



MEMORANDUM

TO: Vice Chancellors, Deans, Director of Athletics

FROM: W. Randolph Woodson, Chancellor

SUBJECT: Standing Authorization Regarding Relocation Allowances

DATE: February 22, 2019

Section 4.1.2.1 of NC State's Non-Salary and Deferred compensation Policy (POL 05.15.03), as revised on February 22, 2019, states that the Chancellor is authorized to issue a standing authorization for relocation allowances as part of an initial appointment offer for permanent full-time SAAO-I, SAAO-II, tenured, tenure-track, non-tenure track faculty, coaches, assistant coaches, assistant/associate athletic directors, and other EHRA non-faculty employees. Accordingly, I am issuing the following standing authorization for this purpose that will remain in place until revoked, superseded or otherwise modified.

The Athletic Director, the Deans and Vice Chancellors are authorized to approve relocation allowances up to the maximum shown below in connection with the hire of a new EHRA employee. As revised, relocation allowances now include house hunting, moving and temporary housing. Relocation allowances that exceed any of these designated limits must be approved in advance by the Executive Vice Chancellor and Provost or supervising Vice Chancellor and will require the submittal of receipt. Documentation of the approved relocation allowance must be completed using the Non-Salary and Deferred Compensation Form. Relocation allowances cannot be paid from state-appropriated funds.

SAAO Tier 1	\$25,000	SAAO Tier 2	\$20,000
Faculty	\$15,000	Other Non-Faculty EHRA	\$10,000
Athletics	\$25,000		

Not every job offer is intended or required to include the payment of a relocation allowance and the inclusion of this benefit should be based on business necessity to attract well-qualified candidates. Vice Chancellors, Deans and Department Heads are expected to use good judgment in proposing amounts that are proportionate and reasonable based on the total compensation level of a new hire and the relevant job market for the position under recruitment. When granted, payment of a relocation allowance is not intended to be always at the maximum designated amounts set forth above. Available resources and good stewardship of NC State funds must be a consideration in providing this type of benefit.

Should you have any questions, please contact Marie Williams, Associate Vice Chancellor, Human Resources at 919-515-4271.

cc: Mary Peloquin-Dodd, Interim Vice Chancellor, Finance and Administration  
Marie Williams, Associate Vice Chancellor, Human Resources  
Vicki Pennington, Assistant Vice Provost