RELOCATION STIPEND POLICY

Policy Background

**Responsible Position for Policy:** Vice President of Finance

**Office/Department Responsible for Policy:** Human Resources

**Division Responsible for Policy:** Finance and Administration

**Scope of Policy:** Institutional

**Original Issue Date:** 03/2019

**Last Revision Date:** 09/2021

**Log of Previous Revisions:** 03/2019; 06/2019; 07/2019; 11/2019; 2/2020; 09/2021

I. **Policy Purpose**

To provide direction and guidance for divisions when recruiting a new faculty and staff members when relocation costs may be mitigated by the College.

II. **Policy Statement**

Oberlin College may offer stipends to be used towards moving expenses for eligible faculty and administrative and professional staff positions. “Moving” is defined as the transport of a new employee and their household and personal effects from point of origin to place of residence in NE Ohio.

III. **Eligibility**

Employees must be either faculty or A&PS employees and must meet the following criteria.

A. **Faculty.**

1. must be fulltime;
2. must be a new hire to the college; and
3. must be live more than 60 miles from the City of Oberlin.

B. **Administrative and Professional Staff (A&PS).**

1. must be fulltime;
2. must be a new hire to the college; and
3. must be live more than 60 miles from the City of Oberlin.

IV. **Funding**

Divisional leadership will approve the appropriate budget funding for each eligible administrator or faculty member for their applicable division.
A. A Change-in-Status form (CISF) will be required to request a taxable, lump sum payment to paid to the relocated new hire.

B. Approval via the CISF will include divisional leadership and budget; the chief human resources officer or their designee; and the vice president for finance and administration or their designee.

C. Relocation stipends are considered taxable income.

D. This allowance is determined to be a supplement to moving costs and may not cover all moving or relocation.

E. Relocation loans are not allowed by the college, unless in emergency circumstances and must be approved by the vice president for finance and administration.

V. Policy Scope:
This policy will be implemented and amended at the direction of the President and Senior Staff

VI. Allowances
The amount of a moving allowance will be determined by the distance from point of origin to place of residence in NE Ohio and other applicable factors determined by the College. The minimum number of miles for purposes of moving is 60 miles. The College will establish reasonable guidelines for relocation funding and these will be subject to change. Funding levels will be posted on the department of human resources website.

A. International relocation stipends will be considered on a case-by-case basis.

1. Approval for international relocation stipends must be approved by the department of human resources and the office of general counsel.

VII. Facilitation
The departments of human resources and finance, the office of the controller and the applicable division in which the new employee will be hired, will collaborate in facilitating the relocation transaction.

A. Any questions or need for interpretations of this policy should be directed to the department of human resources.

B. All relocation provisions and terms must be included in the employee’s appointment letter.

C. Any reimbursement agreements set forth prior to the establishment of this policy will be honored.

VIII. Related Information / Communication
The department of human resources will archive this policy and facilitate any approved changes to it.
Approval Process [Required]

Frequency of Review: Annually

Review Process: Finance; Human Resources; Office of the Dean of A&S; Office of the Dean of the Conservatory

Necessary Approval Constituents: President and Senior Staff