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**Relocation Policy**

1. **SCOPE AND PURPOSE**

The University will contribute to removal expenses incurred directly by new members of staff. To qualify for relocation staff must meet all three points below:

* Accept a position for two years duration or more, which is University funded; and
* Accept a position that has been advertised nationally (this includes the University website and jobs.ac.uk); and
* At the time of appointment (i.e. date of letter of appointment), live outside a radius of 30 miles from their new place of work and who move within this distance to take up the post.

This procedure does not apply to part time hourly paid, casual contracts and fully externally funded posts, with exception of those that have incorporated the cost into their budget.

1. **CORE PRINCIPLES**
	1. For qualifying staff, who meet the three bullet points outlined in section one and who are homeowners selling a property; the University will normally reimburse costs for academic posts normally at Grade 7 or above and Professional and Support posts at Grade 9 or above, normally £3,000. In exceptional cases this can be increased up to a maximum of £5,000 subject to approval by the Associate Director of HR. Financial assistance will not be granted towards the purchase of a second property in addition to the family home.

2.2 Qualifying staff, who meet the three bullet points outlined in section one and are homeowners but not selling their property, or are not homeowners, can claim expenses for removal of their personal effects only. The University will reimburse up to a maximum of £600 if moving within the UK and up to a maximum of £1,200 if moving from overseas, this may include one adult economy fare from the appointee's place of residence.

2.3 Claims for reimbursement of removal expenses can only be submitted after the employee has commenced employment with the University.

2.4 Expenses are normally paid only in respect of an initial appointment and must be claimed within 12 months of taking up the appointment. Within that period expenses are not normally counted as taxable income of the employee. In exceptional circumstance the Associate Director Human Resources may agree an extension, where agreed, any financial assistance may then be taxable.

2.5 Expenses will not normally be paid to an employee who moves to the area because his/her spouse/partner has also moved to the area to take up an appointment at Bournemouth University. In such cases, a claim for expenses will be accepted from one party only.

**3. PROCEDURE**

3.1 For Homeowners selling a property the allowance granted may be used to offset costs of solicitors' fees, stamp duty, estate agents' fees, property survey fees, removal and/or storage of furniture, or a combination of those expenses. No contribution towards bridging loans or abortive property transactions will be made. 50% of the allocated allowance may be used to offset temporary accommodation costs incurred by staff who have to temporarily maintain two homes after taking up an appointment at the University. The temporary accommodation allowance is payable up to a maximum of £600 per month.

3.2 Where the contribution made is towards moving personal effects three quotes must be obtained and provided to Human Resources. The sum reimbursed will be for the least expensive quote. The removal costs may include costs of insurance of furniture and effects whilst in transit.

3.4 Claims for expenses and quotes for the removal of personal effects, should be submitted to Human Resources together with relevant original invoices, statements of account and/or receipts issued by solicitors, estate agents, building societies, banks and/or removal companies.

3.5 A **Personal Declaration form** relating to agreement of any monies received being in accordance with the provisions of the policy, must be submitted to Human Resources. No payments will be made prior to receipt of a signed Personal Declaration.

3.5 Payments under the Policy will be made via BACs payment by Finance.

**4 REIMBURSEMENT TO THE UNIVERSITY**

4.1 The University is entitled to recover removal expenses from all staff who, of their own volition, terminate their employment with the University within the first two years of their contract.

4.2 Removal reimbursements are calculated as follows:

* Employees who leave within 12 months of their start date must repay the full amount
* For employees who leave within 12-24 months, the amount to be repaid will decrease by 1/24th of the amount paid for every month of service with the University.

4.3 Should an employee's contract be terminated due to death, redundancy or the end of a fixed term contract no monies will be due from the employee to the University by way of reimbursement for removal and associated expenses.

