

JAMES A. RHODES STATE COLLEGE  
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

## MOVING EXPENSES POLICY

Policy 7.4  
BOT 6-21-94

Applies to: Faculty and Senior Administrative Staff

### A. Policy Guidelines

In order to minimize the inconvenience and hardship for new regular faculty and senior administrative staff and their families, the College may pay their moving and related expenses provided funds are available in the college operating budget. This policy applies only to individuals who are being employed for the first time and are required to relocate from their residences in another geographical area outside of the James A. Rhodes State College service area to Lima or the Lima area. The Lima "area" is defined as within twenty-five miles of the Lima city limits. The total payment based on the relocation cost (inclusive of travel, transportation, moving costs, and lodging/meals) which an individual may receive under the provisions of this policy will be determined by the appropriate Chairperson/Dean/and/or Vice-President, and Director, Human Resources but shall not exceed \$2,500.

### B. General

The College may authorize payment of relocation and living expenses for the new appointee and spouse and any dependent children under nineteen years of age living in the same household, in accordance with the following guidelines.

### C. Travel and Transportation Allowance

1. Expenses may be paid for the transportation of the individual and spouse and children from the place of residence at the time of hire to Lima or the Lima area.
2. If travel is by personal automobile, reimbursement will be at the mileage rate in effect (see Travel Policy).
3. Reimbursement for actual cost of transportation, but not to exceed the previously noted allowance limit, will be made when a commercial carrier is used. If travel is by air, reimbursement shall not exceed the cost of coach accommodations.

### D. Temporary Lodging and Meals

Temporary lodging and meal allowance is granted consistent with the College's travel policy. The traveler must supply lodging receipts, with itemized lists of meals to support the request. Expenses for food and lodging may be reimbursed for a maximum of five days (need not be consecutive). If reimbursement is authorized for house hunting expenses, these expenses must be included in the total count of the five day maximum. A spouse should stay in the same room as the new appointee. An additional room for dependent children is permissible. Total meal expenses for the family will not exceed a maximum of \$75 a day. Personal telephone calls, alcoholic beverages, and tips are not reimbursable.

### E. Moving Allowance

The expenses of moving the individual's household furnishings and personal effects from place of residence at the time of hire to Lima or the Lima area will be paid, subject to the allowance limit for the total cost of the move. Charges for labor must be receipted and cannot be reimbursed to members of the immediate family.

### F. Policy Restrictions/Exceptions

1. The allowance, if approved, will be paid following receipt of evidence satisfactory to the College that the move has taken place and the expenses have been incurred.
2. Any request for exception to this policy must involve unusual circumstances, must be made in advance of the individual incurring the expense, and must be approved by the Director of Human Resources or the President.
3. Payments under the provisions of this policy are considered income by the Internal Revenue Service.

G. Procedures

Expenses to be reimbursed under the provisions of this policy are to be identified and substantiated by appropriate vouchers. Requests for payments must be approved by the Vice-President, Dean or Department Chairperson. The Moving Expense Reimbursement Form shall be used for submission of all reimbursement requests made pursuant to this policy (sample form follows guidelines).

H. Time Limits for Eligibility of Expenses

All expenses to be reimbursed under the provisions of this policy are to be incurred within ninety days of the faculty or administrative staff member's date of employment.