

RELOCATION INCENTIVE POLICY

Purpose

Relocation incentives offer a one-time lump sum payment to an employee when it is in the interest of the University to provide an employment incentive to a current or prospective employee to move from one location to another. All authorized payments received will be considered taxable income. Full-time employees (75% effort or more) are eligible to be considered for this benefit.

Amount

Funds for relocation incentives are the responsibility of the employing department. The Dean or Department Head must approve payments up to \$5,000 with the concurrence of HRM. Payments over \$5,000 must also be approved by the appropriate Vice President.

In accordance with Internal Revenue Service regulations, all payments are taxable compensation subject to withholding and other appropriate deductions, and will be reported on the W-2 form as part of the employee's total compensation.

Agreement

Any employee who receives relocation incentive payments must sign a Relocation Agreement which stipulates that part or all of the advance payment will be returned if the employee does not continue employment with the University for the term of his/her contract OR for at least two (2) years (whichever is lesser).

Repayments

In the event that an employee who received the Relocation Incentive does not continue employment with the University for the term of his/her contract OR for at least two (2) years (whichever is lesser), he/she will be responsible for reimbursing the University based on the following schedule:

<input type="checkbox"/> Employed less than six months (or less than one semester for employees on Academic pay basis)	Return 100% of relocation incentive
<input type="checkbox"/> Employed at least six months but less than one year (or at least one semester but less than one academic year for employees on Academic pay basis)	Return 75% of relocation incentive
<input type="checkbox"/> Employed at least one year but less than two years (or at least two semesters but less than two academic years for employees on Academic pay basis)	Return 50% of relocation incentive

Repayments may be waived only in justifiable circumstances with the approval of the Vice President of Finance & Administrative Services or his/her designee.

Colleges/departments may have additional written guidelines for the use of relocation incentives within their respective offices.



RELOCATION INCENTIVE AGREEMENT

Name: _____ LSU ID Number: _____

Department: _____ Title: _____

Position Number: _____ Account Number: _____

Start Date: _____ Relocation Incentive Amount: \$ _____

In accepting this relocation incentive payment I, _____, agree
(Employee Name)

to repay the relocation incentive if I do not continue employment with the University for the term of my contract OR for at least two (2) years (whichever is lesser). Additionally, I authorize LSU to deduct the repayment amount from my pay. The repayment amount for reimbursing the University is based on the following schedule:

<input type="checkbox"/> Employed less than six months (or less than one semester for employees on Academic pay basis)	Return 100% of relocation incentive
<input type="checkbox"/> Employed at least six months but less than one year (or at least one semester but less than one academic year for employees on Academic pay basis)	Return 75% of relocation incentive
<input type="checkbox"/> Employed at least one year but less than two years (or at least two semesters but less than two academic years for employees on Academic pay basis)	Return 50% of relocation incentive

Employee must complete the attached Direct Deposit form in order to receive the payment. Relocation incentive payments are considered taxable income and are subject to federal, state, and Medicare tax withholding.

Payment Options: (Select one option)

I elect to receive the relocation incentive payment **in full** at this time. I understand the relocation incentive will be included as taxable income on my first regular paycheck and the appropriate taxes will be withheld, resulting in a higher tax withholding.

I elect to receive a partial payment of **70%** of the relocation incentive at this time. I understand the relocation incentive will be included as taxable income on my first regular paycheck and the appropriate taxes will be withheld, resulting in a higher tax withholding. The remaining 30% of the relocation incentive will be used to cover the required taxes and any balance due will be included on my first regular paycheck.

Employee Signature: _____	Date: _____
Department Head: _____	Date: _____
Dean: _____	Date: _____
HRM: _____	Date: _____
Vice President <i>[if required]</i> : _____	Date: _____