

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PERSONNEL POLICY

- SUBJECT:** Relocation Expense Reimbursement
- REFERENCES:** CSU Travel and Relocation Expense Reimbursement
- DEFINITIONS:** Residence - primary dwelling, actual dwelling place of the employee
- POLICY:** The University Student Union (USU) may provide one-time travel and relocation expense reimbursement for a new Regular employee who, as a result of their appointment must relocate to be available to accept USU employment.
- Such reimbursement shall be provided at the discretion of the Executive Director/designee. The amount of reimbursement shall be established prior to appointment and stated in the new hire's offer letter.
- To be eligible for reimbursement, a new hire must submit an itemization and total of all claims made within seven (7) days from the start date of employment unless otherwise approved by the Executive Director/designee. Expenses eligible for reimbursement shall include the following:
1. Moving/Packing of Property (household goods and personal effects)
 2. Traveling (including lodging, gas, and mileage but no meals)
- As a condition of reimbursement, a new hire must retain their employment for a minimum of 24 months unless otherwise approved by the Executive Director/designee. Failure to maintain employment for 24 months will require the new hire to reimburse the USU according to the schedule below:
- A. 100% if employed 6 months or less;
 - B. 75% if employed 6 month and 1 day to 12 months;
 - C. 50% if employed 12 month and 1 day to 18 months;
 - D. 25% if employed 18 months and 1 day to 24 months.

PROCEDURE:

1) Relocation expenses shall be negotiated at the time an offer of employment is extended.

2) Expense reimbursement shall be provided up to a maximum of \$10,000 upon approval of the Executive Director/designee, and shall depend on a variety of factors including but not limited to:

- Position of employment
- Relocation distance
- Estimated cost of relocation

3) A letter requiring signature by the new hire shall be issued by the University Student Union formalizing any verbal agreement made by and between the University Student Union and a new hire regarding Relocation Expense Reimbursement and prior to the occurrence of relocation.

Debra L. Hammond, Executive Director
University Student Union

DATED: