**MOVING AND RELOCATION PAYMENT AGREEMENT**

This Moving and Relocation Payment Agreement (M & R Payment Agreement) is made between the University of Maryland, Baltimore (UMB) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employee).

Recitals: Employee expects to (or did) begin an assignment for UMB on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Start Date) and as a result expects to relocate his/her residence from (City, State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to (City, State) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. UMB can assist the Employee with costs of moving and relocation to facilitate working for UMB.

In consideration of the agreements set out here, UMB and the Employee agree:

1. **Amount.** UMB will pay the Employee a Moving and Relocation Payment (M & R Payment) of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to assist the Employee with expenses to relocate the Employee’s residence as indicated above. The M & R Payment must be allowed under [University Policy VIII-16.00(A) Payment to Assist an Employee Incurring Moving and Relocation Expenses](http://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/viii-1600a.php) (M & R Policy) and [Financial Services Procedure on Payment to Assist an Employee Incurring Moving and Relocation Expenses](http://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/payment-of-employee-moving-and-relocation-expenses.php) (M & R Procedure).

2. **Tax Treatment.** The M & R Payment is taxable income and will be included in the employee’s UMB earnings reported on the employee’s Form W-2. UMB will apply all applicable federal and state tax laws and will appropriately report the M & R Payment as taxable income as required by federal and state laws. Taxes will be withheld from the M & R Payment.

3. **Employee Obligation.** In return for receipt of the M & R Payment, the Employee agrees to work for the UMB hiring department on a regular basis for at least one year beginning on the Start Date. Ten-month faculty are required to work on a regular basis for two consecutive semesters. The Employee is expected to comply with the M & R Policy, the M & R Procedure, and this M & R Payment Agreement. If the Employee separates from UMB prior to completing one year of service from the Start Date, the Employee is required to repay any M & R Payment received under this Agreement. Requirements and procedures for repayment are stated in University Policy VIII-99.02 UMB Compensation Overpayment and Recovery and in the Financial Services Procedure on Compensation Overpayment and Recovery.

4. **Confirmation of Relocation for Employment.** Within one calendar year from the Employee’s Start Date, the Employee is required to submit documentation of household relocation as described in this M & R Payment Agreement or in the M & R Procedure. The Employee may submit a paid receipt for moving services to the address of relocation listed above, a legally issued government document such as a Maryland driver’s license showing date of issue and the relocation address of the employee, or other documentation acceptable to prove relocation. Documentation must be submitted with a signed Affidavit of Relocation for Employment as required by the M & R Procedure.

5. **UMB right to deny payment**. UMB reserves the right to deny the M & R Payment if the employee receives funds to support moving or relocation expenses from another entity without prior approval of UMB. By signing this M & R Payment Agreement the employee certifies that he/she has not received and will not receive moving or relocation funds for these expenses from another entity without UMB approval as required by the M & R Policy.

6. By signing below UMB and the Employee agree to the terms and conditions stated in this M & R Payment Agreement, effective on the date stated above. Furthermore, by signing this Agreement the Employee acknowledges that he/she has read and understands the M & R Policy and the M & R Procedure. Further, the Employee acknowledges that the M & R Payment is subject to refund if the Employee does not satisfy the conditions of the M & R Policy, the M & R Procedure, or this M & R Payment Agreement or submits false information concerning relocation for employment.

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Department Head (or designee) Signature Date

(Person with fiscal authority over the funds used).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Designee Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Vice President (or designee) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Vice President/Designee Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Vice President, Human Resource Services Date

*(required only for Exempt Staff Positions)*

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Associate Vice President HR Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President (or designee) Date

*(required only for Dean, Vice President, or other officer*

*reporting directly to the President)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Designee Printed Name

Employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name