6,000	Greater than \$6,000
Staff, bands 1 - 3	Non-Exempt	Hard to fill positions with small applicant availability	Up to \$5,000	Between \$5,001 and \$6,000	Greater than \$6,000
Staff, bands 1 - 3	Non-Exempt	Limited	None	None	None

Note 1: Stipend amount should still be based on estimated costs to relocate and the portion of these costs the university is willing to fund. Stipends are only available to eligible employees. The eligibility criteria are as follows:

- The employee must be hired into a full-time salaried position, and
- The relocation must be at the university's request, not for the convenience of the employee, and
- The distance between the employee's new work location and the former residence must be 50 miles greater than the distance between the employee's old location and the former residence

Note 2: Payment of the relocation assistance stipend will be made to the employee within the first 30 days of employment.

Note 3: If the employee discontinues university employment before the obligated one year of service, the employee will refund to the university the gross amount of relocation assistance. The amount to be repaid will be prorated on a monthly basis such that for each full month during which the employee remains in the employment of the department, the amount to be repaid will be reduced by one-twelfth (1/12) of the gross reimbursement.

Note 4: All relocation assistance stipends paid must be approved by the respective department head. Payments up to 20% above the listed maximum also requires the approval of the respective dean or vice-president. Payments more than 20% above the maximum range, must also be approved by the VP for Finance and Chief Financial Officer.

Note 5: All relocation assistance stipends paid to department heads, deans, or vice presidents would need to be approved by the next level of management.