



All University Employees (faculty and staff)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
MOVING AND RELOCATION POLICY	January 1, 2018	1705.005

POLICY STATEMENT (R*)

Florida International University provides a monetary allowance to eligible newly hired full-time faculty or staff for the purpose of assisting with the costs of relocating a residence to work at FIU. The decision to offer a moving allowance is within the hiring manager’s discretion subject to appropriate departmental approvals. The maximum allowance amount that can be offered is determined by the job level. The allowance amount may not cover all expenses associated with the relocation, and the new hire is responsible for expenses beyond the offered allowance. Appropriate approvals, expenditure limits, repayment requirements if a candidate fails to meet minimum terms of service, and allowances are detailed in the University Moving and Relocation Procedure.

The University may provide a moving allowance prior to the effective date of hire provided that the offer letter has been accepted and the terms of repayment agreement stipulated in the University Moving and Relocation Procedure has been signed.

The moving allowance will be reflected in the employee’s earnings, and subject to income taxes. New hires receiving a moving allowance should consult with their tax advisor or the Internal Revenue Service for information about moving-related expenses.

This policy does not constitute a contract of employment. A moving allowance for moving and relocation expenses under this policy does not give the employee any right to continued employment or limit the employee’s or FIU’s ability to terminate the employment relationship, unless otherwise specified in writing by FIU.

REASON FOR POLICY (O*)

Florida International University is dedicated to attracting valuable people to effectuate its academic and research mission. To fulfill this goal, it is necessary to offer competitive compensation packages, including financial assistance to eligible employees to defray the high cost of relocation expenses. The policy’s goal is to help eligible employees ease the transition from an existing home environment to South Florida, and enhance their ability to become productive in their new work environment.

RELATED INFORMATION (O*)

University Moving and Relocation Procedure.

DEFINITIONS (R*)

HISTORY (R*)

Effective Date: February 8, 2008; **Revision Date:** May 4, 2009, January 1, 2018

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Talent Acquisition and Management Department
Division of Human Resources
11200 S.W. Eighth Street, PC 236 Miami, Florida 33199
Telephone Number: 305-348-2181

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the "Document Details" view for this policy online provides complete contact information.

FORMS/ONLINE PROCESSES (O*)

Links to the above referenced Form(s) available in the "Document Details" Section of the online version of this policy document.

***R = Required *O = Optional**