



AP 7410 Relocation Incentive

References:

Adopted: October 31, 2018
Last Revised: August 2019
Last Reviewed: July 2019

The Butte-Glenn Community College District (District) is committed to recruiting and selecting well-qualified individuals to best serve our students, customers and stakeholders. An incentive for relocating is a tool commonly used in the recruitment industry to attract desirable candidates in difficult to recruit positions and increase diversity.

A relocation incentive may be provided to an individual moving more than 80 miles from point of origin to place of residence in Butte or Glenn County using the shortest and most direct commonly traveled route. The amount of the relocation incentive shall not exceed five thousand dollars (\$5,000.00).

Between 0 and 79 miles of Main Campus	\$0
Between 80 and 150 miles of Main Campus	\$1,000
Between 151 and 300 miles of Main Campus	\$2,500
Between 301 and 450 miles of Main Campus	\$4,000
Over 450 miles of Main Campus	\$5,000

Procedures for use of relocation incentive are as follows:

- Human Resources is notified of approved request to recruit. Relocation incentive eligibility may be included in recruitment outreach material.
- The hiring manager may offer a relocation incentive up to the approved amount with Vice President approval.
- The candidate must agree in writing to repay the total amount of the relocation incentive should they voluntarily leave the District within two (2) years of their appointment to the position. Relocation incentive requests will not be processed without a signed Memorandum of Agreement.
- Some or all of the repayment amount may be accomplished through payroll deduction from the employee's final paycheck in accordance with applicable law. The District reserves the right to recover any outstanding amounts under this agreement as provided by law.

Relocation incentive is subject to availability of funds.

Enclosures: Memorandum of Agreement template



BUTTE COLLEGE

Butte College Human Resources
3536 Butte Campus Drive
Oroville, CA 95965

Phone: 530.895.2400
Fax: 530.895.2836

Date: [DATE]

To: [NAME]

From: Chris Little, Executive Director of Human Resources

Re: **Memorandum of Agreement, Relocation Incentive**

Dear Mr. / Ms. [NAME],

Thank you for your interest in working with the Butte-Glenn Community College District. We have agreed to provide you with a relocation incentive to help transition you to work for Butte College in the position of [POSITION] in the amount of [INSERT MONETARY AMOUNT]. This is contingent on the terms and conditions listed below.

This payment is intended to assist you with relocation expenses such as moving costs and expenses incurred in transitioning your residence. **Proof of change of residence (i.e., utility bill, lease agreement) must be submitted with this Memorandum of Agreement.** This incentive pay will be included in a future payroll payment. Please consult your tax or fiscal advisors as you find appropriate.

Memorandum of Agreement

I, [NAME], understand and agree that the District will pay me a relocation incentive of [INSERT MONETARY AMOUNT] to help transition my relocation to the Butte or Glenn County, California area for the position of [POSITION]. I agree that in consideration for the District's payment, I will maintain my employment with the District in good standing for a period of two (2) years from the date on which I started employment with the District.

I agree that should my employment with the District end for any reason during a period of two (2) years from the date I commence employment, other than release from my initial new hire probationary period, I agree to fully and completely reimburse the District for the relocation incentive of [INSERT DOLLAR AMOUNT]. I understand and agree that this Agreement is one-time only and does not constitute a past practice or set precedent.

[NAME]

Date

Chris Little
Executive Director of Human Resources

Date