



## Administrative Policy

Policy Type: Human Resources

Policy Title: Relocation Assistance Levels and Procedures

Policy Number: 2.4.2

Office Responsible: Business Services; Human Resources

### **Policy Statement**

<u>Tier</u>	<u>Relocating From Within</u>	<u>Assistance</u>
1	Wayne, Oakland, Macomb, Monroe Genesee, Livingston, Lapeer, St. Clair and Washtenaw Counties	None
2	Michigan (other than Tier #1	Up to \$2,500
3	Contiguous U.S. (other than Tiers #1 and 2)	Up to \$4,500

Situations not defined by the above tiers will be addressed on a case-by-case basis by the hiring authority and the Chief Human Resources Officer. Exceptions must be approved in advance by the Chancellor.

Relocation assistance will be paid at the option of the relocating individual either:

1. with the first paycheck received following active employment; or
2. upon receipt of written estimates from licensed household movers showing scheduled name, date and payment required. This allows the individual to apply the assistance to the actual moving costs rather than having to finance the move and receive assistance after the fact.

Relocation assistance will be provided to the employee with submission of appropriate documentation for up to one year from the original date of hire. This will allow ample time for the new employee to complete the relocation in a controlled manner and receive the full benefit of the College's Relocation Assistance.

Requests for any other payment schedule must be approved in advance by the Chancellor and/or his /her designee.

### **Change Log**