Policy *171* Version *1* *August 19, 2015*

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** ***ndsu.policy.manual@ndsu.edu*** ***first so that a clean policy can be presented to the committees.*** |
| **SECTION**:  | 171 Staff and Faculty Recruitment and Moving Expenses |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).**
 |
| * Is this a federal or state mandate? [x]  Yes [ ]  No
* Describe change: SBHE Policy Change to 806.3
 |
| 1. **This policy change was originated by (individual, office or committee/organization):**
 |
| * HR/Payroll, Colette Erickson and Tricia Johnson
* Accounting, Ramona Adams
* Colette.Erickson@ndsu.edu, Tricia.Johnson@ndsu.edu, Ramona.Adams@ndsu.edu
 |
| ***This portion will be completed by Mary Asheim.***Note: Items routed as information by SCC will have date that policy was routed listed below. |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):**
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| **Senate Coordinating Committee:** |  |
| **Faculty Senate:** |  |
| **Staff Senate:** |  |
| **Student Government:** |  |
| **President’s Cabinet:** |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University
Policy Manual
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**SECTION 171**

 **STAFF AND FACULTY RECRUITMENT AND MOVING EXPENSES**

SOURCE: SBHE Policy Manual, Sections 806.2 and 806.3
NDSU Policy Manual

1. Stipends or consultant fees may be issued to potential candidates for positions when such persons give on-campus lectures, colloquies, seminars, demonstrations or formal consultations in a manner not significantly different from that of visitors who are not candidates for positions. Such stipends or consultant fees may be authorized from a lecturers' budget or from a consultant budget. *(NDSU Guidelines: Reimbursement is made by an* ***Accounts Payable voucher****, using account 623025.)*
2. Recruitment travel expenses for a prospective candidate for faculty or staff positions may be reimbursed upon approval of department head/chair.
3. For senior administrative and faculty positions, upon authorization of the President, recruitment travel expenses for the spouse may be authorized for a prospective candidate.

1. Upon approval of the president or designee(s), an institution may, subject to the limits of this policy, pay the moving expenses of a benefited employee hired from outside the institution by:
	1. Negotiating an amount paid to the employee through payroll as a lump sum for relocation expenses. Such allowance will be reported as taxable income and included on the employee's W-2. The moving allowance will be subject to all tax liabilities at the time of payment; OR
	2. Using a combination of reimbursing the employee for actual moving expenses and paying the vendor(s) directly. Actual moving expenses include direct travel to and from the new work location, and while in temporary living quarters for the employee and immediate family (not to exceed 10 days total). Meals and mileage expenses will be reimbursed at the per diem and mileage rates established for employee travel reimbursement. Lodging expenses will be reimbursed at the actual cost of the lodging. Transportation expenses for personal items and household goods may be reimbursed at the actual expenses incurred. Additionally, personal travel expenses may also be reimbursed for one round trip to the new work location for the employee and employee's spouse/partner for up to three days to arrange for living accommodations. It is the responsibility of the employee to provide sufficient documentation to justify the reimbursement; the institution may deny any claim for reimbursement that is not sufficiently documented. Institutions will need to refer to IRS rules and regulations regarding taxability of the expenses in part 4.2.

	(Institutions may use either method (4.1 and 4.2, above) but must choose one or the other when paying each individual employee.)
2. Relocation expenses being paid or reimbursed should not exceed one month's salary or a "not to exceed" amount approved by the president or designee(s). (*NDSU LIMITATIONS: Reimbursement for relocation expenses should not exceed one month’s salary or $3,000, whichever is greater. Deviations from this rate must be approved by the President and will only be granted in exceptional circumstances.)*

*The following item is NDSU Guidelines:*

*6. The NDSU Accounting Office website provides information on the detailed procedures for processing moving expense transactions under this policy.*

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HISTORY:

New July 1990

Amended April 1992

Amended January 1995

Amended April 2005

Amended August 2006

Amended June 9, 2011

Housekeeping July 8, 2011

Housekeeping September 12, 2012

Amended September 25, 2012

Amended October 4, 2012