

Chancellor's Memorandum

CM-30 – Moving / Relocation Incentives

Initially Issued: February 22, 2018

Last Revised: September 27, 2022

I. PURPOSE:

In an effort to attract high caliber individuals to key positions within the LSU Health Sciences Center at New Orleans (LSUHSC-NO), relocation incentives are often critical in recruiting those who will be moving from one geographic location to another. This policy establishes guidelines and procedures for the disbursement of relocation incentives to eligible employees.

II. DEFINITIONS:

1. **Eligible Employee:** prospective permanent full-time (at least 75% effort) (i) faculty at the rank of instructor or above or equivalent library rank or (ii) senior administrative staff.
2. **Relocation Incentive:** a one-time payment to an Eligible Employee in an amount, as determined by the hiring department, that is up to ten percent (10%) of base salary and not normally to exceed \$12,500. In compliance with Internal Revenue Service regulations, such payments are taxable income and subject to federal, state, and Medicare tax withholding which will be reported on the Eligible Employee's W-2 form as part of total compensation in the year of the payment.

III. POLICY GUIDELINES & PROCEDURES

1. The hiring department is responsible for providing funds for the Relocation Incentive, for completing all necessary personnel forms, for communicating all policies and procedures to the Eligible Employee, and for obtaining a fully executed [Relocation Incentive Agreement](#) in advance of any payment.
2. Relocation Incentives typically will be disbursed with the Eligible Employee's first paycheck following appointment, contingent upon LSUHSC-NO's receipt of all necessary documentation.
3. The Relocation Incentive may be used by the Eligible Employee to pay for relocation expenses of personal property. LSUHSC-NO will provide no other payment or reimbursement for such expenses.
4. Relocation of the Eligible Employee's movable laboratory equipment to the LSUHSC-NO campus is *not* considered a cost to be paid by the Eligible Employee using the Relocation Incentive and will be handled separately by the hiring department as detailed in Section III.7 below.
5. Eligible Employees may, but are not obligated to, use LSUHSC-NO's preferred relocation vendor to move personal property. Vendor contact information will be provided upon request.
6. An Eligible Employee who will receive a Relocation Incentive first must sign a [Relocation Incentive Agreement](#) that stipulates all or part of the Relocation Incentive shall be reimbursed to the LSUHSC-NO hiring department if the Eligible Employee does not continue employment for at least two (2) years, as follows:
 - a. If the Eligible Employee was employed with the hiring department less than one (1) calendar year (or less than one (1) academic year if on an academic appointment), then one hundred percent (100%) of the Relocation Incentive received shall be reimbursed.
 - b. If the Eligible Employee was employed with the hiring department at least one (1) year, but less than two (2) years (or less than two (2) academic years if on an academic appointment), then fifty percent (50%) of the Relocation Incentive received shall be reimbursed.
 - c. Such reimbursements shall be due and payable in accordance with CM-57, Policy for

Recoupment of Overpayments.

- d. Such reimbursements may be waived only in justifiable circumstances and with the advance written approval of the Chancellor and the Vice Chancellor for Administration & Finance (VCAF).
7. Transfer of movable property necessary for scientific / academic employment activities at LSUHSC-NO shall be managed as follows:
 - a. Individuals wishing to relocate laboratory equipment to LSUHSC-NO in conjunction with employment must comply with the applicable movable property transfer and control policies and procedures of the prior institution, particularly if federal funds are involved, and must provide evidence of approval by the prior employer in advance of any such relocation.
 - b. Funds for relocation of laboratory equipment are the responsibility of the LSUHSC-NO hiring department and shall not be deducted from any Relocation Incentive.
 - c. The appropriate LSUHSC-NO department head and dean must approve the relocation of laboratory equipment prior to the initiation of any such move. LSUHSC-NO's preferred moving vendor must be used for all such relocations, and payment to the vendor will be initiated by the hiring department upon receipt of all necessary approvals.
8. Any exceptions to this policy must be approved in advance in writing by the VCAF and the Chancellor, including but not limited to (i) requests for payment of additional Relocation Incentives above the limits specified in this policy or (ii) requests to provide Relocation Incentives to recruit qualified persons other than Eligible Employees to fill positions deemed critical to operations.

IV. REFERENCES

[CM-57 - Policy for Recoupment of Overpayments](#)

[CM-30 – Relocation Incentive Agreement](#)