



THE UNIVERSITY of  
NEW ORLEANS

ADMINISTERED BY: Office of Vice  
President for Business Affairs

**Policy No:** AP-BA-62.1  
**TITLE:** Relocation Incentives for New Employees  
**EFFECTIVE DATE:** May 15, 2022  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2025

**PURPOSE**

To establish a procedure for the disbursement of new employee relocation incentives.

**GENERAL POLICY**

Relocation incentives offer a one-time lump sum payment to a new employee when it is in the university’s interest to provide an incentive to a prospective employee to move from one geographic location to another. Relocation incentives will typically be disbursed with the employee’s first paycheck following their appointment. Per Internal Revenue Service regulations, all payments are taxable compensation subject to withholding and other appropriate deductions and reported on the W-2 form as part of the employee’s total compensation.

**PROCEDURE**

1. **Eligibility:** Offers to permanent, full-time employees (100% effort) are eligible to be considered for relocation incentives.
2. **Amount:** Funds for relocation incentives cannot be paid from the general fund. It is the responsibility of the hiring department to ensure that eligible endowments accounts are used or foundation funds are transferred to their appropriate gift account. The Provost/Vice President and President may approve relocation incentives up to 10% of the employee’s base hiring salary or a maximum of \$10,000, for employees earning greater than or equal to \$60,000 per year. The Provost/Vice President and President may approve relocation incentives for employees earning less than \$60,000 per year according to the following mileage rubric.

<u>Mileage relocation from new employee’s original domicile to UNO</u>	<u>Percentage of Relocation Paid</u>
Less than or equal to 250 miles	2.5%
251-750 miles	5%
751-1250 miles	8%
Greater than 1251 miles	10%

Incentives greater than the established thresholds shall also be approved by the Provost/Vice President and President.

3. **Agreement:** All relocation incentives **must** be included in the official offer letter given to the employee. All draft offer letters are sent to Human Resources for final approval and Human Resources sends them directly to the employee. By signing the offer letter, the employee acknowledges the repayment schedule below.
  
4. **Repayments:** In the event that an employee voluntarily resigns from The University of New Orleans prior to completing two years of service, the employee will be responsible for reimbursing the hiring department based on the following schedule:
  - a. Employed with the hiring department less than one calendar year (or less than one academic year for employees on an academic appointment): Return 100% of the relocation incentive
  - b. Employed with the hiring department at least one year, but less than two years (or less than two academic years for employees on an academic appointment): Return 50% of the relocation incentive

Repayments may be waived only in justifiable circumstances with the approval of the Provost/Vice President and President.



John W. Nicklow  
President  
University of New Orleans