

Roger Williams University and Roger Williams University School of Law

Relocation Benefits Policy

I. Purpose:

To identify the procedure and approval process for offering eligible candidates relocation expense reimbursement. This will enable hiring managers and search committees to follow the University's strategic plan in continuing to pursue full-time faculty and administrative professional staff nationally and internationally.

II. Eligibility:

Newly hired full-time faculty and administrative professional staff (Director level and above) are eligible for relocation benefits for a single move from the old residence to the new residence if the eligible employee lives outside the State of Rhode Island and lives more than 50 miles from the eligible employee's assigned campus (Bristol or Providence).

Eligible Expenses (for the single one-way move):

- Shipment of household goods
- If storage of household goods is necessary, the goods may be held in storage up to thirty (30) consecutive days
- Airfare (coach only)
- Gas (The IRS standard mileage rate for using your vehicle to move from an old residence to a new residence)
- Tolls
- In-transit lodging
- Packing of household goods

All reasonably incurred expenses listed above, as determined by the University and supported by satisfactory documentary proof by the new hire, will be reimbursed to the employee by submitting the Relocation Reimbursement Form (www.rwu.edu/go/relocation-form) along with receipts and mileage verification to Human Resources.

Non-Eligible Expenses:

- Meals
- Storage of household goods over thirty (30) days
- Car rentals
- Personal vehicle relocation
- Temporary housing
- Expenses incurred by persons who are not the employee or a household member
- Personal telephone calls
- Entertainment
- Expedited services unless requested by the University
- Moving of extraordinary items requiring special handling (e.g. boats)
- Additional insurance coverage over and above that carried by commercial movers
- Extra stops at any location other than the origin, destination, and office

NOTE: Costs beyond those covered under this policy are the responsibility of the newly hired employee.

The Internal Revenue Service provides guidance related to moving expenses. Please refer to IRS publication 521 for specific questions about deductible and nondeductible moving expenses (<http://www.irs.gov/pub/irs-pdf/p521.pdf>)

III. Guidelines for newly hired full-time faculty and administrative professional staff:

1. Only newly hired employees (full-time faculty and administrative professional staff) and their household members are eligible for relocation expense reimbursement pursuant to this policy.
2. The relocation distance must be more than 50 miles and the employee must move into an area within 50 miles of the University to receive relocation benefits.
3. The relocation must be completed within one (1) year of the date of hire.
4. The newly hired employee is required to obtain two (2) moving company quotes before a move can be approved. It is required that Arpin Van Lines be used for one of the quotes. The candidate should contact Arpin Van Lines directly at (877) 856-4660. A time will be arranged for Arpin Van Lines to visit the new hire's home to provide an estimate. The second quote can be from a moving company of the new hire's choice or a self-move (U-Haul, etc.). The new hire must forward both quotes to the Department of Human Resources. Final selection of the company to be used will be made by the University.
5. The University considers 12,000 pounds the maximum allowable weight for the movement of household goods. Reimbursement for any poundage over this weight must either be approved by the appropriate Executive/Senior Vice President or Vice President in consultation with the Assistant Vice President of Human Resources, or must otherwise be paid by the employee.
6. As a condition of reimbursement pursuant to this policy, a relocated newly hired employee agrees that if he/she voluntarily resigns employment within twelve (12) months of the move, the employee must reimburse Roger Williams University one half ($\frac{1}{2}$) of the total amount of its incurred relocation expense.

Approved and Adopted July 1, 2018 by President Donald J. Farish, PhD., J.D.