



## 31.01.99.E0.01 Relocation for Non-Faculty Positions

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Approved January 31, 2024  
Next Scheduled Review: January 31, 2029

Supplements System Regulation 31.01.01

### Standard Administrative Procedure Summary

This procedure is set forth to provide guidance to divisions regarding appropriate use of the Texas A&M Engineering Experiment Station (TEES) relocation allowance program.

### Definitions

**Non-Faculty:** Employees in a regular budgeted position as defined in [System Regulation 31.01.01: Compensation Administration](#), employed at least 50 percent effort (20 hours a week) for an employment period expected to reach four and one-half months or more, excluding students employed in positions that require student status as a condition for employment.

### Procedures and Responsibilities

#### 1. GENERAL

TEES recognizes that payment for some of the costs of new employees relocating to a TEES location may be an important consideration in the recruitment process. Thus, hiring managers may negotiate a one-time relocation allowance for certain new employees. Relocation allowances may be paid when it is in TEES's interest and benefits the recruitment effort, when funds are available, and when approved in writing by the appropriate division director, and through the Executive Director for Human Resources & Payroll prior to the effective date.

Examples may include house-hunting costs, packing and transporting household goods, furnishings, and personal effects of the employee and members of the employee's household and transportation and lodging for the employee and members of the employee's household during the relocation.

A relocation allowance paid by TEES is considered taxable compensation to the employee. Because this is not a reimbursement, employers are not required to provide receipts for goods or services.

#### 2. ELGIBILITY



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The following criteria must be met to be eligible for a relocation allowance:

### 2.1 For new employees:

- 2.1.1 The employee is being hired into either a budgeted; full-time staff position or a budgeted, full-time faculty-equivalent position; and
- 2.1.2 Relocating to a TEES specific location, more than one hundred (100) miles from their current home.

### 2.2 For current employees:

- 2.2.1 The employee is in a budget; full-time non-faculty position; and
- 2.2.2 The employee has accepted a non-faculty position at or is being reassigned to another TEES specific location, more than one hundred (100) miles from their current official work location, and is in a budget; full-time non-faculty position; and
- 2.2.3 The agency determines that the best interests will be served by the reassignment.
- 2.2.4 Relocation allowance will not be granted when the employee initiates the move for personal reasons.

## 3. APPROVAL PROCESS

- 3.1 Approval from the manager and division head of the employing or reassigning division and the Executive Director for Engineering Human Resources & Payroll must be obtained, in writing, prior to making commitments for a relocation allowance.
- 3.2 If it is the intent to charge the relocation allowance to a sponsored research account, prior approval must be obtained from Sponsored Research Services (SRS), to ensure the expense is compliant with the terms and conditions of the award.
- 3.3 Approval of the Vice Chancellor of Engineering or designee is required in writing if the commitment exceeds \$5,000 for staff or \$10,000 for faculty-equivalent positions.
- 3.4 The relocating employee's offer or assignment letter must state the amount allocated as a relocation allowance and include a notice to the employee that these payments will be treated as taxable income to the employee. The offer or reassignment letter cannot be changed once all parties have signed and the agreement has been given to the employee.

**Note:** If the relocation allowance is charged to a federal award and the employee resigns for reasons within the employee's control, within 12 months after hire, TEES may be responsible for refunding the original relocation allowance to the appropriate party.



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4. METHODS OF PAYMENT

Payments for relocation allowances will be made as a one-time payment through payroll after the employee's start date of effective date of the reassignment. Once approved, one-time payment requests should be submitted to Engineering HR & Payroll through a Supplement Pay Form with approvals attached. The supplemental payment may be requested prior to the employee's hire date but will not be paid until the employee has started working.

Divisions can determine if the payment is to be "grossed-up" for tax purposes.

Local or sponsored research funds (with approval) can be used to pay relocation allowances; however, state funds cannot be used.

5. ARRANGEMENTS

A relocating employee will make their own arrangement for the move of their household goods or personal effects.

**Related Statutes, Policies, or Requirements**

[Regulation 31.01.01, Compensation Administration](#)

**Contact Office**

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