

RELOCATION ENTITLEMENT PROCEDURE



CONTENTS

1	PURPOSE	1
2	SCOPE	1
3	PROCEDURE	1
	Eligibility	1
	Relocation provisions	2
	Concurrent appointments	3
	Exceptional circumstances	3
	Time limit to claim for reimbursement	3
	Settling-in allowance	3
	Repayment to the University	3
4	RESPONSIBILITIES	4
	Compliance, monitoring and review	4
	Reporting	4
	Records management	4
5	DEFINITIONS	4
	Terms and definitions	4
6	RELATED LEGISLATION AND DOCUMENTS	5
7	FEEDBACK	5
8	APPROVAL AND REVIEW DETAILS	5

1 PURPOSE

- 1.1 This procedure outlines financial assistance available to eligible employees required to relocate from their place of residence to the relevant CQUniversity Campus. This financial assistance does not include any costs of return to the employee's original location.

2 SCOPE

- 2.1 This procedure applies to the appointment of employees at CQUniversity.

3 PROCEDURE

Eligibility

- 3.1 The following positions are eligible for relocation provisions:
- University Executive
 - senior staff employees
 - professional employee appointments at HEW Level 7 and above
 - academic appointments, and
 - vocational education and training (VET) appointments
- 3.2 Relocation provisions will be provided:
- when a new continuing or fixed-term employee with an appointment of three years or greater is appointed

- when a new continuing or fixed-term employee with an appointment of at least one year, but less than three years duration is appointed (Note: in these situations the University will pay for applicants travel (direct economy airfare, or reimburse use of own vehicle) as per the 'Relocations Provisions' table 'Travel' section; however only a pro-rata amount specified under the 'Relocation of personal and household effects' section will be provided); this will be calculated as:

$$\frac{\text{Maximum entitlement}}{\text{Number of days in 3 years (1095)}} \times \text{Length of contract (in days), or}$$

- when an existing continuing or fixed-term employee is appointed to a position of three years or greater via an internal recruitment process and the employee is required to relocate from their place of residence to another University location. In exceptional circumstances, a justification may be provided to the relevant University Executive or nominee to approve relocation assistance if the position is fixed term, less than three years.

Relocation provisions

Domestic relocation provisions

Travel	
All appointments	<p>Direct economy one-way air fares for employee, partner and dependant(s) (to be arranged through CQUniversity's Travel Company Travel Crew - domestictravel@cqu.edu.au) (Paid by the University)</p> <p>or</p> <p>Reimbursement for the shortest route using employee's own vehicle. (Reimbursement for the use of a private vehicle will be calculated, according to the RACQ Distance Calculator, at the rates outlined on the Australian Tax Office website. The amount will not exceed the equivalent one-way economy airfare up to the maximum of \$500. The amount may be claimed by providing a signed Relocation Transportation Declaration Form to People and Culture Directorate. (Paid upfront by the employee)</p> <p>Where the trip is longer than 700 km, overnight accommodation up to \$200 per night may be reimbursed on presentation of original receipts to allow for a break in the journey (one night per 700km). This provision does not cover accommodation at the final destination as a settling-in allowance will cover such expenses. (Paid upfront by the employee)</p>
Relocation of personal and household effects including one motor vehicle*	
University Executive	Up to a maximum of \$15,000 inclusive of GST
Senior staff employees	Up to a maximum of \$10,000 inclusive of GST
Other eligible employees	<p>Up to a maximum of \$5000 inclusive of GST if campus location is situated in the same State/Territory as the primary place of residence of the employee.</p> <p>Up to a maximum of \$7,000 inclusive of GST if campus Location is situated in a different State/Territory as the primary place of residence of the employee.</p>

International relocation provisions

Travel	
All appointments	Economy one-way air fares for employee, partner and dependent children, plus necessary accommodation (e.g. stop-over accommodation required as part of international travel), to be arranged through CQUniversity's Travel company Travel Crew - internationaltravel@cqu.edu.au . (Paid by the University)
Relocation of personal and household effects including one motor vehicle*	
University Executive	Up to a maximum of \$20,000 inclusive of GST
Senior staff employees	Up to a maximum of \$15,000 inclusive of GST
Other eligible employees	Up to a maximum of \$10,000 inclusive of GST

*Refer to clause 3.4 and 3.5 for payment details.

Note: The above maximum allowances are a contribution towards the total cost of removal and do not necessarily cover all direct or indirect costs. If costs are less than the maximum amount, the balance is not regarded as a credit to the appointee.

- 3.4 To be considered for assistance towards removal expenses, employees must provide three written quotes for removal of personal and household effects on a door-to-door basis. Written quotes must be received by the People and Culture Directorate far enough in advance to allow for consideration and approval of the preferred quote. Upon receiving advice of the approved quote, the employee is responsible for organising the removal with that company. Quotes should include insurance costs and normally the lowest quote will be approved by the University.
- 3.5 The University will organise payment of the approved quote, up to the maximum allowance outlined in the 'Relocation Provisions' table (taking into consideration eligibility outlined in clause 3.2). Any amounts exceeding the maximum allowance will be payable by the employee directly to the engaged removal company. In these situations, the employee is responsible for organising the split payment portion. If adequate time is not permitted for the People and Culture Directorate to review and process three quotes (normally 3-4 weeks), the employee will be responsible for an upfront payment to the University approved removal company and the University will reimburse up to the maximum allowance outlined in the 'Relocations Provisions' table.
- 3.6 Partners and/or dependants of the employee who do not accompany and travel with the employee, retain the entitlement to air or road travel (equivalent to a one-way economy airfare up to the maximum of \$500) for up to six months from the date of the employee's travel. In these circumstances, the employee will pay upfront and apply for a reimbursement directly with the People and Culture Directorate.

Concurrent appointments

- 3.7 Where the University appoints partners within six months of each other they shall be treated as separate individuals for the purpose of travel and settling-in allowance. Transfer of effects for the household and travel in respect to dependent children will only be claimable by one of the employees.

Exceptional circumstances

- 3.8 The Relocation Provisions table above outlines the maximum entitlements that will be applied. However, a higher amount may be warranted for appointments to hard-to-recruit positions, or in exceptional circumstances for a particular applicant (e.g. for an appointee who believes that their particular circumstance would cause them to be seriously disadvantaged by the limits imposed). Final approval for an increased amount will rest with the relevant University Executive or nominee.
- 3.9 Requests of financial assistance outside the provisions of this procedure must be forwarded to the relevant University Executive or nominee prior to the commencement date and arranged by the relevant work area with advice provided to the People and Culture Directorate (pac@cqu.edu.au) for retention on the employees' file.

Time limit to claim for reimbursement

- 3.10 An employee has a maximum period of 12 months from the date of appointment to claim for relocation expenses.

Settling-in allowance

- 3.11 The University will provide a one off payment of \$1,000 to eligible employees to assist with settling in expenses. It will be paid as a taxable allowance via salaries within the first month of employment.

Repayment to the University

- 3.12 A minimum service period applies; this is the lesser of either three years of effective service to the University, or the period of the appointment specified in the contract of employment. If an employee resigns before

completing the minimum service period, the employee will repay to the University a proportionate amount of the relocation expenses paid by the University.

- 3.13 The amount to be repaid to the University by the employee will include travel and removal costs, and will be calculated as follows:

$$\frac{(1095 \text{ days} - \text{days worked}) \times \text{Expenses Paid}}{1095 \text{ days}}$$

- 3.14 The University will consider an application to waive some or all of the repayment on compassionate grounds, where the employee has clearly demonstrated that pressing personal circumstances require early termination of employment. Such grounds will not include seeking or taking up employment elsewhere. Only the relevant University Executive has the authority to waive the repayment.
- 3.15 If an employee is terminated by the University within the above timeframe due to redundancy or other reasons not related to serious misconduct, the University will not seek reimbursement.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director, People and Culture is responsible for monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Dependant: the employee's partner and/or child (under 18, or under 21 if a full time student) and/or any other person approved by the University who lives with the employee and who is fully or substantially dependent on the employee, and who travels to the University location either with the employee, or within six months of the employee's relocation.

Personal and household effects: possessions of the employee and dependants, which require removal because they are necessary to re-establish a household. The University does not include under this definition: air or water craft of any kind, caravans, trailers, weapons, hazardous substances, dangerous goods, animals, plants, livestock, musical instruments, valuable works of art, sculptures, installations, collections (e.g. coins, stamps, clocks, ephemera) or items associated with the employee's private business activities.

Place of residence: the employee's place of permanent residence, unless otherwise determined by the Director, People and Culture or nominee.

Senior employees: employees appointed on a senior management contract.

University Executive: Vice-Chancellor and President, Provost or Deputy Vice-Chancellor.

6 RELATED LEGISLATION AND DOCUMENTS

[Recruitment and Selection Procedure](#)

Relocation Transportation Declaration Form

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee.
Administrator	Director, People and Culture
Next Review Date	06/02/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 15/01/2007
Amendment Authority and Date	Vice-Chancellor and President 27/02/2008; Director, People and Culture 04/03/2008; Executive Director (Corporate Services) 08/01/2009; Vice-Chancellor and President 03/09/2012; Minor Amendments Director, People and Culture 31/01/2013; Vice-Chancellor and President 10/02/2016; Vice-Chancellor and President 6/02/2019; Minor Amendments Approved – Director, People and Culture 15/03/2019.
Notes	