



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



RELOCATION POLICY

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Related forms / templates

- Form 1: Relocation expenses claim form – available from Human Resources only
- Relocation Agreement Form – available from Human Resources only

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This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the Academic Quality Directorate.

Preamble

All University formal documents relate to the policies, strategies, procedures and regulations of the University having been approved by the appropriate formally recognised and constituted body. All University employees and students are required to adhere to the formal processes and regulations of the University.

This document should not be read in isolation as other University processes/formal documents could be relevant. A full listing of all formal documents is available on the University's website.

Any interpretation of the content of this formal document will be at the discretion of the HR Service Director.

The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.

Introduction

- 1 This policy sets out the University's provisions regarding relocation. Relocation assistance may be given by the University to help with out-of-pocket expenses incurred when an employee relocates as a result of their employment with the University. To qualify for relocation assistance, the employee must be moving to a new main residence as a direct and necessary consequence of accepting an offer of employment with the University.
- 2 Relocation expenses are judged on a case-by-case basis as each employee's situation and circumstances will be unique. The University therefore retains discretion to tailor the relocation package to suit the particular circumstances and needs of each employee. However, the University will always act fairly and in a non-discriminatory manner.
- 3 Relocation assistance is discretionary. It is not a contractual entitlement and the University reserves the right to withdraw it at any time.

Eligibility

- 4 Relocation assistance is only applicable to senior positions of **grade H and above**. There might be some exceptional cases where some positions of other grades are eligible for relocation assistance, for example due to a role proving very difficult to hire for from the local area. This will be reviewed on a case-by-case basis.
- 5 To be eligible for relocation assistance, the employee must live outside a radius of 40 miles from the Campus which will be their principal place of work (at the point they sign their contract of employment) and relocation (changing their main residence) is a direct and necessary consequence of appointment to the University's employment. However, the employee must move to an area within the 40-mile radius and their new main residence must be significantly closer to their principal place of work than their current main residence.

- 6 The employee's new main residence can be either purchased or rented.
- 7 Relocation assistance is available only for positions where the duration of the contract of employment with the University is no less than two years.
- 8 There is no other source of funding assistance available to the employee via a grant or where included in the annual remuneration, through a partner or other member of their household. The HMRC rules restrict the allowance to the move of one home. Consequently, where a couple (whether married, in a civil partnership or cohabiting) are both appointed to positions at the University, only one will be entitled to relocation assistance under this scheme. Where this applies, the new appointees should confirm with HR who will claim entitlement for the Relocation Assistance.

Amount available

- 9 The maximum level of relocation assistance provided by the University will not exceed:
 - Homeowners (buying and selling property)
 - £8,000 inclusive of VAT
 - Non-homeowners (including renting to buying or vice versa)
 - £4,000 inclusive of VAT

This amount **is not a lump sum** but can be reimbursed for eligible expenditure as set out below against valid receipts and invoices.
- 10 Employees are required to mitigate all expenses involved in their relocation and expenses will be reimbursed only if they are deemed to be reasonable. This policy provides for a contribution to the cost of relocation only and is not intended to meet all costs associated with relocation.

Taxation

- 11 All offers of relocation are subject to HM Revenue & Customs regulations. The employee is responsible for any statutory income tax and national insurance liability incurred as a result of receiving relocation expenses. As the relocation is job related, the first £8,000 is exempt from tax provided that certain conditions are met, including that the new property is the employee's main residence. Relocation costs above £8,000 are a taxable benefit.
- 12 HM Revenue & Customs has also set a time limit on relocation. Relocation must be completed before the end of the tax year (5 April) after the one in which the employee takes up his/her new position. At the time of being offered relocation assistance, the employee will be advised of the date by which his/her relocation must be completed.

Repayment of relocation expenses

- 13 Employees will be offered relocation expenses only if they agree to repay some, or all, of the amount given by the University in the event that their employment terminates for

whatever reason **within two years from the date of payment of the relocation expenses**. Those offered relocation expenses will be required to sign an agreement to that effect. The amount payable is reduced proportionally as follows:

Period of service (from date of payment of expenses)	Amount to be repaid (as % of total expenses)
Leaving 0-6 months from date of expenses paid	100%
Leaving 7-12 months from date of expenses paid	50%
Leaving 13-18 months from date of expenses paid	25%
Leaving 19-24 months from date of expenses paid	Reducing from 25% by one-sixth of 25% for each completed month up to 24 months

- 14 Repayment will not, however, be required if the reason for termination of the employee's employment is redundancy or other circumstances, for example ill-health.
- 15 The timescale starts from the date of payment of the expenses.
- 16 The University reserves the right to deduct any amount of Relocation Expenses repayable by the employee under this clause from their salary or other money payable by the University to the employee, including, without limitation, from expenses, pay in lieu of notice or accrued holiday pay. The deductions may be made in a number of instalments over a period of time at the University's discretion. The employee agrees to repay any amount outstanding at the date of termination of their employment over a period of time to be determined by the University.
- 17 If, following payment of Relocation Expenses, the employee does not relocate for whatever reason, the employee is required to repay all of any Relocation Expenses paid and will not be entitled to any further Relocation Expenses, whether previously agreed or otherwise.

Buying and selling property

- 18 If approved, the University will reimburse the following costs, up to a maximum of £8,000 reasonably incurred by the employee in the selling and buying of property to relocate:
 - The estate agency, auctioneer and advertising fees associated with selling the employee's existing property.
 - The legal and conveyancing fees associated with selling the employee's existing property.
 - A contribution towards any mortgage redemption penalty payable as a result of early redemption of the mortgage loan in relation to the employee's existing property.
 - The costs of moving the employee's furniture, domestic goods and personal possessions from their existing property to the new property, including insurance

taken out to cover goods in transit. Three quotations should be obtained from removal companies and the cheapest used, unless there is a valid reason not to do so.

Rented to rented accommodation

- 19 If the employee is living in rented accommodation and intends to live permanently in rented accommodation in the new work location, the relocation allowance is more limited. If approved, the University will reimburse the following costs reasonably incurred in moving from rented to rented accommodation, up to a maximum of £4,000:
- Any associated administration costs from the letting agent or agents (including check-out fees, penalty clauses and lease arrangement fees).
 - Any charges for connection of public utilities and white goods serving the new rented property.
 - Any overlap in rental payments.
 - The costs of moving the employee's furniture, domestic goods and personal possessions from his/her existing property to the new property, including insurance taken out to cover goods in transit. Three quotations should be obtained from removal companies and the cheapest used, unless there is a valid reason not to do so.
 - The costs of temporary storage and insurance of the employee's furniture, domestic goods and personal possessions for a period of up to three months, if not moving directly from the existing rented property to the new rented property.

Rented to purchased accommodation

- 20 If the employee is living in rented accommodation but intends to purchase a property in the new work location, relocation allowance is limited to the costs reasonably incurred in moving from the rented accommodation as set out above and no contribution will be made towards the purchase of the new property. The maximum will be £4,000.
- 21 Property purchase expenses will be paid only where an existing property has been sold. This is because employees should not gain financially as a result of the relocation.

Travel and accommodation associated with the move

- 22 For travel and accommodation associated with the move the University will reimburse the following:
- The reasonable travel costs for one visit by the employee and spouse/partner (only) to visit the area to locate a new residence, including the costs for the employee and spouse/partner to spend up to three nights bed and breakfast accommodation (up to the value of £90 a night including breakfast or £85 a night without breakfast)

- The cost of a single journey for the family to travel from the former residence to the new one. This should either be direct mileage from the old to the new residence or the cost of single economy rail travel.
- Where the employee is relocating internationally, in addition to the relocation expenses, a claim for one-way economy class or equivalent airfare for the employee and their immediate accompanying family.

Temporary accommodation

- 23 In circumstances where the employee has not been able to move to a new permanent property (whether purchased or rented) by the time of starting work in the new work location, the University will give consideration to the reimbursement of the costs of temporary hotel, bed and breakfast or rental accommodation, for a maximum period of up to three months.
- 24 If the employee is renting out their existing property before or while trying to sell it, any rent received on the rented-out property must be offset against the cost of temporary accommodation. The difference only will be covered by the relocation allowance.

Non-permissible costs

- 25 The costs that the University will not cover are non-permissible costs. The following list is for those non-permissible costs that will not be reimbursed by the University. (This list is not exhaustive, and expenditure should be checked for validity before commitment to the cost is made.)
- 26 The following costs associated with the purchase or sale of a property:
- The payment of mortgage or housing subsidies if the employee moves to an area of higher cost housing
 - The interest payments on the mortgage for the employee's existing home
 - The cost of disconnection and reconnection of utility services
 - The redirection of mail
 - The mortgage arrangement fees
 - Council tax charges whilst the properties are empty
 - The compensation for losses incurred on the sale of the property or personal belongings
 - Refundable rental deposits/security/advance rent or other refundable payments
 - The cost of rent within the employee's new permanent residence
- 27 The following costs associated with transportation and/or storage of goods:
- The separate removal of individual items
 - The removal of motor vehicles, livestock or domestic animals
 - The separate removal of work-related equipment e.g. laboratory items, files and cabinets, books, musical instruments or computers other than those owned

personally (the employee would normally seek financial assistance from the relevant department for reimbursement towards specific work-related costs)

- 28 The following costs associated with travel and accommodation:
- First-class travel costs
 - Overnight stays not related to the purchase of a permanent residence
 - Overnight stays that do not meet with the criteria above
 - Visa applications and associated costs with the application
 - Costs for the purchase of new carpets, curtains or appliances for the new property.

Authorisation

- 29 All employees applying for financial assistance with relocation must obtain the prior written agreement from the Human Resources Directorate and will be required to sign a Relocation Agreement Form prior to committing to any spend.
- 30 Relocation expenses claim forms are available from the Human Resources Directorate only and will need to be supported by valid receipts.
- 31 Any claim should be completed within 12 months of the appointment date.
- 32 All relocation expenses must be claimed within 3 months of the expense being incurred by the employee.