



Policies and Procedures  
Manual

Title: Interim New Employee Moving Expense Payment Policy  
Policy Administrator: Chief Human Resources Officer  
Revision Date: March 2, 2023  
Approved by: Senior Vice President for Administration and Finance/Treasurer

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**Purpose:**

This document contains the College's policies and procedures governing payment to support moving expenses for an eligible newly hired employee.

**Policy:**

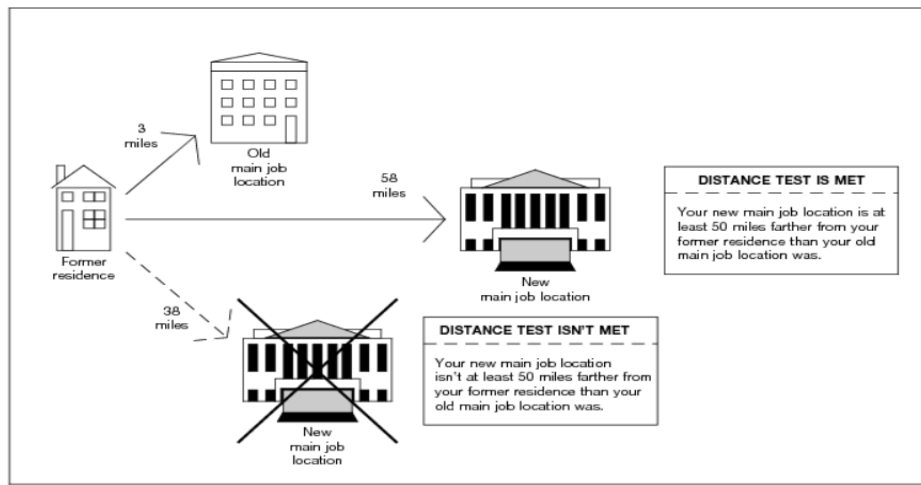
**1.1 Overview**

The College will provide a payment to support moving expenses for newly hired full-time tenure/tenure track faculty members, full-time head coaches, full-time exempt employees who are Grade 9 or higher, and other full-time exempt employees who receive written approval from the Senior Vice President for Administration and Finance/Treasurer or their designee ("eligible employees") who meet the requirements for payment set forth below.

**1.2 Requirements**

To qualify for payment under this policy, the eligible employee's commute to the College from their former residence must be at least 50 miles farther than their commute from their former residence to their previous job location. In addition, the eligible employee's move to the new residence must result in a shorter commuting distance to the College than the commuting distance to the College from their former residence.

Employees who work fully remotely are not entitled to payment to support moving expenses under this policy.



### 1.3 Payment Amount

The College will provide up to a maximum of \$3,000 to support the costs of an eligible employee's move. The actual dollar amount to be paid under this policy will be determined by the College in its sole discretion and will be set forth in the employee's offer letter or other written communication from the College. Required federal and state taxes will be withheld from the payment.

In the event the eligible employee is terminated for cause and/or voluntarily resigns within one year of commencing employment, the employee must repay to the College the entire amount of the payment received under this policy.

### Procedures:

### 2.0 Timing and Requirements for Payment

In no event will the College provide payment under this policy in advance of an eligible employee's start date. Payment to support moving expenses under this policy will not be issued until after the eligible employee reports to work and completes the following steps.

To obtain payment, eligible staff and faculty employees must sign and submit the certification attached hereto as Appendix A, which shall confirm that: (a) a residential move has taken place as a result of the employee's hiring by the College; (b) the residential move meets the distance rules established in this policy; (c) the employee is not working fully remotely; and (d) the move occurred after the date the employment offer was extended. The signed certification must be submitted to the Associate Director of Recruitment; eligible faculty members must also submit it to the Executive Assistant to the Deans of the Faculty.

A member of the employment team will review and process the payment.

Eligible moving expenses incurred prior to the revision date of this policy shall be reimbursable under the applicable prior policy.



### **3.0 Questions and Amendments**

Questions regarding this policy should be directed to the Associate Director of Recruitment. The College has the right to stop, suspend, change, or amend any aspect of the policy at any time in its sole discretion.



**Appendix A: Certification for Payment:  
Costs Associated with Moving Expenses**

To obtain payment for moving expenses eligible employees must complete and submit this document to the Associate Director of Recruitment. Eligible faculty members must also submit this certification to the Executive Assistant to the Deans of the Faculty.

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Date Employee Moved to Current Residence: \_\_\_\_\_

I certify that I moved to a new residence after an employment offer from the College of the Holy Cross was extended to me. I also certify that I meet the requirements of section 1.2 of the New Employee Moving Expense Payment Policy (“Policy”), which requires all of the following conditions to be met:

1. Please list your:

Former Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

2. My commute to Holy Cross from my former residence is at least 50 miles farther than my commute from my former residence to my previous job location.

Yes  No

3. I have a shorter commuting distance to the College from my new residence.

Yes  No

4. I am required to work on campus and do not work fully remotely.

Yes  No

I certify that all of the information provided above is true and correct. I am requesting a payment associated with moving expenses and I certify that I am eligible under the Policy. I understand that I may be subject to disciplinary action, up to and including termination, if any of the certifications set forth herein are false.

\_\_\_\_\_  
Applicant Signature (Please Print)

\_\_\_\_\_  
Date