



## **RELOCATION INCENTIVES**

**Scope:** All campuses served by Louisiana State University (LSU) Finance and Administration

**Effective:** February 1, 2021. This FASOP supersedes and replaces all prior versions of the relocation incentive policy and replaces FASOP AS-01. Reimbursements to third party vendors for moving expenses will no longer be processed through LSU. The employee will receive a one-time relocation incentive payment through LSU for which they may use to pay for moving related expenses directly. Individuals offered or hired with a relocation incentive or reimbursement agreement prior to February 1, 2021, shall be grandfathered under the provisions of their offer.

**Provisions:**

- I. Eligibility:** Offers to permanent, full-time employees (75% effort or more) are eligible to be considered for relocation incentives.
  
- II. Amount:** Funds for relocation incentives are the responsibility of the hiring department. The Dean or Department Head shall approve relocation incentives up to 10% of the employee's base hiring salary or \$10,000, whichever is greater, for employees earning greater than or equal to \$60,000 per year with the concurrence of HRM. The Dean or Department Head shall approve relocation incentives up to 3% of the employee's base hiring salary for employees

**Appendix A**

**RELOCATION INCENTIVE AGREEMENT**

repay the relocation incentive if I do not continue employment with the hiring department at Louisiana State University for at least two years. Additionally, I authorize LSU to deduct the repayment amount from my pay. The repayment amount for reimbursing the department is based on the following schedule:

<b>Employed with the hiring department less than one calendar year (or less than one academic year for employees on an academic appointment)</b> <b>Employed with the</b>	<b>Return 100% of relocation incentive</b>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------