Moving and Relocation Agreement

This is an agreement entered on (DATE)_____for the payment of employee moving and relocation expenses for (NAME)_____who has accepted employment with Virginia Commonwealth University in the Department/Office of_____.

1. In order to assist the Employee with moving and relocation, and as a further inducement to accept employment, the University agrees to reimburse, or pay on behalf of, the Employee for moving and relocation expenses in accordance with Virginia Commonwealth University Moving and Relocation Policy.

2. The University agrees to (check the appropriate boxes):

   ☐ Provide a single amount for any and all moving and relocation expenses (personal reimbursements and university payments to common carrier and/or storage) not to exceed $_____ (*If the amount entered here exceeds $15,000, PLEASE NOTE: Personal reimbursements are limited to $15,000 under ALL circumstances*).

   ☐ To define specific amounts for personal reimbursements and common carrier and/or storage.

   Personal reimbursements are not to exceed $_____ (limited to $15,000).

   For expenses related to common carrier and/or storage, check the appropriate box:

   ☐ The department agrees to reimburse/pay common carrier and/or storage expenses, not to exceed a total of $_____.

   ☐ The department agrees to reimburse/pay common carrier and/or storage expenses in full.

   ☐ Common carrier and/or storage expenses are not authorized to be reimbursed/paid.

3. In consideration of the University's offer to cover moving and relocation expenses, the Employee agrees to remain in the employ of the University for a period of at least one year beginning on _____. For faculty appointed on an academic basis, one year is defined as one regular academic session (Fall and Spring semesters, approximately nine months). For all other annual faculty and employees, one year is defined as twelve months. The Employee also agrees to become familiar with the University's Moving and Relocation Policy and understands that portions of reimbursements and/or payments may be considered taxable income.

4. In the event that the Employee fails to remain in the employ of the University as a full-time employee for the one year period, the employee agrees to repay the University the gross amount of expenses reimbursed, or paid to a third party on behalf of, the Employee, including actual money plus related payroll taxes withheld. The amount to be repaid shall be prorated on a monthly basis such that for each full month during which the Employee remained in the employ of the University, the amount to be repaid shall be reduced by one-twelfth (1/12) of the gross amount reimbursed to, or paid on behalf of, the Employee. The hiring department, in its sole discretion and with the recommendation of the Agency Head, may waive repayment if the Employee is separated for reasons beyond the Employee's control, but termination for standards of conduct violations shall not be deemed to be a reason beyond the Employee's control. Repayment will not be required if termination is at the election of the agency due to unsatisfactory job performance or as a result of a layoff.

In witness to this agreement, the parties execute their acceptance of its terms by affixing their signatures below.

Employee _____ Date_____

Printed Name _____

Authorized Approver _____ Date_____

Printed Name _____