

# Financial Assistance on Appointment Procedure



## 1 Purpose

**PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.**

To provide new Employees with Information regarding financial assistance for relocation expenses when they are appointed to a position at the University.

## 2 Scope

This Procedure applies to all Employees whose appointment at the University is for a period of at least two years.

## 3 Procedure Overview

This Procedure details the conditions and entitlements relating to financial assistance on appointment to the University.

## 4 Procedures

### 4.1 Eligibility

New Employees appointed to positions of at least two years duration may be entitled to financial assistance on appointment.

The University will base its financial assistance upon the cost of relocation to the relevant UniSQ Campus or surrounds. This reflects the University's expectation that Employees will live amongst the local community serviced by the University.

The Category 4 Delegate or above may waive the eligibility requirements in exceptional circumstances.

### 4.2 Financial assistance

Financial assistance covers travelling costs, removal expenses, Insurance of effects, and settling in expenses.

### **4.2.1 Travelling costs**

Travelling costs of the appointee (and partner and/or dependants where applicable) covering the direct route economy class airfare, or if the mode of transport is by any other means, then actual direct route costs not exceeding the economy class airfare. The cost of meals and accommodation for the appointee (and family members where applicable) while travelling en route are also covered.

### **4.2.2 Removal expenses**

Reimbursement of costs for packing and transportation of reasonable household furniture and personal effects for the personal use of family members from residence to residence or residence to store with reference to the University's expectations outlined in 4.1.

Removal and/or storage must take place within 12 months of the Employee commencing duties at their new place of employment. Under exceptional circumstances the Category 4 Delegate or above may approve removal and/or storage to take place beyond 12 months. Financial limits for appointees, as outlined in the Financial Assistance Limits Schedule, will apply.

### **4.2.3 Insurance of effects**

Insurance of approved personal effects during transit will be covered by the University's Insurance.

Insurance for storage of approved personal effects will be reimbursed upon production of appropriate receipts to the maximums outlined in the Financial Assistance Limits Schedule.

### **4.2.4 Settling in expenses**

Settling in expenses associated with relocating will be reimbursed to the limits outlined in the Financial Assistance Limits Schedule.

## **4.3 Claims Procedure**

To be considered for financial assistance, new appointees must provide at least two quotations for removal of household furniture and personal effects on a door-to-door basis to the People Portfolio who will contact the Category 4 Delegate or above for consideration. Normally the lower of these will be accepted.

In exceptional circumstances the Category 4 Delegate or above may waive the maximum limit and approve the full cost of removal expenses.

Upon commencement of duty the Employee may submit a claim for reimbursement of relocation expenses to the People Portfolio who will contact the Category 4 Delegate or above for approval. Production of receipts will be required.

Where the appointee wishes to defer any claim for financial assistance on appointment, this must be negotiated with the Delegate within six months of commencing duties. The length of time for approved deferrals must remain within that period which will retain the FBT exempt status of the relocation benefit.

## 4.4 Termination of employment

When an Employee voluntarily terminates their employment with the University within three years of commencing duties for any reason other than ill health or conclusion of a fixed-term contract, they may be required to repay an amount of the expenses as determined by the University.

The repayment will be the total amount of the expenses less one thirty-sixth of that amount for each calendar month since commencing duties.

## 5 Delegated Responsibilities

Approver	Level of Delegation
Category 4 Delegate or above	Approval of claims for financial assistance

## 6 References

Nil.

## 7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 8 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Recruitment, Selection and Appointment Policy</a>
<b>Subordinate Schedules</b>	<a href="#">Financial Assistance Limits Schedule</a>
<b>Approved Date</b>	12/12/2018

<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2024
<b>Relevant Legislation</b>	
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Appointments: Continuing Procedure</a> <a href="#">Appointments: Fixed-term Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Recruitment and Selection Procedure</a> <a href="#">Termination of Employment Procedure</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Delegate (noun)</a></p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Information</a></p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p> <p><a href="#">Insurance</a></p> <p>The equitable transfer of the Risk of a loss from one entity to another in exchange for payment. It is a form of Risk Management primarily used to hedge against the Risk of a contingent, uncertain loss. An Insurer, or Insurance carrier, is a company selling the Insurance. The insured, or policyholder, is the person or entity buying the Insurance</p>

	<p>policy for a premium. The insured receives a contract (called the Insurance policy), which details the conditions and circumstances under which the insured will be financially compensated.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p>
	<b>Definitions that relate to this procedure only</b>
<b>Keywords</b>	Financial, assistance, new Employee, relocation, removal expenses
<b>Record No</b>	13/326PL