Employee Relocation Policy

POLICY: Employee Relocation Policy			
POLICY NUMBER:	300.40.01	**CUSTODIAN:**	Human Resources
APV'D DATE:	10/20/20		
EFFECTIVE DATE:	10/20/20	**REVIEW DATE:**	10/2020
REFERENCES:			

Part 1. Policy Background and Purpose.
The intent of this policy is to ensure WETCC's ability to provide the highest quality of education, while at the same time being effective and competitive in the quality of our workforce. WETCC maintains that an effective hiring process helps to facilitate that process and since WETCC is in a rural area, some incentives may be offered to recruit potential employees.

Part 2. Definitions.
Incentive may include:

- **Home Finding.** A trip, including transportation and hotel costs, to the new location to find a future home.
- **Transportation.** WETCC may reimburse travel expenses to employees who must move to their new location via train, automobile, or airplane.
- **Temporary Housing.** The cost of temporary furnished rental housing or a hotel for a certain period.
- **Moving.** The cost of a moving truck and other related expenses may be included.

Part 3. Responsibility.

It is the responsibility of supervising Cabinet Member to ensure incentives are reasonable and budgetary constraints are met.

The President has overall approval of any incentive.

Part 4. Policy.
The College may pay a recruitment incentive to a newly hired employee under the conditions that the College has determined that the employee's position is likely to be difficult to fill in the absence of an incentive.

Only the finalist is eligible for the incentive. Temporary employees are not eligible for the incentive.