

Relocation Policy

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| Title | Relocation Policy |
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| Version | Date | Description |
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| 1.0 | | Inherited policy |
| 1.1 | | Amendments to policy |
| 2.0 | Jan 08 | Policy updated with style guide, OD, IS control table and equality impact assessment |

1 Introduction

1.1 This policy sets out the circumstances under which the Higher Education Funding Council for Wales (HEFCW) may offer the facility of a relocation policy to an individual. These circumstances are:

- where the recruitment process has been exhausted and failed to attract any suitable local candidates;
- where the recruitment process would not be successful without the facility of a relocation policy due to an acute shortage of suitable applicants for the post.

1.2 The relocation policy will not be applicable to agency staff or fixed term appointments of under two years.

1.3 The Head of Resources/HR & Training Manager will decide, in discussion with the appointing line manager, the level of assistance that will be required to achieve a successful appointment.

1.4 Assistance can only be given in the form of meeting directly, or reimbursing, reasonable vouched expenses actually and necessarily incurred on all or some of the following items:

- solicitor's fees for house sale and/or purchase;
- valuation fees/structural survey;
- estate agent fees for house sale;
- stamp duty on house purchase;
- land registry fees;
- assistance with temporary accommodation costs and travel home at weekends whilst seeking longer term accommodation, subject to a maximum period of 30 nights;
- costs associated with removing personal effects to the new location;
- travel costs to seek temporary or permanent accommodation prior to taking up appointment.

2 Policy limits

2.1 The relocation allowance is limited to 20% of starting salary up to a maximum total of £8,000 including VAT.

2.2 In exceptional circumstances, where this limit would prevent successful recruitment, the Chief Executive has the discretion to offer the minimum necessary to ensure that successful recruitment takes place. This will not exceed 20% of starting salary.

3 Repayment

3.1 Individuals receiving relocation assistance will be required to sign a written undertaking that they will make a pro rata repayment if they resign after less than two years service.

4 Eligibility

4.1 If an individual has not made a claim under the relocation policy after two years, they will lose their eligibility to make a subsequent claim. No payment can be made until the individual has commenced employment. Reimbursement for relocation expenses must be made by 5 April in the following tax year, post-relocation.

5 Further information

5.1 Please refer to the HMRC for further detailed advice regarding relocation packages.