

UIC HR POLICIES AND PROCEDURES

NUMBER
406-05

MANUAL Human Resources	SECTION Job Description and Compensation	PAGE 1 of 2
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
2. College

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.

Reviews for appropriateness and completeness and, if approved, routes to UIC HR Service

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3. UIC HR Service Center

Center.

Reviews for accuracy and applies transaction..