**UNIVERSITY OF LOUISIANA AT LAFAYETTE**

**RELOCATION INCENTIVE AGREEMENT**

This Relocation Incentive Agreement ("Agreement") is entered into by and between the University of Louisiana at Lafayette ("University") and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ("Employee") on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_***, 20\_\_***.

**WHEREAS:**

1. The University has offered employment to Employee in the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;
2. The Employee currently resides more than 50 miles from their primary assigned work location at the University;
3. The University wishes to provide a Relocation Incentive to facilitate Employee's movement to within 50 miles of their primary assigned work location; and
4. This Agreement is subject to Policy HR.008.1 Relocation Incentive Policy ("Policy").

**NOW THEREFORE, the parties agree as follows:**

1. **RELOCATION INCENTIVE AMOUNT**

The University agrees to pay Employee a one-time lump sum Relocation Incentive in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, subject to all applicable taxes and withholdings. This amount shall be included in Employee's first regular paycheck.

1. **TERM OF AGREEMENT**

This Agreement shall be in effect for two (2) years from Employee's initial hire date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or until the end of the employment appointment, whichever comes first.

1. **REPAYMENT OBLIGATIONS**

Employee agrees to reimburse the University according to the following schedule if they separate from the University (whether by resignation, termination, retirement, etc.):

a. If employed less than one (1) calendar year (or less than two (2) regular academic semesters for academic year faculty): 100% of the Relocation Incentive.

b. If employed at least one (1) year but less than two (2) years (or between two (2) and four (4) regular academic semesters for academic year faculty): 50% of the Relocation Incentive.

1. **FRAUD**

If Employee obtains employment through fraudulent means, Employee must return 100% of the Relocation Incentive upon demand.

1. **AUTHORIZATION FOR WAGE DEDUCTION**

Employee hereby authorizes the University to deduct any amounts to be repaid under this Agreement from their earnings or unpaid leave. This authorization is irrevocable for the duration of the repayment obligation.

1. **COLLECTION**

Employee acknowledges that any unreimbursed amounts will be referred to collection and are enforceable by the Louisiana Attorney General.

1. **TAX IMPLICATIONS**

Employee understands that the Relocation Incentive will be reported as taxable wages on their Form W-2. Employee is responsible for maintaining documentation of expenses for tax purposes and is encouraged to consult a tax professional regarding tax implications.

**SIGNATURES**

EMPLOYEE:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNIVERSITY OF LOUISIANA AT LAFAYETTE:

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_