

## **POLICY GOVERNING REIMBURSEMENT OF RELOCATION**

### 1. Scope

1.1. This policy is applicable to newly hired full time employees:

- Whose position does not fall within a bargaining unit, and
- Whose former residence was located more than 75 miles from Einstein, and
- Who were employed by Einstein only after reasonable efforts had been made to recruit suitable individuals from within the New York Metropolitan area, and
- Whose move reduces the distance to Einstein by at least 35 miles, in accordance with Internal Revenue Code Sec. 217.

### 2. Purpose

2.1. To establish a policy for reimbursement of relocation expenses incurred by employees.

### 3. Responsibility

3.1. The Comptroller shall be responsible for the interpretation and administration of this policy.

### 4. Eligibility

4.1. In order for an individual to be eligible for reimbursement of relocation expense, they **MUST** use Einstein's approved carrier as recommended by Einstein's Purchasing Department. Einstein's Purchasing Department has negotiated a favorable agreement with a preferred vendor and all those involved in recruitment are requested to direct potential applicants to our Purchasing Department prior to making arrangements for a move.

### 5. Household Goods (HHG) Reimbursement Provisions

5.1. Einstein will partially reimburse an eligible employee for costs incurred in the movement of HHG up to the following maximum amounts:

<b>DISTANCE MOVED</b>	<b>MAXIMUM REIMBURSEMENT</b>
	75% of actual expenses up to:
Greater than 2,000 miles	\$6,000
Greater than 1,000 miles less than 2,000 miles	\$4,500
Greater than 500 miles less than 1,000	\$3,500
Greater than 75 miles less than 500 miles	\$3,000

5.2. In no instance will these maximums be allowed to exceed 75% of the actual moving costs incurred by the new employee.

5.3. Unless appropriate shipping arrangements can be made, items such as liquor, cameras, jewelry, automobiles, boats, firearms, etc., should not be shipped with HHG, but rather should be personally transported.

5.4. The employee must bear the cost of providing insurance against damage to HHG while in transit; the Einstein does not carry such insurance nor can the cost of such coverage be included as part of the reimbursement to be made to the employee under the provisions of this policy. It should be noted that the mover's liability is limited; therefore, losses resulting from theft or damage to small, valuable articles such as microscopes will be virtually non-

recoverable. It is suggested that the employee take out extra insurance for the move, or buy additional coverage from the carrier which is normally available at a nominal additional charge.

## 6. Travel Costs Reimbursement Provisions

- 6.1. Einstein will assume the costs of transporting the newly hired employee and his dependents (per IRS definition) to his new residence. Such costs will include meals and lodging en route, but in no case will the reimbursement of these costs be allowed to exceed the equivalent of one (1) week's salary at the employee's starting rate of pay.

## 7. Exclusions

- 7.1. The provisions of this policy do not apply to any employee going or returning from a leave of absence or a sabbatical leave. This reimbursement expense cannot be employed for the shipment of laboratory equipment, furniture or supplies.

## 8. Funding

- 8.1. The source of funds to support the reimbursement of relocation expenses will be approved on the following basis:

- *Funds available from grants or contracts which are under the aegis of the department hiring the new employee, and the expenditures of such funds for said purpose is consistent with the rules and regulations of the agency which awarded the grant or contract.*

**OR**

- *Funds available from within Einstein's Fund budget of the department hiring the new employee.*

- 8.2. In the event the funds for this purpose are exhausted prior to the end of any fiscal year, the policy shall become inoperative for the balance of that year. Reimbursement of relocation expenses will be paid by check following the routine processing of the appropriate forms.

## 9. Procedure

- 9.1. Three (3) weeks **PRIOR** to any commitments being made to a prospective employee regarding the reimbursement of their relocation expenses, AECOM Form No. 5, Relocation Expenses Authorization must be completed by the Chairperson of the hiring department and submitted to the Comptroller.
- 9.2. The Director of Finance will insure that all proper approvals have been obtained and that funds are available to support the reimbursement of the projected relocation expenses. Within three weeks following the completion of the move, a check request will be completed by the Administrator of the hiring department and submitted to the Comptroller. This form should be supported by the appropriate documents, receipts, freight bills, etc.
- 9.3. The Comptroller will arrange for a reimbursement check to be issued to the employee. For tax purposes, the employee should consult his or her own attorney or accountant for regulations governing these reimbursements.