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**Policy Approver:** Executive Director, Human Resources

**Policy Steward:** Director, Hr Specialist Services

## Relocation Policy (MPF1126)

### RELEVANT LEGISLATION

- [Equal Opportunity Act 2010 \(Vic\)](#)
- [Fair Work Act 2009 \(Cth\)](#)
- [Migration Act 1958 \(Cth\)](#)
- [University of Melbourne Act 2009 \(Vic\)](#)

### SCOPE

This policy applies to hiring of new and existing University staff who need to relocate from their primary place of residence in order to take up an academic or professional position at the University and to whom the University offers relocation assistance.

### POLICY

#### 1. Purpose of relocation assistance

1.1. The University may offer relocation assistance to eligible individuals for the following purposes:

- to attract and retain high calibre staff from within and external to the University
- to ensure that relocation can occur quickly and seamlessly for the employee and their family
- to ensure that relocation costs are met and that the employee is appropriately compensated for these costs, without being financially advantaged or disadvantaged.

#### 2. Eligibility for relocation assistance

2.1. The University may offer relocation assistance to new or existing staff who meet all of the following criteria:

- the individual has been offered an academic or professional role at the University with an appointment duration of two years or more
- the role that the individual has been offered at the University is based in a location that is outside a 100 kilometre radius of their primary place of residence.

2.2. The University is not obligated to provide relocation assistance to individuals who meet the criteria outlined in section 2.1. Heads of budget divisions will determine which individuals are offered relocation assistance at their own discretion.

2.3. The University will not offer relocation assistance to individuals who have a partner who is currently in receipt of an offer of employment with the University that includes provisions for relocation assistance, unless the relevant faculty/graduate school/division cost centres agree to split the relocation costs in accordance with section 7.2 of the [Relocation Procedure](#) .

### **3. Types of relocation assistance**

3.1. The University may offer the following types of relocation assistance:

- a. travel expenses - costs associated with the staff member and their family travelling from the existing location to the new location
- b. reimbursable relocation expenses - costs that will be reimbursed by the University to the agreed maximum level, upon presentation of tax invoices within 12 months of appointment
- c. relocation incidental allowance - a one-off payment equivalent to the staff member's gross fortnightly salary to cover incidental expenses incurred as a result of relocating
- d. settlement and orientation services provided by an approved relocation provider
- e. international relocation support - costs associated with relocation from overseas, e.g. visa application support, tax advice.

3.2. In addition to the provisions outlined in section 3.1, the University may also allow the employee to take reasonable time off work to source permanent accommodation at their new location and for the packing and unpacking of household effects.

3.3. The department hiring the employee must specify details of the relocation assistance being offered in the employment contract. The University is not obligated to provide any relocation assistance other than that specified in the employment contract.

### **4. Repatriation**

4.1. The University will not provide repatriation assistance in offers of employment to international candidates, except in circumstances outlined in sections 2.2 and 2.3 of the [Relocation Procedure](#) .

### **5. Recovery of relocation assistance for early terminating employees**

5.1. An employee who has been provided relocation assistance by the University and who resigns within 2 years of being appointed to the University must repay all or part of the money provided by the University for relocation in accordance with the formula outlined in the [Relocation Procedure](#) .

5.2. In exceptional circumstances, heads of budget divisions, in consultation with the Provost, may approve waivers to the requirement to repay relocation assistance money provided by the University.

## **RELATED DOCUMENTS**

- [Human Resources website](#)
- [Finance & Planning Group Relocation Expenditure website](#)
- [Placement, Redeployment and Redundancy Arrangements Procedure - Professional Staff](#)
- [Probation and Confirmation Procedure](#)
- [Recruitment, Selection and Appointment Procedure](#)
- [Relocation Procedure](#)
- [Staff Induction Procedure](#)
- [Transfer, Secondment and Exchange Procedure](#)

- [University of Melbourne Collective Agreement 2010](#)

## DEFINITIONS

Term	Definition
family	Includes the employee's partner and any dependent children under the age of 18 years or 25 years if a full-time student at a secondary or tertiary institution.
partner	The employee's recognised spouse, de facto or same sex partner.

## RESPONSIBLE OFFICER

The Executive Director, Human Resources is responsible for the development, compliance monitoring and review of this policy and any associated guidelines.

## IMPLEMENTATION OFFICER

The Director, HR Specialist Services, Human Resources is responsible for the promulgation and implementation of this policy in accordance with the scope outlined above. Enquiries about interpretation of this policy should be directed to the implementation officer.

## REVIEW

This policy is to be reviewed by 30 November 2014.

## VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice-Principal	10 Sep 2013	10 Sep 2013	N/A
2	Vice-Principal Administration & Finance	21 May 2015	4 Jan 2016	Fix broken links in Related Documents section.