

## Lakeland Community College

POLICY TITLE:	NEW EMPLOYEE RELOCATION EXPENSE
POLICY NO:	3354-2-20-04
ORIGINALLY APPROVED DATE:	07/07/94
REVISED DATE:	08/22/25
EFFECTIVE DATE:	08/22/25
NEXT REVIEW DATE:	08/2030
RELATED PROCEDURE:	HR20-04
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies only to new full-time, part-time, and partial year administrators and supervisory/professionals and new full-time faculty employees.

### A. Conditions for Reimbursement of Relocation Expense

1. Approved in advance by the President or his/her designee, or in the case of the President, by the Chair of the Board of Trustees.
2. Excludes expenses incurred in the course of purchasing a home and/or renting temporary accommodations.
3. Applicable to newly-hired administrators, supervisory/professionals, and faculty relocating from outside the greater Cleveland metropolitan area.
4. Reimbursement will be in accordance with the following schedule:
  - a. President - full cost of move.
  - b. Administrators, supervisory/professionals, and faculty - not to exceed ten percent of starting annual salary.