

XXXI. RELOCATION POLICY

A. RELOCATION POLICY

1. Subject to certain limitations and conditions, generally, full-time employees recruited from or transferred to locations beyond a 50-mile radius of the Center may be eligible to receive one-way travel and limited relocation assistance for the employee and his/her immediate household members. Relocation assistance is not permitted for terms of employment less than one year.
 - a. "Immediate household members" are limited to individuals who would be considered an immediate family member and/or those in a relation equivalent thereto, and who share a household with the relocating employee. Eligibility for relocation of immediate household members is at the discretion of AURA and may be limited by immigration regulations. Some aspects of the relocation may be taxable. Please check with your personal tax advisor for more information.
 - b. Pets are not considered part of the household and the employee will be solely responsible for all expenses and arrangements associated with the relocation of his/her pet(s).
2. Each Center is responsible for determining the method of providing relocation assistance. Assistance may be provided either by Center-arranged relocation services or by designating a limited lump sum amount to cover these relocation services. Relocation assistance is intended to provide reasonable assistance with expenses to reduce hardships encountered when employees are moved from one location to another. The assistance is not intended to, nor can it, cover all expenses an employee may incur when relocating for employment purposes. Expenses eligible for relocation assistance will be determined by each AURA Center pursuant to regulation and contract provisions.
 - a. All costs associated with relocations must be incurred within six (6) months of the employee's start date or date of transfer. All receipts must be submitted within 60 days of the physical move in order to be eligible for reimbursement. Exceptions require the approval of the Center Director, or designee. The employee will be reimbursed reasonable and actual expenses for lodgings, meals and incidental expenses in accord with Section B, Article XIX paragraph B.4.
 - b. When authorized by the Center Director a relocated employee may receive, separate from other relocation assistance, a lump sum Relocation Payment (RP) subject to any applicable taxes for incidental expenses at the time of the move. This payment is not to be viewed as a benefit to which employees with similar duties and qualifications are entitled and the payment shall not exceed the equivalent of one month of the employee's annual basic pay. The payment is not considered part of the rate of basic pay for any purpose.

3. Relocating individuals will be entitled to shipment of limited household goods from one location to the point of destination. In addition, AURA may pay for movement of authorized household goods into and out of a warehouse and for up to 30 days in transit storage. Insurance on household goods shipments may be provided in the base moving rate. If insurance is not provided in the base moving rate, any insurance desired by the employee must be purchased at the employee's expense.
 - a. AURA reserves the right to refuse to pay for the shipment of items not usually considered part of household effects. An individual relocating should clear all expenses with the Human Resources representative at the appropriate AURA Center before incurring the costs to avoid the risk of an expense being determined as ineligible under the program.
4. A new or transferred employee for whom AURA is paying relocation expenses must agree to reimburse AURA for all relocation-related expenses, including any relocation payment (if applicable), if the employee terminates or is terminated within one year from the date of hire or transfer. That reimbursement is due at the time of termination.
5. Exceptions to this policy may be made by the AURA Center Director.
6. Moves to and from Chile are covered by the Unique Policies and Procedures Chile document, Section B., XXIII.