



Human Resource Policy Manual

Subject: Relocation Policy

HR Policy: 640

Effective Date: 05/01/05

Revision: 0

Revision Date:

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Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc. reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy defines procedures for authorized relocation costs for current and new hired employees.

2.0 SCOPE

Relocation costs may be paid to employees for internal transfers of more than one hundred (100) miles and eligible new employees at the discretion of management. Relocation can only be offered where relocation is part of an on-going process for carrying out the functions of the program and where funding for relocation is allowable and available. All relocation costs must be approved, in writing, by the appropriate Program Director and the Chief Executive Officer.

3.0 POLICY

3.1 Relocation costs are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period of not less than 12 months) of an existing employee or upon recruitment of a new employee. Relocation costs are allowable, subject to the limitation as described below:

3.1.1 The move is for the benefit of the Texas Migrant Council, Inc. and relocation is part of an on-going process for carrying out the functions of the program and where funding for relocation is allowable and available.

3.1.2 The reimbursement does not exceed the employee's actual (or reasonably estimated) expenses.

3.1.3 The Company is not obligated to reimburse expenses that have not been approved in advance.

3.2 Allowable relocation costs are limited to the following:



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- 3.2.1** Transportation of household goods to include packing, moving, and unpacking.
 - 3.2.2** Relocation of employee and family including:
 - 3.2.2.1** Commercial air transportation at the coach rate, or;
 - 3.2.2.2** Reimbursement for driving, as necessary, and;
 - 3.2.2.3** Actual and reasonable in-transit costs such as hotel accommodations, meals, etc.
 - 3.2.3** House-Hunting Trip: When appropriate, the employee and their spouse, as required, may be reimbursed for travel expenses for one (1) house-hunting trip to the new location to locate a new residence.
 - 3.2.4** Temporary housing expenses: When appropriate, Texas Migrant Council, Inc. may cover the cost of temporary living arrangements for the employee and their family up to thirty (30) days upon arrival at the new location. This may include rent, utilities and telephone charges.
 - 3.3** Relocation payments will not be grossed up for tax purposes.
 - 3.4** Texas Migrant Council, Inc. will require reimbursement of any or all relocation expenses paid should the employee voluntarily terminate within twelve (12) months of their start date at the new location.
 - 3.5** Relocation assistance is not generally available for current employees who successfully bid on an open position.

4.0 INTRA-AGENCY TRANSFER

- 4.1** When transfers occur at the request of Texas Migrant Council, Inc., the program involved will strive, within budgetary limitations, to assure that the employee experiences little or no adverse financial impact.
- 4.2** When a transfer occurs from one program to another within Texas Migrant Council, Inc., every effort will be made to make the transfer equitable in terms of salary and benefits within the limitations of the program budget.
- 4.3** It is not the intent of Texas Migrant Council, Inc. to provide an upgrade in housing (e.g., move from rental to ownership of residence, purchasing of home with substantial



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adjoining land, purchase of multiple unit residence, etc.) for relocating employees.

- 4.4** Employees to be relocated should be made fully aware of the contents of this policy. Any questionable expenses should be resolved with the Fiscal Department before the expense is incurred. Because relocation involves many aspects, any exceptions to this policy requires the prior approval of the Chief Financial Officer and the Chief Executive Officer.