



Cold Spring Harbor Laboratory

RELOCATION POLICY

Postdoctoral Fellows and Research Investigators

1.0 PURPOSE

To define a consistent policy for providing relocation assistance to newly hired Postdoctoral Fellows and Research Investigators.

2.0 SCOPE

This policy will define eligibility criteria and type of expenses covered.

3.0 RESPONSIBILITY

The interpretation and administration of this policy shall be the responsibility of the Vice President, Human Resources. Any exceptions to this policy will be approved by the Vice President, Human Resources.

4.0 POLICY AND PROCEDURES

4.1 Eligibility – Postdoctoral Fellows and Research Investigators, including HHMI employees, are eligible for relocation assistance if, at the time of their initial hire, they live more than 50 miles from the Laboratory. Relocation must occur within 12 months of the hire date to be eligible for relocation benefits.

4.2 Covered Expenses – All reasonable relocation expenses, including airfare for yourself, your spouse/domestic partner*, and your children are reimbursed up to a maximum of \$2,500 for single employees; \$3,500 for employee plus spouse/domestic partner; \$4,500 for employee, spouse/domestic partner, and children. The most economical means of travel and shipping of personal belongings should be used and original receipts are required for all expenses.

**Note: In the instance when a couple is hired by the Laboratory, their relocation benefit will be based upon their family status and not as two individual hires.*

Items typically not covered are recreational vehicles, animals, boats, pianos, perishables, etc.

4.3 Expense Reporting – The Postdoctoral Fellow or Research Investigator will submit the documented relocation expense to Human Resources within a reasonable period of time for review in accordance with policy limits. The relocation expense request will then be approved and forwarded to Payroll for payment. Any excess reimbursements must be returned to the Laboratory within a reasonable period of time.

Examples of Reimbursable Relocation Costs:

(Including, but not limited to the following)

- Lodging (if driving).
- Airfare for self and family - coach class only (airline rebooking fees are not eligible for reimbursement).
- Shipping costs for moving of personal belongings/household goods

(Note: CSHL recommends obtaining a least two or three estimates for shipping/moving personal goods. Costs can vary a great deal, and it will be your decision which company you wish to use to transport your belongings).

- Transportation from the NY area airport to the Laboratory can be arranged and charged to relocation expenses. If you would like CSHL to make arrangements for a car, please contact the Human Resources office.

4.4 **Termination Penalty** – Postdoctoral Fellows or Research Investigators who voluntarily leave the Laboratory within 12 months of their start date, will be required to reimburse the Laboratory for 100% of the relocation expenses paid to them.

4.5 **Taxability** – All relocation reimbursements are taxable. They will be paid through Payroll and have all the relevant taxes withheld. They will be reported on the employees' W-2 in Box 1.

This policy is not to be considered an employment contract or a guarantee of any kind. The Laboratory reserves the right to administer, interpret, revise, supplement, or rescind policies as it deems appropriate.