


Name of Policy: Relocation allowance for new employees Policy Number: 3364-25-19 Approving Officer: President Responsible Agent: Executive Vice President for Finance and Administration Scope: All University of Toledo Campuses		 Effective date: February 7, 2025 Original effective date: September 14, 2009	
Keywords: Moving expenses, relocation, temporary housing, stipend, contract, employment offer			
	New policy		Minor/technical revision of existing policy
X	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

To remain competitive and attract talent to the organization, the university of Toledo may provide funds to assist new employees with the cost of relocation, including moving company costs, transportation and temporary housing.

(B) Purpose of policy

This policy sets forth the procedure for payment of new employee relocation expenses. By establishing an agreed-upon amount upfront, the organizational unit will maintain budgetary control of the expense. The intent of this policy is for the relocation of employees' household items. This policy is not intended for the relocation of lab equipment or start-up expenses.

(C) Guidelines

Full-time faculty and professional administrative staff, including coaches, are eligible for this stipend. IRS guidelines require that the distance between the old home and the new place of work be at least fifty miles greater than the distance

between the old home and the old place of work. If the distance test is not met, then approval will not be granted.

The payment amount for full-time faculty and professional staff should not exceed eight thousand five hundred dollars (\$8,500.00) and should be negotiated with the employee during the hiring process. The agreed-upon amount should take into consideration budgetary and market conditions. The negotiated amount must be included in the employee's offer of employment.

In special cases, the provost, or a vice president, may grant monetary exceptions to this policy. Such exceptions will be in writing to human resources prior to employee's start date. The president will approve all relocation stipends for members of the senior leadership team.

At the time this policy goes into effect, relocation stipends are taxable as ordinary income and will be reported on the employee's W-2. The employee will receive the payment in their paycheck. Applicable federal, state and local taxes will be withheld from this stipend payment. Grossing up the stipend to cover taxes is strictly prohibited. Determinations regarding how relocation stipends are treated for tax purposes will be made in accordance with applicable federal, state and local tax laws.

<p>Approved by:</p> <p><i>/s/</i></p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p>Date: February 7, 2025</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • Chief Human Resources Officer • Executive Vice President for Finance and Administration and CFO 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Original effective date: <i>September 14, 2009</i></p> <p>Review/revision date: <i>February 12, 2013</i> <i>June 16, 2017</i> <i>May 9, 2019</i> <i>December 21, 2022</i> <i>February 7, 2025</i></p> <p>Next review date: <i>February 7, 2028</i></p>
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