

XXXI. RELOCATION

POLICY

Newly hired or existing full-time employees relocated from or transferred to locations beyond a 50 mile radius of an AURA operating site for work assignments of not less than twelve months may be eligible to receive reimbursement or direct payment for certain actual (or reasonably estimated) relocation costs as specified below. This reimbursement and/or payment is subject to the allowable costs provisions and requirements contained in 2 CFR 200 et seq. "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (hereinafter "Uniform Guidance") as well as AURA policies and procedures for reimbursement of travel expenses, as applicable and certain limitations and conditions set forth herein.

A. General Relocation Expenses – Newly Hired or Existing Full-time Employees

1. Newly hired or existing full-time employees may be eligible for reimbursement and/or payment for the following relocation costs:
 - (a) The costs of one-way transportation of the employee, his/her immediate household members and his/her household and personal effects to the new location.
 - i. For purposes of this policy, the term, "immediate household members," is defined to include: individuals who would be considered an immediate (spouse/partner/fiancée, children, parents/in-law) family member and/or those in a relation equivalent thereto, and who share a household with the relocating employee.
 - ii. Eligibility for relocation of immediate household members is at the discretion of AURA and may be limited by immigration regulations.
 - (b) The costs of finding a new home, such as advance trips (not to exceed 2 trips) by the employee and spouse to locate living quarters.
 - (c) The costs associated with temporary lodging during the relocation period not to exceed 30 calendar days. Days used for advance trips to locate living quarters are counted toward the maximum 30 calendar day allowance for temporary lodging during the relocation period—as are any temporary lodging days immediately following arrival at the new location.
 - (d) The cost of lodging (based on AURA Travel Policy) during the one-way trip from employee's originating location to the employee's new work location.
 - (e) The Federal per diem cost of meals and incidentals (i) for employee and spouse during advance trips by employee and spouse to locate living quarters and (ii) for the employee and employee's immediate household members during the one-way trip from the employee's originating location to the employee's new work location. Employees who use the temporary lodging benefit during the relocation, but after arriving at the new location, shall be responsible for the costs of all meals and incidentals.

- (f) The costs of transportation of the employee's "household and personal effects" from the employee's originating location to the new location, as limited to the costs specified in the applicable AURA Site Relocation Procedures.
- (g) AURA may directly pay or reimburse the employee for the movement of authorized household goods and personal effects into and out of a warehouse and for up to 30 days of "in transit" storage.

B. Miscellaneous Expense Reimbursement

- 1. Existing employees being relocated will be eligible for an additional expense reimbursement of up to \$3,000 to help defray additional costs associated with relocation that are not otherwise reimbursed. This reimbursement must be for allowable expenses incurred as per Uniform Guidance §200.464(b), as may be amended from time to time, and expenses must be substantiated by valid receipts and/or documentation.
- 2. New employees incurring additional allowable expenses covered by Uniform Guidance §200 464 (b) such as, brokerage and legal fees and costs of continued ownership or lease cancellation, may only be reimbursed for such costs (using unencumbered funds) on an "exception basis" upon approval by the Center/Site Director and the AURA CFO. Any approved costs must be substantiated by valid receipts and/or documentation.

C. Administrative Requirements, Taxation, Interpretation, Limitations.

- 1. AURA, in its sole discretion, shall determine which of the foregoing expenses it will reimburse the employee for or pay directly. AURA's interpretation of the "Uniform Guidance" located at 2 C.F.R. 200 et seq., as amended, and this policy shall control and govern its application to employees.
- 2. The appropriate Human Resources Representative(s) will administer the relocation benefits an employee will receive within the guidelines of this policy and, subject to the applicable AURA Site Relocation Procedures. Exceptions to the standard relocation procedures will require the approval of the Center/Site Director and the AURA CFO.
- 3. Any exceptions to this Relocation Policy require the approval of the Center Director (or designee) and the AURA CFO.
- 4. All costs associated with relocations must be incurred within six (6) months of the employee's start date or date of transfer. All receipts must be submitted within 60 days of the physical move in order to be eligible for reimbursement.
- 5. Employees are responsible for applicable individual taxes in effect at the time of the relocation. Refer to the Relocation Procedures for NSF funded sites or the Relocation Procedures for the NASA funded site, as appropriate, for further detail on how direct payments and reimbursements are handled.
- 6. (i) As a condition of receiving reimbursement or direct payment of relocation expenses, if within one year from the date of hire or transfer, a new or transferred employee terminates their employment or the employee is terminated for cause, they will be responsible to reimburse AURA for all relocation related expenses paid for or reimbursed by AURA; such reimbursement is due and payable at the time of

termination. Prior to receiving any relocation assistance, the employee will be required to sign a relocation agreement specifying the terms and conditions of their relocation and acknowledging and agreeing to the foregoing conditions.

(ii) In addition to the “payback” provisions of the relocation agreement, if applicable state law permits an employer to set-off amounts owed to the employer by the employee against salary and wages and other amounts owed to the employee, including but not limited to payment for approved, accrued and unused vacation time, AURA may, subject to the requirements of federal, state and local law, deduct such relocation expenses paid from all such compensation due to the employee at the time of termination.

(iii) If relocation expenses are not paid in full upon termination, AURA may commence legal proceedings as necessary to collect any unpaid sums owed to AURA.

7. Moves to (and returning from) Chile are covered by the XXIII “Unique Policies and Procedures Chile” Policy which can be found in the AURA Policies, Section B Personnel Policies and Procedures or accessed at the following link:
[https://policies.aura-astronomy.org/B/B23\)%20B-XXIII%20Unique%20Policies%20and%20Procedures%20\(Chile\).pdf](https://policies.aura-astronomy.org/B/B23)%20B-XXIII%20Unique%20Policies%20and%20Procedures%20(Chile).pdf)
8. Pets, other than service animals, are not considered part of the household and the employee will be solely responsible for all expenses and arrangements associated with the relocation of his/her pet(s). A “service animal” is defined as per the Americans with Disabilities Act (ADA) and associated ADA regulations. Employees wishing to have the costs of moving a service animal paid for by AURA will need to contact Human Resources to confirm that the animal is required because of a disability and to describe the task(s) the animal has been trained to perform.
9. AURA reserves the right to refuse to pay for the shipment of items not usually considered part of household goods and personal effects. AURA shall not be responsible for breakage, loss or damage to employee’s household goods and personal effects.

Policy Title and Number: XXXI Relocation

Name of Policy Owner: AURA Human Resources (which includes STScI HR)

Policy History: Last version February 2016

Policy Approved By: AURA Regulatory Compliance Policy Committee (July 17, 2019) and AURA Board of Directors (October 17, 2019)

Date Policy Approved: October 17, 2019

Effective Date of Policy: October 17, 2019

Description of Revisions: Policy has been completely rewritten.

Version # of Policy: 2.0

Next Scheduled Review Date: Five years from approval date or earlier, if there are changes in the law or policy requirements

