

MOVING AND RELOCATION AGREEMENT



Instructions

This agreement must be signed and returned to the Dean PRIOR to incurring house hunting expenses, contracting with common carrier, or renting a moving vehicle. (Return to your appropriate Dean at 1301 College Ave in Fredericksburg, VA 22401.) The Moving and Relocation policy and detailed information can be found online at <http://adminfinance.umw.edu/ap/moving-and-relocation/>. All fields (except Dean's signature & date) should be completed before mailing this form to the employee for their signature and date. **Note: Do NOT alter the wording on this agreement without first contacting the AP Manager at 654-1226.**

Agreement

This is an agreement entered on _____ for the payment of employee Moving and Relocation expenses of _____ who has accepted employment in the department of _____ with the University of Mary Washington.

1. In order to assist the Employee in meeting the extraordinary expenses of moving and relocation and as a further inducement to accept employment, the University of Mary Washington agrees to pay qualified moving and relocation expenses in accordance with the Commonwealth of Virginia Moving and Relocation Regulations issued by the Office of the Comptroller (CAPP manual topic 20345) in effect on the date of this agreement.
2. In consideration of the University's offer to pay these expenses, the employee agrees to remain in the employ of the University for a period of twelve (12) months beginning _____.
3. The Employee further agrees that in the event the Employee does not remain in the employ of the University as a full-time employee for a full twelve month period, the Employee will repay to the University a prorated amount of the gross reimbursement for moving and relocation expenses, including actual money plus related payroll taxes withheld by the University, whether received directly by the Employee or paid to third parties on the Employee's behalf. The amount to be repaid shall be prorated on a monthly basis such that for each full month during which the Employee remained in the employ of the University, the amount to be repaid shall be reduced by one-twelfth (1/12) of the gross reimbursement. The University, in its sole discretion and with the recommendation of the Agency Head (UMW President), MAY WAIVE REPAYMENT if the Employee is separated for reasons beyond the Employee's control, but termination for standards of conduct violations shall not be deemed to be a reason beyond the Employee's control. Repayment will NOT be required if termination at the election of the agency is due to unsatisfactory job performance or as a result of a layoff.
4. This agreement is for a moving allowance in the amount of _____ (this amount CANNOT exceed the state's maximum allowable amount stated in [CAPP section 20345](#)). This agreement will remain effective for one (1) year from the official start date shown in #2 above. It will become null and void after that time period.

Authorization and Funding

In witness to this agreement, the parties execute their acceptance of its terms by affixing their signatures below.

Employee Date

UMW President (or Dean) Date

Provide the FOAP that is funding moving and relocation expenses:

FUND	ORG	ACCOUNT	PROGRAM