

HR Services

Employee Handbook



STAFF RELOCATION SCHEME

The following Scheme applies to all newly appointed staff whose contracts of employment are either permanent or on a fixed-term basis of three years or more, who are required to move home to be nearer to their place of work at UEL, within 25 miles of their campus. The need for relocation and its related costs are to be agreed at the appointment stage and such costs are to be met from the budget of the school or service which has the staff vacancy.

A. Staff may apply for reimbursement of some of their relocation costs involved, as follows:

1. We will reimburse up to 100% of the costs of relocation expenses incurred by a newly appointed member of staff, subject to a maximum of either 10% of the staff member's first year of annual salary (or 20% in the case of new appointees to UEL relocating to the UK from abroad), or of £ 8,000 (or £ 16,000 in the case of the appointee relocating from outside the UK; such costs may be taxable), whichever is the lower amount.
2. Reimbursement includes legal fees (if staff member is buying or leasing a home), insurance, interest on bridging loans, removal, storage costs (maximum £ 1000), disconnection and reconnection of gas, electric and phone, rent, and a season ticket whilst travelling from existing property to new accommodation. Stamp duty is not reimbursable.
3. The new appointee needs to send HR Services, within 12 months of starting, three written tenders and we will reimburse the lowest of them, subject to the staff member signing an Agreement to repay the full, or proportionate amount, in the event of their leaving UEL within three years of appointment or the date of the move, whichever is the later (see below).
4. Staff wishing to undertake their own removals, in full or part, should submit a detailed estimate, together with two other tenders.

We do not reimburse the transport costs of the member of staff, family or car. However, for staff relocating from overseas, one airfare (economy class) each for the staff member, spouse and dependents will be reimbursed.

Where staff are moving to the UK from abroad we will reimburse 100% of agreed removal expenses from the UK port of entry to the new home (subject to the maximum stated in

section 1 above). Shipping costs for the transport of goods from overseas are not paid.

5. The scale of repayment for all expenses will be according to the following schedule:

- Staff member leaves UEL's employment within one year of the move = full reimbursement
- Staff member leaves UEL's employment within two years of the move = 50% reimbursement

6. Payments will not be made where any other party has/is claiming reimbursement from UEL of legal and/or removal expenses in respect of the same move. Staff will be asked to sign a declaration to that effect.

B. Absence from work

One day's paid leave of absence will be granted on application for the purpose of moving home.

C. Applying for reimbursement of relocation expenses

Applications for the reimbursement of legal and/or removal expenses should be made in writing to the relevant HR Manager, enclosing by the relevant documentary evidence (removal tenders, solicitors'/building society receipts etc).
