

Moving Allowance

The District may reimburse employee moving expenses as part of an offer of employment to any newly hired administrator. Such reimbursement shall be subject to the following conditions:

- Offer must be approved by the President or appropriate Vice President of the candidate for hire.
- Candidate must be a newly hired administrator and must be a new hire of the College. Employees transferring from other College employee groups are not eligible.
- Move must be into the Community College District of Monroe County, Michigan.
- Move must be for a distance of greater than fifty (50) miles.
- Move must take place within the administrator's first year of employment with the College.
- Reimbursement may be for up to one-half (1/2) of the moving expenses, to a maximum of \$2,000.
- All reimbursements are subject to IRS requirements and regulations.
- All reimbursement requests must be approved by the Vice President of Administration or his/her designee.