

# Relocation

## Policy

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### 1 Introduction

- 1.1 The Royal Holloway College aims to ensure we can attract and retain the highest calibre of staff with the potential to support the strategic objectives of the institution. We wish to support eligible new members of staff settle into a new working environment and alleviate some of the financial and practical challenges associated with relocation.
- 1.2 This policy sets out the College’s provisions for the eligibility and reimbursement of relocation and removal expenses policy for newly appointed staff. This policy is written in accordance with HMRC guidelines.

### 2 Scope

- 2.1 The policy applies to newly appointed staff on Grades 8-10 on contracts of employment for 3 years and above and must be agreed when offered the post. The policy does not apply to those working on visiting lecturer or casual contracts.
- 2.2 The policy does not apply to staff who are eligible to claim relocation and removal expenses from other sources, e.g. Marie Curie Fellowships.

### 3 Principles

- 3.1 The objectives of the Policy are to enable staff to:

- begin a new job with the minimum cost and disruption to home life;
- assist towards reimbursement of expenses attributable to the move;
- to provide a fair and consistent approach to the application for removal expenses.

## 4 Eligibility

- 4.1 Eligibility for relocation will be confirmed for relevant staff in their contract of employment. No expenses should be incurred under the policy until HR has provided written confirmation that staff are eligible to claim relocation expenses. All applicants for relocation will need to complete and return a Relocation Declaration Form (Appendix 1) to their link HR Officer before any payments are incurred and any payments made.
- 4.2 Members of staff must be moving to a new home which becomes their main residence to qualify for tax exemption. This main residence can either be purchased or rented. The Inland Revenue Guidance on what qualifies as a Main Residence can be found in the Guidance Notes.
- 4.3 Normally, members of staff must be taking up their first appointment with the College and moving their home to within a 30-mile radius of the College site/ campus at which their post is based, i.e. Royal Holloway, Egham or Bedford Square.
- 4.4 This policy does not apply to new members of staff already living within a 30-mile radius of the College site/ campus at the time of their first appointment.
- 4.5 Eligible members of staff on fixed term contracts of more than 3 years are eligible for relocation and removal expenses but should note the maximum payable under Section 5.0 of this policy (Entitlement) and repayment requirements under Section 9.0 of this policy
- 4.6 Claims may be made for example, when recruiting to difficult to recruit to posts. This would be at the discretion of the Director of HR (or nominated officer) in consultation with the manager.

## 5 Entitlement

- 5.1 Eligible staff can normally claim up to the following maximum amounts subject to the required supporting documentation:
- £4,000 for fixed term contract staff.
  - £8,000 for permanent members of staff.
  - £16,000 for permanent members of staff moving from overseas.

- 5.2 No reimbursement of expenses under this policy will be made without the full policy being followed including the submission of receipts as appropriate.
- 5.3 Guidance on HMRC Regulations on Tax Relief on contributions made by the College is available on the Staff Intranet site under Removal Expenses.

## 6 Policy Schedule

Policy Schedule	
Policy Title	Relocation Policy
Policy Owner	Human Resources
Policy lead contact	Kay Toms, HR Business Partner
Consultation with College Unions	GMB, UCU, Unite – 16 <sup>th</sup> February 2018
Approving Body	PRC and Finance Committee
Date of Approval	12 <sup>th</sup> March 2018
Date of implementation	1 <sup>st</sup> August 2018
Date of Equality Impact Assessment (EIA)	
Version Number	9
Review Interval	Bi-Annual. Next Review October 2019

## 7 Appendix 1

### Relocation Expenses Declaration Form

Newly appointed members of staff to College who satisfy the eligibility criteria are eligible to claim reimbursement for some of the costs involved when relocating to take up an appointment.

There are a number of restrictions on what can be claimed and conditions attached to the reimbursement of expenses. The expenses and benefits must relate to:

- o the purchase or rental of a new permanent main residence \* and
- o a change to the sole or main residence including the sale of the old residence, and if applicable and
- o the new residence must be within 30-mile radius distance of the new normal place of work, and the old residence must not be within reasonable daily travelling distance of the new normal place of work.

\* If expenses relate to a property, whether purchase or rented, that is not a new permanent main residence you will not be entitled to the relocation exemption.

**Please tick as appropriate**

#### Important – Please read

Members of staff on fixed-term contracts are not required to repay any relocation expenses claimed if they fulfil the full term of their fixed term contract. Permanent staff who remain in post for less than three years will be required to repay all or part of the sum reimbursed in accordance with the Policy. Staff who wish to make a claim under the Relocation Policy need to confirm that they have received and read Section 9.0 of the Policy and agree to make the appropriate repayments should they leave the College during the relevant periods.

#### Declaration:

I confirm that I have read and agree to the terms of the College's Relocation Policy. I agree to repay the Royal Holloway all or some of the Relocation Expenses paid to me in accordance with the terms of the policy if I voluntarily decide to leave the Royal Holloway before the end of my fixed term contract or before completing three years' service.

Following written notification of the amount to be repaid, I hereby authorise the College to deduct any such repayment from my salary. I will make arrangements to repay any further monies owing within one month of leaving the College.

Signed:.....

Name: .....

Date: .....