

## Relocation Policy

### 1. Purpose

The purpose of this Relocation Policy is to compensate, at least in part, the financial cost incurred by new employees required to relocate their permanent residence to within daily travelling distance of Liverpool Hope.

The Policy applies primarily to academic and academic-related members of staff although, at the Vice Chancellor's discretion, the Policy may also be applied to non-academic, senior posts. Providing the relevant posts have been advertised externally, we will consider providing financial assistance to staff who need to move home as a direct result of taking up appointments with Liverpool Hope according to the provision below.

### 2. Eligibility

A new member of staff may apply to receive assistance where:

- (i) The present home is more than 45 miles from Hope Park.
- (ii) The new home is within 30 miles of Hope Park, or less than one hour's travel by public transport, and the move is more than 15 miles.
- (iii) The move is actually made.

This policy applies to permanent appointments and to temporary appointments of at least four years duration. Any claim should be made as soon as possible and no longer than 12 months after commencement of employment.

### 3. Interpretation

The determination of eligibility and general interpretation of the provision of the scheme shall be made by the Dean, Departmental Head or their nominee, hereinafter referred to as 'the nominated person'. Determination should be made in consultation with HR and take cognisance of overall budgetary forecast/allocation for relocation expenses.

The Vice Chancellor has the right to consider applications presented by the nominated person for relocation expenses that are outside the guidelines of this Policy. He/she has authority to approve higher expenses in exceptional circumstances.

### 4. Authorisation

The nominated person shall be authorised to certify for payment all claims under the scheme on the submission of original receipted VAT invoices.

### 5. Recovery

Any payments under the scheme shall be recoverable if the move of home is not made within one year of taking up the appointment, although an extension might be considered in extenuating circumstances.

Any member of staff leaving Liverpool Hope on a voluntary basis before the completion of four year's service shall be required to repay monies received under the scheme on the basis of:

During the first year	Repayment in full
After the first year but before 21 months	Repayment at 75%
After 21 months but before 30 months	Repayment at 50%
After 30 months but before 39 months	Repayment at 25%
After 39 months but before 4 years	Repayment at 10%
Over 4 years	No repayment required

## **6. Acceptance**

It will be a condition for receiving assistance that all the terms of this scheme are accepted by the applicant.

## **7. Schedule of Assistance**

### **(i) Removal expenses**

- a) Cost of removal of furniture and effects from the old home to the new, including insurance of goods in transit. Three competitive quotes must be obtained.
- b) Travelling expenses for the staff member and dependants from the old home to the new at either public transport rate or at the appropriate mileage rate if the whole family travels by car, whichever is actually incurred.
- c) Any necessary cost of storage of furniture and effects where a permanent move cannot be made immediately.
- d) The cost of temporary accommodation for the member of staff, where a permanent move cannot be made immediately.

### **(ii) Legal and Other Fees**

- a) A staff member who has to sell their residence shall be reimbursed the legal, estate agents, and mortgage redemption fees necessarily involved by the sale.
- b) Where estate agents or auctioneers are not engaged, the staff member shall be reimbursed actual advertising costs incurred.
- c) Where a tenancy is involved, the staff member shall be reimbursed the actual cost of any unexpired lease involved.
- d) A staff member who, having sold their residence or terminated their tenancy, buys another residence shall be reimbursed the legal, survey and mortgage fees involved by the purchase.

### **(iii) Overall Cash Limit**

**PAYMENTS MADE IN ACCORDANCE WITH THE PROVISIONS OF THIS SCHEME ARE SUBJECT TO OVERALL CASH LIMITS AS FOLLOWS:**

- **Within the UK – actual costs up to an overall ceiling of £2,000.**
- **Within Europe – actual costs up to an overall ceiling of £2,500.**
- **Outside Europe – actual costs up to an overall ceiling of £3,000.**

**These limits are within the maximum relocation allowance permitted by HM Revenue and Customs.**

### **8. Claims**

Claims should be submitted to the nominated person, along with all original receipts. Relocation costs will be refunded in full or up to the appropriate maximum allowance, whichever is the lesser sum.

Three competitive quotes must be produced by the claimant in support of a claim for removal costs, the lowest amount being reimbursed.

In the event that two members of one household obtain eligible appointments with Hope, the University will allow one claim for reimbursement of joint expenses.