



Administrative policy relocation stipends

This policy offers guidance for offering relocation stipends for employees hired by the College

Responsible Position for Policy: CHRO; DHRO; General Counsel; AVP for Finance/Controller

Office/Department Responsible for Policy: Department of HR; Office of General Counsel; Finance

Division Responsible for Policy: Finance and Administration; General Counsel

Scope of Policy: Faculty; A&PS

Original Issue Date: 05/19/19

Last Revision Date: 06/23/23

Log of Previous Revisions: 05/2019; 07/2019; 10/2019; 01/2020; 2/2020; 09/2021; 06/2023

I. Policy Purpose

This policy offers direction and guidance for divisions when hiring new Faculty or Administrative and Professional Staff (A&PS), to Oberlin College.

II. Policy Statement

Subject to approval, Oberlin College may offer a stipend to be used for relocation expenses for eligible, newly hired A&PS or Faculty, as deemed necessary up to specific limitations and in compliance with Internal Revenue Service regulations as delineated in Publication 521.

III. Policy Scope/Eligibility

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

- (A)** Employees who have accepted employment with the College and seek to relocate to NE Ohio from a distance of more than sixty (60) miles from the City of Oberlin, Ohio
- (B)** Employees must be newly hired to the College.
- (C)** Employees must be a minimum of .917 FTE
- (D)** Payment is made via a stipend after the newly hired employee's first day of employment.
 - (1)** Pre-employment stipends must be approved by the Vice President for Finance and Administration or the Chief Human Resources Officer.

IV. Definitions

This section is intended to clarify the terms used within this policy to ensure a common understanding among all stakeholders, including employees, the Department of Human Resources, and divisional leadership. For this policy, the following terms and definitions apply:

- (A) Relocation Stipend:** A financial payment offered to eligible newly hired employees to cover expenses related to relocating for the purpose of taking up a position at the College. This stipend is subject to specific limitations; compliance with Internal Revenue Service regulations; and approval by divisional leadership subject to budget availability.
- (B) Eligible Employee:** An individual who has accepted employment to a continuing faculty or A&PS position, or non-continuing faculty position, at the College and relocates to NE Ohio from a distance greater than sixty (60) miles from the City of Oberlin, Ohio.
- (C) Continuing Position:** A job role at the College that is expected to be ongoing and is not of a temporary or fixed-term nature.
- (D) Administrative and Professional Staff (A&PS):** Employees who are not part of the faculty but hold professional or administrative positions within the College.
- (E) Divisional Leadership:** The heads of the various divisions within the College who have the authority to approve relocation stipends as per this policy.
- (F) Change In Status Form (CISF):** A document used to request changes in an employee's status, including requests for relocation stipends. This form must be submitted and approved as per the procedures outlined in this policy.
- (G) NE Ohio:** The area consisting of the counties of Ashland, Cuyahoga, Erie, Geauga, Huron, Lake, Lorain, Medina, Ottawa, Stark or Wayne in Ohio
- (H) Taxable Income:** Any income that is subject to taxation per the laws and regulations of the Internal Revenue Service. The relocation stipend is considered taxable income.
- (I) Proof of Residence:** Documentation required to verify the new residence of the employee in the vicinity of the College as a condition for receiving the relocation stipend.

V. Administration

- (A) The Vice President for Finance and Administration and the Chief Human Resources Officer shall administrate this policy.**
 - (1) The department of human resources shall transact all relocation payments.**
 - (2) All stipends are subject to considered taxable income unless otherwise amended by the IRS.**

VI. Procedures

- (A) All relocation stipends must be completed using a "Change in Status Form" (CISF).**

- (B) The HR payroll office shall process the stipend payment.
- (C) The relocation allowance is paid directly to the employee, reported as taxable income and is subject to the tax liability at the time of issuance.
- (D) After presenting proof of residence, new employees will receive the stipend.

VII. Related Information

The following relocation allowance amounts are published, factoring into account two eligibility levels. These amounts may be changed at any time by the College and are only within this policy as a matter of levels at the time this policy was drafted.

(A) Continuing Faculty or Director level A&PS and above:

(1) Distance:

- (a) < 60 miles = \$0.00
- (b) 60 miles to < 500 miles = \$2,000
- (c) 500 miles to < 1000 miles = \$3,000
- (d) 1000 miles to < 2,000 miles = \$4,000
- (e) > 2,000 miles = \$5,000

(B) Non-Continuing Faculty

(1) Distance:

- (a) < 60 miles = \$0.00
- (b) 60 miles to < 500 miles = \$500
- (c) 500 miles to < 1000 miles = \$1,000
- (d) 1000 miles to < 2,000 miles = \$1,500
- (e) > 2,000 miles = \$2,000

Approval Process

Frequency of Review: Every 3-years

Review Process: Human Resources will review and amend this policy

Necessary Approval Constituents: Divisional Heads, VPFA, CHRO

