



## **University of Pittsburgh Moving Expenses - Household Goods Policy Committee Charter**

### **I. Preamble**

This body is called the Moving Expenses - Household Goods Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

### **II. Purpose**

The Committee is created for the purpose of reviewing and proposing substantial revisions to University Policy FN 15 (formerly 05-07-02) Moving Expenses – Household Goods University Policy as well as documents that will support its implementation. The revised Policy clarifies and updates the basis for reimbursement of household and personal moving expenses when University funds, including unrestricted, restricted, and endowment funds, are to be expended for the relocation of full-time faculty, librarians, and administrative and professional staff who are newly hired by the University or are being transferred to a new University location. This revised Policy will update and replace the current University Policy on Moving Expenses – Household Goods FN 15 (formerly 05-07-02).

### **III. Background**

This Policy governs the reimbursement of household and personal moving expenses when any University funds are to be expended for the relocation of full-time faculty, librarians, and administrative and professional staff who are newly hired by the University or are being transferred to a new University location. Additionally, proper authorization and management of these transactions is necessary because the University is required to report portions of the moving expense as income for the individual that has relocation expenses paid by the University.

This Policy was last updated in November 2010. Revising the Policy now will allow the University to update its content to more accurately reflect current budgetary practices as well as provide an opportunity for the University to incorporate changes that could help with recruitment and other personnel matters. Additionally, a revised Policy will further establish certain requirements governing what expenses will be covered by the University, as well as the processes used by departments to authorize, record, and report relocation expenses.

#### **IV. Scope and Authority**

The Committee will recommend a revised Moving Expenses – Household Goods Policy, and supporting documents, which will replace the current University Policy found at FN 15. In doing so, the Committee’s deliberations must address the following topics:

- Financial Impact. Examine any additional increase in costs or potential cost savings associated with any proposed policy changes.
- Process Changes. Include changes to the authorization and processing of moving expenses paid by the University in the policy and supporting documents.
- Expenses. Review current and identify new eligible expenses (e.g., child care, meals, travel, etc.) and ensure they are appropriately addressed in the revised Policy.
- Compliance. Address specific compliance requirements associated with reporting and managing reimbursements to employees for moving expenses.
- Clarity. Consider users of the Policy and the use of terms so that the Policy and supporting documents are clear and concise.
- Talent Development. Consider how this Policy can assist the University in its talent recruitment.

#### **V. Responsibilities**

As provided above, the Committee is created to propose a revised Policy that will govern relocation expenses. To perform this function, the Committee has the responsibility to:

- Review the current University Policy FN 15, Moving Expenses – Household Goods;
- Research and discuss best practices for managing relocation expenses, including determining the common types of expenses that are paid for (e.g., child care, meals during move, real estate closing costs, etc.);
- Incorporate or address applicable federal and state requirements in the proposed Policy and procedure;
- Examine best practices in higher education, as well as those used by other local employers, when considering how this Policy can aid in the University’s efforts to recruit the best candidates for employment at the University;
- In accordance with the terms of this Charter, discuss proposals with interested stakeholders in the University community, including the Office of the Provost, Office of Human Resources, the Payroll Department, and Pitt Information Technology (Pitt IT);
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee’s deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee’s proposals pursuant to the process described in Section VIII below.

## **VI. Composition**

This Committee will be chaired by **Stephanie Ford-Jones**, Manager Payment Processing. The Committee will include the following members:

1. **Luke Berenbrok**, Chair of the Faculty Senate Benefits and Welfare Committee and Assistant Professor, Pharmacy and Therapeutics
2. **Bree Huck**, Manager of Talent Acquisition
3. **Irene Frieze**, Co-Chair Senate Faculty Affairs Committee and Emeritus Professor, Psychology
4. **Victoria Gamble**, Director of Personnel, Administration Health Sciences
5. **Tammy Murray**, Payroll Operations Manager, Payroll Department
6. **Jonathan Pearson**, Director Parking Transportation and Services
7. **Barbara Vattimo**, Assistant Dean for Business and Finance, Dietrich School of Arts and Sciences
8. **Tom Spanedda**, Associate Vice Chancellor, PAE Operations and Integrations

**Anthony Graham**, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

## **VII. Operations**

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee’s proposed Policy and associated procedures to replace Policy FN 15, Moving Expenses – Household Goods, will be submitted to the SVC/CFO no later than the Spring Term 2021. The SVC/CFO may ask for interim status reports.

After the SVC/CFO’s review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

## **VIII. Policy Review Process**

The review process for the Committee’s recommended Policy will include:

- University comment period;

- University Senate’s Benefits and Welfare, and Faculty Affairs Committee;
- Faculty Assembly;
- Staff Council;
- University Senate Council;
- Council of Deans; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

## **IX. Amendment**

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Moving Expenses - Household Goods, unless otherwise directed by the Chancellor.