

## Removal and Relocation Assistance Policy

<b>Approving authority</b>	Executive Group
<b>Approval date</b>	October 2014
<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Advisory Services</a>   Human Resources   <a href="mailto:hrservices@griffith.edu.au">hrservices@griffith.edu.au</a>
<b>Next scheduled review</b>	2018
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Removal and Relocation Assistance Policy.pdf">http://policies.griffith.edu.au/pdf/Removal and Relocation Assistance Policy.pdf</a>
<b>TRIM document</b>	2014/0003544
<b>Description</b>	This policy is to be used to facilitate the appointment of employees by providing removal and relocation assistance.

### Related documents

[Removal and Relocation Assistance Guidelines](#)

[Travel Policy](#)

[Recruitment and Selection Policy](#)

[Recruitment and Selection Procedures](#)

[\[Scope\]](#) [\[Policy\]](#) [\[Delegated Authorities\]](#)

## 1. SCOPE

New Appointees, who are required to relocate to take up their appointment with the University, may be offered assistance with relocation expenses if they meet the following criteria:

- the appointee has accepted an academic position, or an administrative or technical position at HEW 5 or above; and
- their uplift address is further than 100 km from the University; and
- the appointment is normally for a period greater than two years.

## 2. POLICY

The policy and associated guidelines have been designed to provide guidance on the provision of assistance for the cost of relocation of new appointees. The basis of funding for relocation, incorporating travel, removal and establishment components, should be agreed in writing before the appointment is finalised.

An appointee's relocation needs and the financial assistance provided by the University are considered on an individual basis and will take into account various factors including location and personal circumstances. An appointee is required to disclose whether he/she or their family is in receipt of financial assistance with relocation expenses from any other source.

An option is that a maximum total amount be determined and reimbursement of agreed costs in accord with the guidelines be offered to the appointee to relocate and remove in a manner most suitable to their needs. However, it may be appropriate in some circumstances to specify maximum amounts or specific provisions for individual components of the relocation costs.

The University is not required to fully fund an appointee's relocation, and it may be appropriate in some circumstances to offer a fixed amount of assistance as partial support for an appointee's relocation costs.

This assistance is granted on the terms that, if for any reason other than ill health, the appointee voluntarily terminates service with the University or their employment is terminated by the University for reasons of unsatisfactory work performance or misconduct before completing a term of three (3) years, or the term of their appointment where it is less than 3 years, the appointee will be required to repay a proportion of the assistance granted to the University.

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### **3. DELEGATED AUTHORITIES**

The relevant Senior Officer for approval of the provision of removal and relocation assistance is the delegated officer approving the appointment.