

CALVIN COLLEGE POLICY ON MOVING

Welcome to Calvin!

At Calvin College we recognize the significance inherent in a decision to leave your present job, home, and surroundings in order to become a member of Calvin and the Grand Rapids community. Calvin's goal is to assist you as you make this decision, and to offer the information and support necessary for a successful move of your household belongings and your family.

The Human Resources Office is available to answer any questions you may have regarding the following policy. You can call between 8:00 and 5:00, Monday - Friday, at 616-526-6495 or e-mail to hr@calvin.edu. May God bless you in your move and the time you are to spend at Calvin.

Human Resources Office

I. POLICY

Calvin College will pay the cost of moving household goods for full-time faculty and administrators subject to the limitations described below.

II. SELECTION OF MOVING COMPANY

The Human Resources Office will select the carrier(s) to be used by the college.

III. HOUSEHOLD GOODS SHIPMENT

- A. Only "normal household goods" will be included in the weight limits used to calculate Calvin's payment for transportation costs. The following items are illustrative of those which will be excluded from the weight limits:
- motor driven vehicles, boats, trailers, airplanes
 - pets and/or any other animals
 - plants and firewood
 - building material
 - portable buildings, swimming pools, swings
 - outdoor recreational equipment, e.g. whirlpool tubs, swing sets
 - combustible materials
 - storage
- B. Other items that could be excluded from the category of "normal household goods" are too numerous to anticipate. If an employee wishes to include any items other than "normal household goods" in the eligible weight limit, the request for an exception must be presented in writing (letter, fax, or e-mail) to the

Human Resources Office at least two weeks in advance of the move.

- C. The shipment of household goods will always be scheduled for pickup/delivery during normal business hours to avoid overtime for weekend or holiday loading/unloading. If, at the request of the employee, loading/unloading is scheduled on a weekend or holiday, the resulting overtime costs are the employee's responsibility.
- D. The relocation allowance will cover one loading and one unloading. Extra stops (office, second residence, storage facility, etc.) are the employee's responsibility.

IV. RELOCATION ALLOWANCES

- A. Employees with a regular (tenure-track) faculty appointment receive a relocation allowance that is comprised of
 - a) full transportation costs of all eligible goods, and
 - b) up to \$500 for packing of household goods, packing of special items (grandfather clock, art works, etc.), unpacking, and containers.
- B. Employees with a two-year terminal faculty appointment receive a relocation allowance up to \$1,500. This \$1,500 maximum relocation allowance is comprised of
 - a) half of the transportation costs of all eligible goods, and
 - b) up to \$250 for packing of household goods, packing of special items (grandfather clock, art works, etc.), unpacking, and containers.
- C. Employees with a one-year terminal faculty appointment receive a relocation allowance up to \$1,000. This \$1,000 maximum relocation allowance is comprised of
 - a) half of the transportation costs of all eligible goods, and
 - b) up to \$250 for packing of household goods, packing of special items (grandfather clock, art works, etc.), unpacking, and containers.
- D. Employees with an executive appointment (Grade 11) receive a relocation allowance that is comprised of
 - a) full transportation costs of all eligible goods, and
 - b) full packing of household goods, packing of special items (grandfather clock, art works, etc.), unpacking, and containers.
- E. Employees with an upper-level administrative appointment (Grades 8 - 10) receive a relocation allowance that is comprised of
 - a) full transportation costs of all eligible goods, and
 - b) up to \$500 for packing of household goods, packing of special items (grandfather clock, art works, etc.), unpacking, and containers.

- F. Employees with a middle-level administrative appointment (Grade 6 – 7, exempt) receive a relocation allowance up to \$1,500. This \$1,500 maximum relocation allowance is comprised of
 - a) half of the transportation costs of all eligible goods, and
 - b) up to \$250 for packing of household goods, packing of special items (grandfather clock, art works, etc.), unpacking, and containers.
- G. Resident Directors receive a relocation allowance up to \$1,500. This \$1,500 maximum relocation allowance is comprised of
 - a) the first \$500 of all moving expenses,
 - b) half of the transportation costs of all eligible goods, and
 - c) up to \$250 for packing of household goods, packing of special items (grandfather clock, art works, etc.), unpacking, and containers.
- H. The following expenses are not included in the relocation allowance and are not reimbursed by the college:
 - a) travel costs for the employee and/or family members
 - b) food, lodging, fuel, tolls, and other miscellaneous costs for the employee and/or family members en route to Grand Rapids.

V. PAYMENT

To expedite payment, the moving company will send the billing for the move directly to Human Resources following completion of the move. If necessary, reimbursement by the employee to the college for costs beyond the maximum relocation allowance will take place in the semester following relocation.

VI. SELF MOVE OPTION

Employees may make arrangements to move themselves. The employee will pay all expenses incurred during relocation.

Calvin will reimburse the employee for all relocation expenses incurred during a self-move up to an amount that is the lesser of:

- 1) the maximum relocation allowance that would have been paid by Calvin, or
- 2) the applicable proportion of estimate by the college's moving company for transportation of eligible goods plus the applicable allowance for packing, unpacking, and containers.

Please note: The college's moving company will charge a fee to provide an estimate. In the case of a self move, this fee will be deducted from the applicable allowance (determined from the estimate) for employees receiving the benefit of full transportation

costs for a move. For those employees who would receive a benefit of \$1,500 or \$1,000 maximum relocation allowance, an estimate by the college's moving company is not required to proceed with a self move.

Approved by Cabinet – February 28, 2003
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