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**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: RELOCATION ASSISTANCE ALLOWANCE

Code: CC2102

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Policy Reference: N/A

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Milwaukee Area Technical College shall provide reimbursement of up to \$5,000 for moving expenses when a new employee must change his or her permanent, primary residence as a result of accepting employment at the college. The move must be 100 miles or greater between the old primary residence and the new MATC work site.

Subject to the approval of the president, moving expense reimbursement may be granted to new employees hired for executive-level positions (executive level positions include Associate Dean/Director, Salary Grade 915, Pay Band 5 and higher).

The reimbursement is provided to cover a portion or all of the cost of the move of normal household goods from the primary residence up to a maximum of 10,000 pounds or 4,000 miles whichever is less. The allowance will not cover the cost of moving special items including, but not limited to, automobiles, boats, swimming pools, animals, trailers, firewood, building materials, playhouses, plants, etc., nor the labor for removing or cleaning carpet or draperies. Charges for disassembly and/or packing of complex items such as pool tables, gymnasium equipment, electronics, or antennas are also not reimbursable.

The Associate Vice President, Human Resources/Labor Relations is responsible for determining reimbursement eligibility and approval of final cost estimates before any arrangements or commitments are made.

Procedure

The Associate Vice President, Human Resources/Labor Relations shall inform the new employee whether their moving expenses will be approved and advise them of the conditions and limitations related to relocation expense reimbursements.

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Approving Authority:

Vivian Joyner, Associate Vice President  
Human Resources and Labor Relations

Date: 9/7/01

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## Procedure (cont'd.)

The new employee must contact the Manager, Purchasing and Receiving at 414-297-6641, who will coordinate contacts with the moving companies that have been approved through MATC's procurement process. Use of local moving companies is allowed only if approved by MATC Purchasing. Estimates must be based on a thorough examination of possessions so that items will not be added or removed after it is submitted. The estimates must include the following:

1. Mileage to destination.
2. Rate per 100 lbs. to destination.
3. Total estimated net weight of load.
4. Insurance charge (declared value and rate).
5. Total estimated cost of move.

The two written estimates must be sent to the Associate Vice President, Human Resources/Labor Relations accompanied by a letter indicating when the goods will be turned over to the movers and will arrive at the new destination. Human Resources will review the estimates, authorize the moving agent, and notify the new employee.

Upon completion of the move, the new employee must submit the moving agent's invoice to Human Resources. Human Resources will initiate a "Request for Check" and forward it along with the invoice for necessary approvals and payment.

Office of Responsibility: Human Resources