

Relocation Policy Design

We have over 15 years of industry experience including membership with the ERC (Employee Relocation Council), to help design custom relocation policies for client companies. Typically, client companies will institute a multi-tiered policy designed to address options for candidates based on level of employment within the company. Here is an example of a multi-tiered policy:

Sample Relocation Policy

<i>Expenses</i>	<i>Level I Professional</i>	<i>Level II Management</i>	<i>Level III Executive</i>
<i>Face-to-face Interview</i>	Meals - \$50/day	Meals - \$50/day	Meals - \$50/day
	Lodging	Lodging	Lodging
	Transportation/Coach fare	Transportation/Coach fare	Transportation/Coach fare
	Rental Car	Rental Car	Rental Car
<i>Home Finding Trip</i>	One trip	One trip	One trip
	5 Days	5 Days	5 Days
	Travel by most direct route (Coach or Economy Rate)	Travel by most direct route (Coach or Economy Rate)	Travel by most direct route (Coach or Economy Rate)
	Lodging	Lodging	Lodging
	Meals - \$50/day per person	Meals - \$50/day per person	Meals - \$50/day per person
	Rental Car	Rental Car	Rental Car
			Child Care Expenses at \$30/day
<i>Home Marketing Asst. (HMA)</i>	HMA at no charge through FAS	HMA at no charge through FAS	HMA at no charge through FAS
		BVO through FAS	BVO through FAS
		GPO through FAS	COMPANY covers commissions and conventional closing costs
		Expense tracking	
<i>Buyer Value Option (BVO)</i>			
<i>Guaranteed Purchase Option (GPO)</i>			

Expenses	Level I Prof. /Non-mgmt	Level II Management	Level III Executive
Overnight Travel to New Location	Meals \$50/day per adult \$30/day per child	Meals \$50/day per adult \$30/day per child	Meals \$50/day per adult \$30/day per child
	Lodging . one night per 350 miles	Lodging . one night per 350 miles	Lodging . one night per 350 miles
	Transportation/Coach fare	Transportation/Coach fare	Transportation/Coach fare
Moving Household Goods	Direct bill back to COMPANY	Direct bill back to COMPANY	Direct bill back to COMPANY
	All estimates (2) go through FAS	All estimates (2) go through FAS	All estimates (2) go through FAS
	Full Pack	Full Pack	Full Pack
	No storage	30 days storage	60 days storage
Vehicle Shipment	No	Yes, on van line	Yes, on van line 2 nd auto negotiable
Home Finding Asst.	Free . FAS must initiate	Free . FAS must initiate	Free . FAS must initiate
Home Purchase Asst.	No	Attorney fees to \$1000	Attorney fees to \$1000
		Mortgage App fee	Mortgage App fee
		Recording fees	Recording fees
		Inspections	Inspections
		Mortgage Origination fee	Mortgage Origination fee
		Title fees	Title fees
		Appraisals	Appraisals
		State & local transfer taxes	State & local transfer taxes
Temporary Living	No	30 days for homeowner	60 days for homeowner
		30 days for renter	60 days for renter
		Meals reimbursed (except lunches during workweek)	Meals reimbursed (except lunches during workweek)
		Reasonable telephone charges	Reasonable telephone charges
Trips home	No	One weekend trip for every three weeks in temporary living	One weekend trip for every three weeks in temporary living
Tax "Gross-up"	Yes	Yes	Yes