

## EXTENSION RELOCATION POLICY

If relocation expenses are authorized, a State of Washington authorized mover will be assigned by the Office of Procurement in Olympia. Do not initiate your own move.

### Hiring New Personnel:

Administrative and Professional:

Relocation expenses are not normally paid for administrative and professional employees. A department or district may authorize moving expenses following state guidelines. CAHNRS administration will *not* reimburse departments for these relocation expenses.

Faculty:

CAHNRS policy on relocation expenses for non-tenure track faculty is the same as for A/P... administration does not reimburse departments for relocation expenses. WSU Extension does pay, from district budgets, the following relocation expenses of household goods and professional materials for any new WSU county-based faculty, *not to exceed one month's salary*.

*Authorized expenses:*

Any of the following totaling no more than one month's salary.

- Total weight of household goods not to exceed 15,000 pounds
- Pickup from two locations within 30 miles of each other and drop off to two locations within 30 miles of each other
- Insurance up to \$75,000 of valuation (Excess can be obtained at employee expense.)
- Packing and unpacking
- Storage up to 60 days
- Mileage for driving up to 2 personal vehicles at the current state mileage rate.
- Lodging while employee is moving

*Unauthorized expenses:*

- Meals
- Vehicle towing
- Any items not specifically included above

### Internal Transfer:

When a position is filled by an internal transfer, the candidate selected for the internal transfer will receive moving expenses in accordance with the above policy. If a transfer of location is agreed upon for the convenience of the faculty member and not at the request of the organization, relocation expenses are not paid by Extension.