

Relocation Allowance Policy
Berea College
Revised March 1, 2023

This policy revision is effective for all new hire appointment letters on or after February 1, 2023. As part of a negotiated offer from Berea College, eligible employees may request a gross relocation payment, subject to all applicable payroll taxes, to be paid on the first pay date after receipt of signed and approved appropriate documentation. The benefit is only available if the relocation allowance is included in the signed appointment letter and expires after one year. The schedule of that lump sum is as follows:

**Current Policy Gross Relocation
Allowance**

A relocation allowance of \$1,000 will be paid for any relocation* and in addition, employees will receive \$8.00 per mile with a maximum total payment of \$10,000.

* Distance of relocation is the mileage between your current residence (residence immediately before the move) and the new address. The distance between the new address and Berea College must be less than the distance between the current address and Berea College. New employees residing in Madison County, Kentucky will not be eligible for relocation benefits.

Employees must sign an agreement to repay the gross relocation allowance (not the amount net of taxes) if they resign from their position within two years from the hire date. Faculty hired for a limited-term contract are exempt from repayment. Employees who leave the College involuntarily for a reason other than termination for cause will not have to repay the relocation allowance. Repayment would be scheduled at 100% for the first 12 full months and 50% for months 13 through 24. The repayment will be withheld from the final paycheck of the employee.

Procedure for Relocation Allowance:

Complete the Relocation Allowance Request form on page 2. The appropriate Divisional VP and the Associate Vice President of Human Resources must sign the completed form. Approved forms should be sent to Human Resources, Attn: Payroll CPO 2189, for processing.

BEREA COLLEGE
Relocation Allowance Request

Employee Name (please print full name) _____

Employee B# B _____

You may be eligible for a relocation allowance if all the following requirements are met:

1. Your offer/appointment letter includes relocation benefits
2. Your relocation is completed within one year of your start date

Related to the start date of work:

Did your relocation occur within one year from the first day of work? _____

Please list the start date. _____

Distance:

Please provide the distance from the previous home to the new residence. _____

Please provide a travel map with the request.

Amount requested and approved for relocation**: \$ _____

** This gross amount will be subject to all applicable payroll taxes

By signature, I agree and understand my obligation to repay the college if I were to leave the college within two years of my hire date. I authorize Berea College to withhold the gross Relocation Allowance from my final paycheck and vacation payout.

Employee Signature: _____

Date: _____

Division VP Signature: _____

Date: _____

HR Signature: _____

Date: _____