



RELOCATION INCENTIVE POLICY

Policy # HR.0013.2

Vice President for
Administration &
Finance

Responsible Executive: Human Resources

Responsible Office: 4/9/2025

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Latest Revision:

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I. Policy Statement

This Policy provides Relocation Incentives that are reasonable, necessary, and appropriate compensation for expenses related to employees' Relocation to and employment at the University of Louisiana Lafayette ("University"). This Policy establishes the exclusive means through which the University may compensate an Employee for expenses attributed to Relocation for the purpose of employment with the University.

The University provides Relocation assistance through a Relocation Incentive to facilitate employee movement. This Incentive assists the University in remaining competitive in the recruitment process and attracting a pool of talent to meet its needs.

II. Purpose of Policy

The purpose of this Policy is to establish a procedure for the disbursement of Employee Relocation Incentives.

III. Applicability

This Policy applies to and is enforceable against all Employees of the University.

IV. Definitions

1. **Employee**: is a full-time unclassified faculty, staff, or administrator of the University.
2. **Relocation**: the movement of a prospective employee residing more than 50 miles of their primary assigned work location to a location within 50 miles of their primary assigned work location for employment with the University.

3. **Relocation Incentive**: a one-time lump sum payment to an Employee when it is in the University's interest to incentivize a prospective employee to move from one geographic location to another.

V. Policy Procedure

1. Determination of the Relocation Incentive Amount:

The amount of Relocation Incentive provided shall not exceed the lesser of ten (10%) percent of the Employee's first year annualized salary or Ten Thousand Dollars and NO/100 (\$10,000.00). The specific amount of Relocation Incentive offered is determined by (1) the amount requested by the department that has hired the new Employee, (2) the availability of funding, and (3) the approval of the Vice President for Administration and Finance. The amount of the Relocation Incentive provided should be discussed and disclosed to the new Employee during the hiring process, and the amount must be specified in the formal offer letter provided by the Office of Human Resources ("HR") for non-faculty hires or the approved offer letter for faculty hires. At their discretion, the hiring department may offer a relocation incentive of a fixed dollar amount or equal to the lowest of three (3) estimates not to exceed the maximums indicated above.

2. Exceptions for Relocation Incentive Amounts:

- A. Only the President or Provost may approve Relocation Incentives that exceed the amounts stated in this Policy when funds are available and approved by the Vice President of Finance or when the repayment required by this Policy is reduced.
- B. Approval of Relocation Incentives that exceed the amounts stated in this Policy must be made before the Employee accepts the offer of employment. Relocation Incentives shall not be offered retroactively.
- C. Relocation Incentive requests submitted after the Employee's hire date will not be considered or awarded.

3. Relocation Incentive Agreement:

The new Employee must sign and submit the Relocation Incentive Agreement ("Agreement") to receive a Relocation Incentive payment. The Agreement shall be in effect for two (2) years or until the end of the employment appointment, whichever comes first. The Agreement shall include the Employee's consent to allow the University to deduct amounts to be repaid under the Agreement by the Employee to the University from their earnings or unpaid leave. The Employee shall review and execute the Agreement upon submitting his or her acceptance letter to HR.

4. General Procedure for Payment of Relocation Incentive:

A one (1) time lump sum payment for Relocation Incentives will be made to the Employee and included in the Employee's first regular paycheck. The hiring supervisor must submit all required paperwork, including the Personnel Action Form, Offer Letter, and signed Relocation Incentive Agreement. All applicable taxes will be withheld from the payment of the Relocation Incentive. The entire payment will be reported as taxable wages on the annual "Form W-2." The Employee is responsible for retaining documentation of expenses for tax purposes, if applicable. The Employee is encouraged to consult a tax professional for further advice.

No other methods of payment outside of the payroll process are allowed.

5. Repayment/Return of Relocation Incentive to University:

An Employee who separates from the University within two (2) years of their initial hire date will reimburse the University the Relocation Incentive based on the following schedule:

Employed less than one (1) calendar year (or less than two (2) regular academic semesters for academic year faculty.)	Return 100% of Relocation Incentive to University
Employed at least one (1) year (or two regular academic semesters) but less than two (2) years (or four (4) regular academic semesters academic year faculty.)	Return 50% of Relocation Incentive to University

An individual who obtains employment through fraudulent means and receives the Relocation Incentive must return one hundred (100%) percent of the Relocation Incentive upon demand.

Reimbursable amounts due to the University may be paid directly by the employee or, per agreement, withheld from wages due upon separation. Unreimbursed amounts will be referred to collection and enforceable by the Louisiana Attorney General, as further detailed in the Agreement.

VI. Enforcement

This policy is enforced by the Office of Human Resources, the Chief Human Resources Officer, and the Vice President for Administration and Finance.

VII. Policy Management

Upon adoption, the Vice President for Administration and Finance shall be the Responsible Executive for this Policy and in charge of its management. The Chief Human Resources Officer is the Responsible Officer for this Policy, and the Office of Human Resources is the Responsible Office for this Policy.

VIII. Exclusions

Relocation costs, as defined in 2 CFR §200.464, may be prohibited by specific Federal or non-federal sponsored research. The sponsored research agreement may dictate additional sponsor restrictions, requirements, or limitations. Before Relocation Incentives are paid on a sponsored program, Sponsored Programs Finance Administration and Compliance (“SPFAC”) must be contacted to ensure allowability. If approval is granted, the communication showing the Relocation Incentive as an approved expense must be included with the Relocation Incentive request.

The Relocation Incentive is not available to remote Employees whose primary work location is not geographically dependent.

IX. Effective Date

This Policy shall be effective as of the date of adoption.

X. Adoption

This Policy is hereby adopted on April 9, 2025.

/s/ Dr. E. Joseph Savoie

Dr. E. Joseph Savoie
President

XI. Appendices, References, and Related Materials

- ✦ Relocation Incentive Agreement
- ✦ University Offer Letter Template

XII. Revision History

- ✦ Original adoption date: 4/9/2025.
 - This Policy replaces all former policies and practices concerning Relocation or moving reimbursements.
- ✦ This Policy is revised for non-substantive updates: 6/23/2025.