

## New Employee Relocation Stipend Procedures

### Overview

- A relocation stipend may be issued to a new employee if the UNC System Office considers the expense a business necessity to employ a highly qualified and/or highly recruited individual.
- Authorized relocation stipends must be paid from a pre-determined central non-state source of funds.
- New Employees may allocate the relocation stipend to the expenses of moving, house-hunting, and/or temporary housing at their discretion and the new employee will not be further compensated if expenses exceed the amount received.
- **The stipend dollar amount must be specified in the written offer of employment.** University hiring managers do not have the authority to verbally alter the terms of a relocation stipend offer.
- Relocation stipends are paid to the new employee as taxable compensation using the ePAR system for personnel compensation actions. The relocation stipend will reflect the required tax withholding resulting in a take home amount less than the relocation amount stated in the offer letter.
- The Internal Revenue Service (IRS) has specific guidelines detailing what moving and relocation reimbursements are reportable as taxable income to the employee. You should refer to *IRS Publication 521* and/or consult your personal tax advisor for information on tax liability connected with employer relocation stipends.
- All federal and state taxes resulting from the relocation stipend are the sole responsibility of the employee and not the University of North Carolina. The University cannot provide advice or guidance regarding relocation-related tax liability.
- **The stipend is paid within the first 60 days of employment.**
- Employees who separate from University employment prior to one year of completed employment may be required to reimburse the University at a pro-rated monthly amount of any relocation stipend received.

### Eligibility

The UNC System Office may only offer a relocation stipend to new full-time, permanent EHRA employees (e.g., senior vice-presidents, vice-presidents, associate/assistant vice-presidents, and directors) and select new full-time, permanent SHRA employees in a managerial role.

The new employee's duty station must be the UNC System Office and the new employee must reside 100 miles or more from the duty station at the time the offer is accepted to be eligible for a relocation stipend.

### **Exceptions**

Any exceptions to these procedures will require written approval from the Controller and the Senior System HR Officer or higher.

### **Contacts**

If you have any questions regarding relocation stipend procedures or need assistance in interpreting the relocation portion of your offer of employment, please do not hesitate to contact us for assistance.

#### *UNC System Office and NCSEAA Hires ...*

- For questions about the relocation policy and procedure, contact Quita Loflin, Controller, UNC System Office at 919-962-4243 or [mhloflin@northcarolina.edu](mailto:mhloflin@northcarolina.edu)
- For questions regarding your offer of employment or the relocation provisions stated in your offer letter, contact Anne Schwarz, Director for Executive Search and Leadership Programs at 919-843-5672 or [acschwarz@northcarolina.edu](mailto:acschwarz@northcarolina.edu).

#### *PBS North Carolina Hires ...*

- For questions about the relocation policy and procedure, contact Shelly Eubanks, Director of Financial Reporting, PBS NC at 919-549-7074 or [seubanks@pbsnc.org](mailto:seubanks@pbsnc.org).
- For questions regarding your offer of employment or the relocation provisions stated in your offer letter, contact PBS NC Human Resources at [hr@pbsnc.org](mailto:hr@pbsnc.org).