Relocation Policy

1. Introduction

1.1 The University of Manchester is committed to recruiting high calibre staff who can further its strategic vision and goals and continue to enhance its international standing.

1.2 To encourage the best to join us we offer newly appointed staff a comprehensive and flexible relocation package which can be tailored to meet individual needs.

1.3 Our professional relocation services are provided by Crown World Mobility. Based in Manchester but supported by a global network of offices, their knowledge and expertise in helping employees and their families to relocate worldwide, enables staff to receive the information, advice and support they need, whether relocating from within the UK or internationally.

2. Eligibility and general principles

2.1 A relocation allowance may be offered at the discretion of the University where the following criteria are met:

i. the appointment is to a role in grade 6 or above.

ii. to support a newly appointed employee who is relocating their main residence in order to take up a post.

iii. the purchase or rental of a new main residence must involve moving from outside of 40 miles to within 40 miles of the University postcode location.

2.2 The policy will apply equally to staff appointed to contracts of 2 years or more duration.

2.3 Part time staff will receive a pro-rated allowance.

2.4 The relocation allowance may only be used to purchase services provided by Crown World Mobility or to obtain re-imbursement for expenses which are listed in the information provided and which are exempt of tax and class 1A national insurance contributions, on amounts up to £8000, in accordance with HMRC guidance.

2.5 The relocation allowance for some services and for amounts in excess of £8,000 may be subject to tax and national insurance contributions.

2.6 Any support in relation to relocation where the above criteria are not met, will only be approved in exceptional circumstances at the discretion of the Director of Human Resources. Any such payments may be subject to tax and national insurance contributions, in accordance with HMRC guidance.
3. **Amount of Reimbursement**

3.1 **Level 1 - for staff in Grades 6 and above**

3.1.1 For newly-appointed staff relocating *within the UK*, the University will contribute 1/12th of the employee’s starting salary (up to a maximum of £8,000), i.e. equivalent to one months’ salary.

3.1.2 For newly-appointed staff *moving to the UK from abroad*, the University will contribute 1/12th of the employee’s salary, plus the cost of standard class flights for the individual and his/her direct family (partner, including same sex partners, and children under 18 only), up to a maximum of £8,000 in total.

3.2 **Level 2 – for some key senior roles**

3.2.1 In order to attract significant talent in line with the University’s strategic vision, for some newly appointed staff relocating *within the UK or moving to the UK* from abroad, the University will contribute up to a maximum of £15,000. The amount of the contribution will be determined for each case individually.

3.2.2 Appropriate cases will be approved at the discretion of the Director of Human Resources.

3.3 **Separate policy guidance** is available for the appointment of the following roles:

i. President and Vice Chancellor
ii. Vice President and Dean
iii. Registrar and Secretary
iv. Professional Support Services Directors
v. Iconic academic appointees

4 **Pre-assignment visits**

4.1 The University may at its’ discretion offer a pre-assignment visit to applicants where the role has been identified as eligible for a relocation allowance at level 2. Such visits are designed to help applicants learn more about the benefits of relocating to the Manchester area.

4.2 Appropriate cases will be approved at the discretion of the Director of Human Resources.

4.3 The applicants’ details will be passed to our service provider Crown World Mobility who will contact the applicant to organise this and to support them throughout their visit.

5 **How to access the relocation allowance**

5.1 Through Crown World Mobility, the University offers a range of services to assist the employee during this transition period. The employee can tailor the relocation package to suit their own needs, by choosing which services or expenses to use their allowance on.
5.2 Where a relocation allowance is appropriate, this will be confirmed within the offer of employment. The following steps will then be taken:

i. Upon acceptance of the University’s offer of employment, the newly appointed employees’ details will be passed to our service provider Crown World Mobility.

ii. A consultant will be assigned and will contact the employee to discuss their requirements and to provide detailed information, advice and support on the options available to them.

iii. The assigned Crown consultant will be the employees’ point of contact for all matters in relation to the relocation allowance available to them (i.e.) all contact must be conducted through Crown.

6 Time Limits

6.1 The employee must request reimbursement of any expenses within three months of incurring the expenditure. The University reserves the right not to reimburse claims made after this period.

6.2 All claims must be made before the end of the tax year following that in which the employee takes up the new appointment, in accordance with HMRC guidance for the exemption of tax and NIC liability.

7 Staff Leaving

7.1 Staff leaving the University through resignation within two years of taking up appointment, or whose contract is terminated by the University in the same timescale, may retain $\frac{1}{24}$ of the allowance paid for each completed calendar month of service. The remainder of any allowance paid will be required to be repaid.

7.2 The contract of employment stipulates that any repayment required may be deducted from an employee’s final salary payment.

8 Monitoring and review

8.1 This policy will be monitored to ensure that it is applied equally, fairly and consistently in compliance with the University’s Equality and Diversity policies.

8.2 This policy will be reviewed at least bi-annually to ensure that it effectively meets the needs of the University and its staff.

9 Further information

9.1 HMRC guidance can be found at: http://www.hmrc.gov.uk/guidance/relocation.htm
<table>
<thead>
<tr>
<th>Document control box</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy / Procedure title:</td>
<td>Relocation Policy</td>
</tr>
<tr>
<td>Date approved:</td>
<td>July 2014</td>
</tr>
<tr>
<td>Approving body:</td>
<td>HR Sub Committee of the Planning and Resources Committee</td>
</tr>
<tr>
<td>Version:</td>
<td>3</td>
</tr>
<tr>
<td>Supersedes:</td>
<td>Relocation Expenses Policy, March 2012</td>
</tr>
<tr>
<td>Previous review dates:</td>
<td></td>
</tr>
<tr>
<td>Next review date:</td>
<td>July 2017</td>
</tr>
<tr>
<td>Equality impact outcome:</td>
<td>Medium</td>
</tr>
<tr>
<td>Related Statutes, Ordinances, General Regulations:</td>
<td></td>
</tr>
<tr>
<td>Related policies &amp; procedures:</td>
<td>Recruitment &amp; Selection Policy</td>
</tr>
<tr>
<td>Related guidance and or codes of practice:</td>
<td></td>
</tr>
<tr>
<td>Related information:</td>
<td>HMRC guidance</td>
</tr>
<tr>
<td>Policy owner:</td>
<td>Director of Human Resources</td>
</tr>
<tr>
<td>Lead contact:</td>
<td></td>
</tr>
</tbody>
</table>