

**QUINSIGAMOND COMMUNITY COLLEGE
EMPLOYEE RELOCATION POLICY**

- **POLICY:** It is the policy of Quinsigamond Community College to reimburse certain relocation expenses in a tax qualifying move when a new hire moves his/her residence.
- **ELIGIBILITY:** This policy shall apply to newly hired faculty and professional staff at the Director level or above. All relocation requests must be reviewed and approved by the President.
- **ADMINISTRATION:** Responsibility for application of the provisions of this policy is assigned to the Director of Human Resources.
- **REIMBURSABLE EXPENSES:**
 1. **Travel to New Location:** The reimbursement period begins the day that household goods are loaded and ends the day of arrival at the new location. Expenses eligible for reimbursement include the following:
 - **Commercial travel (airline, railroad, bus)**
 - **Transportation of automobile:**
 - Mileage (\$.28 per mile) for a maximum of two automobiles**
 - Tolls (with receipt)**
 - **Lodging and meals for the family while directly en route to the new location.**
 2. **Shipment of Household Goods:** The college will pay for normal moving expense including insurance from a primary residence.
 3. **Temporary Living Expenses:** Interim living expenses in the Worcester area will be reimbursed for a maximum of 30 days.
- **MAXIMUM RELOCATION ASSISTANCE:** Eligible employees will be reimbursed up to \$ 2500.00 total. The President, at her discretion, may negotiate higher amounts for senior level officers. **All receipts for relocation expenses should be submitted for payment to the Director of Human Resources. An employee who receives relocation assistance and leaves the employment of QCC within 12 months of starting date agrees to reimburse the college the full amount of the expenses covered under this policy**
- **TAX QUALIFYING RELOCATION EXPENSES:** The Director of Human Resources should advise each new hire to acquaint themselves with all Federal, State and Local tax regulations and to encourage them to consult with their own personal tax advisor if they have any questions.

I have received a copy of this policy and agree to abide by its provisions:

Signature