



NUMBER: 335  
SUBJECT: RELOCATION ASSISTANCE  
EFFECTIVE DATE: AUGUST 15, 2005  
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011  
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### **335.1 — POLICY**

Relocation assistance and reimbursement of eligible moving expenses is not generally available at Bridgerland Applied Technology College (BATC). Reasonable eligible moving expense reimbursement, however, may be offered to prospective employees when the appropriate administrative authority (the Campus President or any Vice President) believes such an offer is a critical factor in securing a highly qualified applicant for a faculty or administrative position. In determining appropriate reimbursement, the appropriate authorities should consider factors such as unusual qualifications and/or needs of the applicant, competitiveness of the applicable job market, available budget, and estimated relocation costs.

The appropriate administrative authorities (the Campus President or any Vice President) will negotiate with the new employee and determine an agreeable reimbursement plan in writing prior to the time the move takes place in those rare instances when reimbursement of eligible moving expenses is approved. The department hiring the new employee is responsible for covering the amount of the reimbursement out of their operating budget. Reimbursements may be made by any of the following methods: check request, requisition, and/or temporary salary adjustment. Reimbursement for moving expenses is not to be made by paying salary to the employee for time before he or she actually begins employment with BATC.

Relocation expenses may be reimbursed to the employee by BATC, following the above guidelines, for items such as:

- the cost of moving ordinary and customary personal and household goods, including insurance provided by the moving firm for packing, shipping, and insuring;
- mileage allowance for the employee and/or family to move to the new location;
- the costs of lodging and food for the employee and immediate family during the relocation trip; and
- the costs associated with a trip to locate new housing.