



## PROCEDURE

Policy Name:	Relocation Compensation – Lump Sum Reimbursement
Policy #:	4170
Applicable Code/Law:	WAC 357.28.310-320, SAAM 60.10

### Procedural Guidelines

Shoreline Community College may authorize a lump sum relocation reimbursement, within existing budgetary resources, to employees under the following conditions:

1. When it is reasonably necessary that a person make a domiciliary move in accepting a reassignment or appointment.
2. When it is necessary to successfully recruit or retain a qualified candidate or employee who will have to make a domiciliary move in order to accept the position.

Requests for relocation compensation must be made in writing by the new employee and submitted to their supervisor. Payment of relocation compensation requires written approval by the supervisor, the College's Chief Financial Officer, and the President to be final. The College will determine the amount of relocation compensation to be paid in accordance with the State Administrative & Accounting Manual (SAAM) published by OFM. If approved, the employee must submit a completed and signed Relocation Reimbursement Form A-33 from the Department of Enterprise Services to the Office of Human Resources before the lump sum relocation reimbursement amount can be processed.

If the employee receiving the relocation payment terminates or causes termination of their employment with the College within one (1) year of the date of hire, the College will be entitled to reimbursement for the moving costs which have been paid. Termination as a result of layoff or disability separation will not require the employee to repay the relocation compensation.