

SECTION: Human Resources NUMBER: A-001-01-0011

AREA: General UPDATED: 03/22/2022

SUBJECT: Relocation Expenses REVIEWED: 12/13/2022

I. PURPOSE

In a competitive market, often it may be necessary to negotiate with prospective employees in terms of relocation expenses.

II. POLICY

- A. Relocation expenses for the purpose of employment with Rocky Mountain College are negotiable.
- B. Terms must be clearly identified in the offer letter and communicated to the Human Resource Department prior to any formal offer.
- C. The expenditure policy and expense report must be completed and approved by supervisor, CFO, and Human Resource Department.
- D. Receipts must accompany the expense report and submission completed within the designated time frame per the finance department.
- E. All approved relocation expenses are the responsibility of the hiring department.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department
Finance Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees