

Relocation Scheme

The scheme shall apply to all staff newly appointed to the University's permanent service (or temporary staff with contracts of employment for more than two years), whose home address is within the United Kingdom but is not within 36 miles of their University base of work.

Employees moving from outside the United Kingdom will also be eligible for assistance with costs incurred. The employee can use the allowance given to assist them in relocating their personal belongings to the UK.

The scheme will not normally apply 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 the University. In such cases, a claim for expenses will be accepted from one party only.

The University reserves the right to refuse relocation, if it feels the request for relocation is inappropriate.

1. Payments towards expenses

- 1.1 For all staff relocating into the area in accordance with the above within 12 months of commencement of employment, a normal contribution will be made towards the cost of removal expenses for transition of household goods, disturbance of carpets/curtains etc., and legal/estate agent fees. Payment shall be made as soon as possible upon the production of valid receipts.
- 1.2 Staff who own a home which they need to sell before relocation can be completed, can claim as follows:
 - a) An allowance towards the cost of alternative accommodation where an employee commences employment without having completed the sale of the former home.
 - b) Travelling costs to the former home for two occasions per month whilst it remains unsold. Standard class open rail fare will apply;

Such payments shall be made upon submission of appropriate receipts for expenses.

- 1.3 If you are encountering any financial difficulties due to relocation, please speak to the Departmental Manager based in Human Resources, extension 2205, who will try and assist you.
- 1.4 The maximum relocation allowance payable to any individual will normally be £3,500 or 10% of annual salary on appointment, whichever is the greater (up

to an absolute maximum of £6,000). All payments will only be made on the basis of 1.1 and 1.2 above, on the production of original receipts.

- 1.5 All claims must be submitted before one year has elapsed from the date of taking up the appointment, unless an extension of claim has been approved in advance by the Director of Human Resources.

2. Leaving the University

When submitting claims to the University, an employee must give a formal undertaking that, in the event of him/her leaving the service of the University within a period of two years from the date of taking up the appointment, they will be required to reimburse the moneys paid to them under the scheme, in the following manner:

- 1) If leaving within 12 months of service, the employee will repay the full amount.
- 2) If leaving 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.