

Removal and Relocation Expenses Policy

November 2012

Also available in large print (16pt)
and electronic format.

Ask Student Services for details.

www.perth.uhi.ac.uk

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Version Control History

Version Number	Date of Change	Summary of Revisions Made
1		
1.1	July 2016	Footer updated to reflect new template model Role title changed : Head of Quality etc
1.2	December 2018	Change of role to Quality Manager and other job titles

UNCONTROLLED WHEN PRINTED

Removal and Relocation Expenses Policy

1 Purpose

This Policy defines how the College will reimburse reasonable removal and relocation expenses for eligible employees.

2 Scope

This policy applies to new College academic and support staff, subject to the conditions below.

The College will meet reasonable relocation and removal expenses up to a maximum of £2000 if a new staff member is obliged to relocate in order to take up a post within the College and comply with the conditions of this Policy.

3 Definitions

- 3.1 Removal expenses, for the purposes of this policy, are the costs of removal of furniture and effects to the employee's new home location, including the insurance of goods in transit.
- 3.2 Reasonable relocation expenses may include the cost of temporary accommodation, all or part of unavoidable conveyancing costs, removal and travel expenses, and such other related expenses that the College considers appropriate in the circumstances.

4 Key Principles

4.1 Eligible Employees

To qualify for assistance with removal/relocation expenses, the new employee must:

- 4.1.1 Be appointed to a College post, which is expected to last for 2 years or more and, at the time of appointment, reside outwith a 60 mile radius of the new work location; and,
- 4.1.2 Satisfy the College that he/she is required to move house to within a 60 mile radius of the new place of work, as a direct result of the above appointment; and,
- 4.1.3 Make a request for assistance with removal/relocation expenses, within 12 months of commencing this appointment; and,
- 4.1.4 Not have access to similar expenses by way of benefits payable by the employers of a spouse or partner.

Title: Removal and Relocation Expenses Policy

Version/Status: 1.2, Final

Approved By/Date: CMT/11/2012

Effective Publication Date: November 2012

Owner: Chief Operating Officer

Lead Author: Head of HR and Organisational Development

Review Timing/Date: 4 Years/2016/17

4.2 Reimbursement

4.2.1 The assistance given by the College will be based on the lowest of 3 competitive tenders for removal expenses, or on the actual cost if the final payment is less than the lowest tender:

4.2.2 The employee will not be restricted to using the contractor with the lowest tender. However, expenses will be paid based on the lowest tender cost or the actual payment and will require submission of an original receipt.

4.3 Application

An employee may request assistance with his/her removal expenses in accordance with this policy, via completion of the removal expenses claim form. The completed form, along with the 3 complete tenders for the removal costs, must be forwarded to the Human Resources Department.

4.4 Conditions Attached to Reimbursement

It will be a condition of employment for anyone who has been reimbursed for removal/relocation expenses, in accordance with this policy, that:

4.4.1 Should he/she leave the service of the College during the period up to, and including, one year from the commencement of the appointment, connected with the removal expenses, the employee will refund the College for the full amount of the reimbursement received; also,

4.4.2 If the employee leaves the College's service during the period after one year, but less than 2 years from the commencement of the appointment, connected with the removal expenses, he/she will refund the College for 50% of the reimbursement received.

Note: Removal expenses claim forms are available from the Human Resources Department.

5 Responsibilities

5.1 The Chief Operating Officer is responsible for reviewing this Policy.

5.2 Quality approval check of the policy is the responsibility of the Quality Manager who will arrange for the policy to be posted on the web.

6 Linked Policies/Related Documents

7 Relevant Legislation

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