



Employee Moving and Relocation Reimbursement Policy

A. Effective

TBD

B. Applicability

This policy shall be applicable to newly hired regular full-time staff and regular faculty positions. This policy does not apply to temporary assignments such as temporary and emergency positions.

C. Policy

When it is necessary to attract specific personnel, payment for certain costs directly related to relocation may be authorized from available and approved department funds.

A new employee is eligible for a moving and relocation allowance if the new employee's offer letter states explicitly that a moving and relocation allowance will be paid. The move must be made in connection with the commencement of work at New Mexico Tech (NMT) and the moving and relocation expenses must be incurred within one year of the date the employee first reported to work at the new location stated in the job description or offer letter. The offer letter shall contain a specified amount deemed appropriate for the move. The move itself is solely the responsibility of the new employee.

If an employee (voluntarily or involuntarily) terminates employment with NMT within the first twelve (12) months of the employment period or prior to the contract term for a faculty member on a nine-month contract, the employee must repay NMT in full unless otherwise specified in the contract. The hiring department is responsible for collecting the full amount paid to the employee.

This policy applies to all moves regardless of the dollar amount or source of funds. Any exception to this policy must be approved by the President.

D. Implementation

This policy shall be implemented through procedures related to the moving and relocation reimbursement policy.