

Article 10 - Relocation Expenses

The College of Southern Nevada shall provide funding on an annual basis of forty thousand dollars (\$40,000) for relocation/moving expenses for newly hired, tenure-track and Rank O Faculty Market Hires bargaining unit members. The total amount of the relocation expense funding pool will not exceed \$80,000.

Section 1. Reimbursement Qualifications:

- A. Bargaining unit members hired with a residence greater than or equal to 220 miles (from the College of Southern Nevada) but less than 500 miles will be reimbursed up to two thousand dollars (\$2,000) for relocation expenses contingent on availability of funding; in accordance with Internal Revenue Service (IRS) regulations, this amount may be considered a taxable benefit and subject to appropriate taxes.
- B. Bargaining unit faculty members hired with a residence equal to or greater than 500 miles (from the College of Southern Nevada) will be reimbursed up to three thousand dollars (\$3,000) for relocation expenses contingent on availability of funding; in accordance with Internal Revenue Service (IRS) regulations, this amount may be considered a taxable benefit and subject to appropriate taxes.
- C. Bargaining unit faculty members hired with a residence less than 220 miles will not be eligible for relocation expenses.
- D. Distance calculation will be made by driving distance given by GoogleMaps from the new hire's residence to the College of Southern Nevada, West Charleston campus. Standard vehicle mileage reimbursement rates are calculated using the GSA.gov website.

Section 2. Funding Pool Allocation:

- A. All information pertaining to Relocation must be included in all job postings and offer letters from Human Resources.
- B. By no later than December 1st of every academic year, Department Chairs in collaboration with their affected Deans will determine the number of faculty recruitments for a respective school. Funding dollars will then be allocated by percentage based on the number of faculty recruitments.
- C. Should there be funding dollars available in the subsequent spring semester of the same academic year, any remaining funds for relocation expenses will be reimbursed as prescribed in sections A and B above, until all dollars are exhausted, through the end of that same fiscal year.

- D. For a faculty member to be eligible for reimbursement for relocation expenses, all required documentation must be provided to Human Resources within 21 calendar days of the faculty member's first contract date. Appropriate documentation and final departmental approval must be provided to the travel office, and reimbursement will be made within 30 days of receipt.
- E. Upon exhausting available funds, no further relocation reimbursement will be authorized for the year.
- F. Any relocation money from the annual funding not authorized or not reimbursed is carried over to the next year and added to the funding pool.

A report of the remaining funds in the location account as well as a list of all new hires eligible for moving expenses will be furnished to CSN-NFA at the end of each semester upon request from CSN- NFA.

In FY25, a committee will be formed to review data and usage of the relocation pool and make recommendations to CSN-NFA and Administration to consider renegotiation. CSN- NFA will call the committee in fall 2024 consisting of two administrators nominated by the VPAA and two members appointed by CSN-NFA.