
Policy: Moving Expense Policy
Policy No: 4.14
Approved: Board of Trustees: March 2006

NEW EMPLOYMENT RELOCATION POLICY

Any newly hired full-time salaried professional employee is eligible to receive a relocation stipend if he/she must relocate from a distance of at least 100 miles in order to facilitate the transition to SCCC.

The College will provide a relocation stipend of up to \$500.00, only if the employee submits satisfactory proof of the expense within thirty (30) calendar days of the date the expense was incurred. **The relocation stipend will only pay for actual moving expenses.** If the employee wishes to be considered for a larger stipend he/she must make the request in writing to the President. Any deviation from the \$500.00 maximum relocation stipend must be pre-approved by the president.

Sullivan County Community College extends this relocation stipend in an effort to contribute to the success of the employee's relocation. ***Fifty (50) percent of the relocation stipend will be paid within thirty (30) days of employment and the remainder will be paid after one (1) year of employment.***

Moving expenses are subject to taxes and are issued through payroll. It is included in the employee's payroll check.