**UIC HR POLICIES AND PROCEDURES**

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**SUBJECT**
Dislocation/Relocation Allowance for Academic Employees

**EFFECTIVE**
04/01/1997

**REVISED**
09/01/2013

**ISSUED BY**
Assistant Vice President for Human Resources

**APPROVED BY**
Chancellor

**PURPOSE**

To establish guidelines for the payment of relocation and dislocation allowances to Academic Employees.

**SOURCES AND BACKGROUND**

Illinois Pension Code
U.S. Department of the Treasury

**APPLICABILITY**

Academic employees

**POLICY**

An allowance for relocation may be given for housing and any increased living costs if an employee is required to work away from campus. Because the allowance is not for services rendered, the 8% retirement contribution is not deducted and the dollar amount is not used in any calculation for the retirement annuity. The relocation allowance is subject to all employment taxes.

An allowance for dislocation may be given in the form of salary “in recognition of additional or changed responsibilities or duties”. It is subject to the 8% retirement contribution and is included in the total calculation for retirement annuity. The dislocation allowance is subject to all employment taxes.

**PROCEDURES**

**RESPONSIBILITY**

1. Department/Unit Head

**ACTION**

Recognizes need for additional compensation and identifies as a relocation allowance or a dislocation allowance. Prepares HR Front End transaction and submits any appropriate documentation. Routes the transactions it to the College.

2. College

Reviews for appropriateness and completeness and, if approved, routes to UIC HR Service
## UIC HR POLICIES AND PROCEDURES

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3. UIC HR Service Center  
   Reviews for accuracy and applies transaction. Center.