Employee Moving Policy

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General Description

Policy Summary:

Trinity University provides a relocation allowance given to employees to allow them to live and commute within the university's area.

Purpose:

To define the terms under which the University provides relocation allowance.

Scope:

This policy applies to all newly hired faculty and exempt staff.

Exceptions:

Non-exempt staff and students.

Responsible Department:

Human Resources

Policy Content

Eligibility for Relocation Allowance

Eligibility Statement:

Full-time faculty and exempt staff members who are newly hired by Trinity University are eligible for a relocation allowance with the appropriate approval. Any exceptions to this will be made by the President or the President's designee.

This allowance assists with moving expenses incurred when relocating to begin employment at the University. The specific eligibility criteria are as follows:

Newly Hired Faculty and Staff:

- Only newly hired full-time faculty and exempt staff members are eligible.
- The allowance applies to faculty and staff relocating from a distance that necessitates a move.

Positions Eligible for Allowance:

- Term or Visiting Professors
- Exempt Staff
- Tenure-Track Faculty and Directors
- Distinguished Professors and Executive/Senior Administrative Staff

Not Eligible:

- Non-exempt, part-time, temporary, or contingent/contract employees.
- Current employees who are transferring positions within the University.

Approval

Divisional vice presidents may authorize moving relocation rates as prescribed below for newly hired staff in their divisions. The President (or President's designee) must approve allowances for individuals classified as Distinguished Professors or Executive Staff,

Amount of Relocation Allowance

The allowance amount for a particular move shall be understood to constitute the maximum commitment of University funds rather than an entitlement of the employee. The hiring supervisor enters the approved amount into Workday as a “one-time payment,” effective when the employee begins work. Payment should be included on the employee’s first paycheck.

Taxability of Relocation Allowance

The one-time payment for relocation allowance received will be taxable income and subject to normal payroll taxes. For further details or explanations relating to the taxability of relocation expenses, contact the Payroll Office at 999-7302.

Moving Allowance Schedule

Position	Allowance

Term or visiting professors	$1,000.
Professional exempt staff	$1,250. (less than 500 miles) $1,500. (more than 500 miles)
Tenure-track faculty and Directors	$2,000.
Distinguished Professors and Executive/Senior Administrative Staff	To be determined by the President

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Relocation Allowance	A set amount that is provided to a newly hired faculty or exempt staff member to be used for relocation expenses.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v2.0	7/1/2024 3:42 PM	Pamela Mota
v1.0	8/1/2019 12:18 PM	Holly Warfel

Vice President Approval:

Name:	Title:
Brandi Jones	Vice President for People, Culture, and Community