35-3 Payments for Relocation

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1. **Purpose.** The purpose of these policies and procedures is to provide a relocation payment for eligible faculty, administrators and key personnel of the Eastern New Mexico University System (the System), especially when the market for such key personnel is competitive.

2. **Policy.** The policies established in furtherance of the above purpose are as follows:

   A. The System may provide a relocation payment to key personnel in situations in which the System might be at a disadvantage for a position in a highly competitive market.

   B. Generally, the relocation payment policy shall be applied to eligible faculty, administrators' and key personnel.

   C. The payment shall not be a right of any employee but shall be a negotiable benefit only.

   D. Relocation payments are subject to income tax withholding in accordance with the Internal Revenue Code and associated State of New Mexico tax.

   E. Because the need to recruit key personnel is neither constant nor predictable, the costs associated with a relocation payment are not a designated budget item. Such costs are paid from reserves, other unallocated funds or unanticipated balances in designated budget areas. Such expenditures must remain within the limits of the approved budget.

   F. The chancellor approves relocation payment for branch community college president appointees. The president of the Board of Regents approves the relocation stipend for the chancellor appointee.

The foregoing purposes and policies are implemented by the following.

Procedures

3. **Definitions.** The term "relocation payment" this policy and procedures refers to a one-time payment to an employee to off-set relocation costs.

4. **Administration.** The System chief financial officer (CFO) is responsible for administering and enforcing this policy and procedures.

5. **Stipend Amounts and Negotiability.** No System employee is automatically entitled to a relocation payment. Agreements regarding the payment may be entered into between the System and faculty members, "at will" administrators and key personnel, within the limits of these policies and procedures provided; however,

   A. Prior to an offer of employment, a request to offer a relocation payment is recommended to the area executive administrator through normal administrative channels. The area executive administrator must approve the final relocation payment amount.

B. The maximum allowable relocation payment shall be no more than ten percent (10%) of the salary offer.

C. The chancellor of the System and/or branch community college presidents for their employees may approve more than ten percent of the salary offer by documenting that the amount of the relocation payment is prudent and necessary.

6. Spouses. An employee may not receive a relocation payment if a spouse has already received a payment. (If both spouses are hired, only one will receive a relocation payment.)

7. Special Pay Slips. Unless the amount of the payment is in a new employee's appointment letter or contract, special pay slips will need to be submitted to payroll for processing. Departments are encouraged to submit the Special Pay Slip with the employees' offer letter or contract so the relocation payment can be paid in a timely manner, preferably with the employee's first paycheck. No special pay slips can be processed before the employee officially starts work. Payroll will process the payment on the first payroll if the amount of the stipend is on the appointment letter or contract.

8. Refund. Any employee who voluntarily terminates employment with the University within six (6) months after receipt of reimbursement for moving expenses may, at the discretion of the president, be required to refund the amount of the relocation payment.

9. **Exceptions**. Any exception to these relocation payment guidelines must be approved in writing by the chancellor, branch community college president or Board of Regents for the chancellor appointee.

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