

Relocation Allowance Policy

Berea College

Revised November 2020

This policy revision is effective for all appointment letters on or after November 1, 2020 . 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 was included in the signed appointment letter and expires after one year. The schedule of that lump sum is as follows:

Gross Relocation Allowance

Distance of relocation*	Renter	Home Owner
0-50 miles one way	\$0	\$0
51-500 miles one way	\$3,000	\$5,000
501 miles and above one way	\$5,000	\$7,000

* Distance of relocation is defined as the mileage between your current residence (residence immediately prior to the move) and 101 Chestnut St. in Berea Kentucky. That distance must be greater than 50 miles one way to be eligible.

Employees must sign an agreement to repay the gross relocation allowance (not the amount net of taxes) if they resign 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 completed form must be signed by the appropriate Divisional VP and the Associate Vice President of Human Resources. Approved forms should be sent to Human Resource, Attn: Payroll CPO 2189 for processing.

BEREA COLLEGE
Relocation Allowance Request

Employee (Please print full name) _____

Employee Identification Number B

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

1. Your relocation is in one year of first day worked.
2. You meet the distance test.

Related to start of work:

	YES	NO
Did your relocation take place within one year from the first day of work? Attach appointment letter to request	<input type="checkbox"/>	<input type="checkbox"/>

Distance test:

	Distance in Miles
Please provide distance from previous home to new home to 101 Chestnut st. Berea KY 40404 Attach a trip description to the form listing the old address and the Berea College address	<input style="width: 100%;" type="text"/>

Previous home information

	Own	Rent
Do you own or rent your current home you are leaving? Please provide ownership information with request	<input type="checkbox"/>	<input type="checkbox"/>

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

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

By signature I agree and understand of 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/or vacation payout.

Employee Signature: _____

Date: _____

Division VP Signature _____

Date: _____

HR Signature _____

Date: _____