

# Relocation Expenses Policy

[QP1.06]

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The College will provide financial assistance to new employees who are required to move their permanent residence to take up an appointment at The Adam Smith College, Fife and that this is approved by the College.

## **1.0 Eligibility and Conditions**

Unless there are exceptional reasons for a delay, to remain eligible for reimbursement of relocation expenses, a move of residence must take place within one year of appointment to the College.

Employees will only be eligible where it is clear that they provide the home and have initiated the change of location. In the event of more than one new employee making the same move (e.g. if a husband and wife are both appointed to work at the College) only one employee may claim for removal expenses.

The Assistant Principal Organisational Development will decide on eligibility. Any appeal will be to the Principal.

## **2.0 Expenses Covered by the Scheme**

### **Furniture Removal**

Payment shall be based on the lowest of 3 competitive estimates to be submitted prior to the move. The employee may use an alternative contractor and pay the difference in cost between this and the lowest estimate. The actual cost of self drive hire will be met providing the total cost is less than that for removal by contractors as substantiated by written estimates. The costs re-imbursed for self-drive hire may include actual reasonable expenses incurred by helpers, but not any element of personal payment to helpers.

### **Legal and Other Fees**

Up to 50% of the fees noted below will be paid.

- a) Legal, house agents, advertising and mortgage redemption necessarily involved in the sale of the employee's old home.
- b) Legal, mortgage, survey and search fees and stamp duty involved in the purchase of a new home, including any unsuccessful bona fide attempt to purchase.

Feu-duty redemption fees, mortgage guarantee premiums and bridging loan interest charges are not covered by this Scheme.

### **3.0 Method of Claim**

Claims must be submitted to the College by original invoice or receipt. No payment will be made in advance of the work being done or services being provided.

Payment may be refused in whole or in part if invoices are inadequate or are not supplied.

#### **Maximum Limit**

The limit that may be claimed is £3,000 including VAT

### **4.0 Repayment**

All payments made under this Scheme are conditional upon the employee remaining in the service of the College for a period of 3 years from the date of appointment. Any employee claiming under the Scheme shall undertake to repay all or a proportion of the amount required in accordance with the following scale:

- (a) Employee leaving within first 2 years - FULL repayment
- (b) Employee leaving within 24-36 months - FULL repayment, less 1/12<sup>th</sup> for each month of service after the first 2 years.

Adam Smith College reserves the right to waive all or part of these repayment provisions in consideration of each case on its own merits. Repayment will be waived if the employee leaves on the expiry of a temporary or fixed term contract which the College has not offered to renew or their employment is terminated on grounds of ill-health or redundancy.