




# Northern Marianas College Procedure

Procedure No.:	<u>5002.4</u>	Procedure Title:	<u>Relocation Allowance</u>
Issuing Date:	<u>9/26/13</u>	Adoption Date:	<u>9/30/13</u>
		Effective Date:	<u>9/26/13</u>
Office of Origin:	<u>Human Resources Office</u>		
Procedure Approval Authority:	<u>President</u>		
Board Policy No. associate with this procedure:	<u>5002</u>		
This Procedure Supersedes/Replaces:	<u>Human Resource Procedure 501.3</u>		

*The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.*

## Overview/procedure description

The Relocation Allowance Procedure is intended to be used to assist off-island hires (NOTE: Off-island refers to not from within the CNMI) of faculty and management level personnel to promote a smooth transition in relocating to the Commonwealth of the Northern Mariana Islands.

## Areas of Responsibility

The Recruiting Department will be responsible for:

- Funding source for travel and relocation allowance.
- Providing the Human Resource the correct account number for the travel authorization and relocation allowance.

The Human Resource Office will be responsible for:

- Preparing travel authorization and relocation allowance for the off-island hire.

The Finance Office will be responsible for:

- Verifying with the Human Resource Office the relocation allowance amount due by the off-island hire if the employee resigns from, terminates employment with, or is terminated by the College prior to completion of the initial contract term.

**Procedure details**

Relocation assistance is afforded only to faculty and staff at or above grade 30 of the College's classification schedule. Relocation assistance will be the responsibility of the individual department seeking personnel.

- Employees recruited from outside of the Commonwealth of the Northern Mariana Islands will be provided air travel (100% for employee and 50% for dependents) to their duty station.
- A lump sum of \$3,000 will be provided to all employees recruited from outside of the Commonwealth of the Northern Mariana Islands to cover part of the relocation costs incurred by the employee. The amount will be used to offset moving expenses.
- An employee who resigns from, terminates employment with, or is terminated by the College prior to completion of the initial contract term shall refund to the College an amount of the relocation allowance proportionate to the unfilled term of contract which will be determined by the Human Resource Office and verified by the Finance Office using the following:
  - 100% - if employed less than 6 months
  - 75% - if employed at least 6 months but less than 12 months
  - 50% - if employed at least 12 months but less than 18 months
  - 25% - if employed at least 18 months but less than 2 years
- Notwithstanding the foregoing, an expenditure authority may disallow moving expenses if budgetary constraints require.