



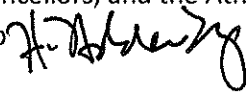
THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

HOLDEN THORP
Chancellor

103 SOUTH BUILDING
CAMPUS BOX 9100
CHAPEL HILL, NC 27599-9100

T 919.962.1365
F 919.962.1647

MEMORANDUM

TO: Deans, Vice Chancellors, and the Athletic Director
FROM: H. Holden Thorp 
DATE: June 5, 2013
RE: Standing Authorization for Household Moving Expense Reimbursements

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The Board of Trustees approved a newly revised Policy on Non-Salary and Deferred Compensation for Faculty and EPA Non-Faculty Employees, effective June 1, 2013. This policy has been posted on the web sites of the Office of Human Resources and the Academic Personnel Office and also communicated to the DDD list and School/Division HR leads by electronic mail.

Section V.1 of this Policy authorizes the Chancellor to issue a standing authorization to supervising Deans and the Athletic Director to offer the reimbursement of moving expenses as part of an initial appointment offer for new employees. Accordingly, I am issuing the following standing authorizations, until further modified in writing by this office:

- The Deans of the Schools and the College of Arts and Sciences may authorize moving expenses in an amount not to exceed \$10,000 in connection with the recruitment of any individual new faculty member or EPA Non-Faculty employee within their areas of responsibility. The designated amounts for the Schools of Medicine and Dentistry shall not to exceed \$15,000 for any individual new faculty member or EPA Non-Faculty employee given the unique recruitment and compensation issues associated with healthcare and clinical positions.
- The Director of Athletics may authorize moving expenses in an amount not to exceed \$15,000 in connection with the recruitment of a new coach, assistant/associate coach, and assistant/associate athletic director. Moving expense reimbursements for all other EPA Non-Faculty staff within the Department of Athletics are designated not to exceed \$10,000 for individual new hires.
- Moving expense reimbursements in the aforementioned areas that exceed any of the designated limits must be requested in advance using the *Non-Salary Compensation Request* form and receive pre-approval from the Executive Vice Chancellor and Provost for academic affairs units or the Chancellor for reimbursements in the Department of Athletics.

June 5, 2013

Page 2

- Moving expense reimbursements for EPA Non-Faculty hires in all other administrative units outside the Schools/College or the Department of Athletics may be approved directly by the supervising Vice Chancellor and would typically not be expected to exceed \$10,000. Exceptions may be made in more senior-level recruitments or unusual circumstances such as hard-to-fill positions at the discretion of the Vice Chancellor. Any proposed individual reimbursement that will exceed \$15,000 in these administrative units must receive the pre-approval of the Executive Vice Chancellor and Provost or the Chancellor (based on the Vice Chancellor's reporting relationship) using the *Non-Salary Compensation Request* form.

Let me emphasize that per this Board of Trustees' approved policy, not every job offer is intended or required to include the reimbursement of household moving expenses and the inclusion of this benefit should be based on business necessity to attract well-qualified candidates. Also, when granted, not every moving expense reimbursement is intended to be made at the maximum designated amount set forth in this memorandum. Department Heads are expected to use good judgment in proposing amounts that are proportionate and reasonable based on the total compensation level of a new hire and the relevant job market for the position under recruitment. Available resources and good stewardship of University funds must be a consideration in providing benefits of this nature.

In accordance with the State Budget Manual, moving expenses cannot be paid from State-appropriated funds for initial employment. Actual costs of moving standard household goods and personal effects must be paid from non-State-appropriated funds, and requires three estimates in accordance with the State Budget Manual. All relevant University accounting and purchasing procedures must be followed with regard to the reimbursement of moving expenses. For more information, refer to the University Business Manual and the Procurement Services web site for their "How to Guide" on moving expense reimbursement.

If you have questions regarding the designated limits and how they apply to specific categories of EPA employees, please contact the Academic Personnel Office related to faculty hires or the EPA Non-Faculty HR unit in OHR for EPA Non-Faculty hires. Questions regarding specific reimbursement procedures should be directed to University Procurement Services.

HHT:bl
Attachment

Thorp/movingexpenses