THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.51
		Revised:	7/1/05
SUBJECT:	Remote Location Pay and Reimbursement of Dependent Relocation Costs	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular employees with the exception of those represented by a bargaining unit		
ISSUED BY:	Personnel Office and the Office of the Vice-President for Academic Affairs		

I. Policy

Whenever University staff members are required to establish a temporary residence at a remote work location for extended periods of time, they will be eligible for remote location compensation and/or reimbursement for transportation costs incurred when the spouse and minor children accompany them. Such compensation will be in the form of 1) a percentage added on to base salary with the amount being determined by the facts for the particular assignment and/or 2) reimbursement of the actual transportation costs for a staff member's spouse and minor children who accompany them on the extended service, providing such payment is permitted under the project terms. In determining remote location compensation, consideration will be given to 1) extra-ordinary difficult living and/or working conditions, 2) excessive physical hardships, 3) notably hazardous conditions, 4) duties which require substantial amounts of irregular, unscheduled work. The duration of the project and the terms and conditions of the project contract or grant will determine eligibility for the reimbursement of transportation costs for dependents.

II. Regulations and Definitions

A. When the transportation and subsistence for the staff member and family to the remote location is paid by the University, it will be paid in accordance with the regular travel policy. The full cost of transportation for the staff member's spouse and dependent children to the remote location will be paid by the University from the project budget, provided approval of the Office of Academic Affairs and the Division of Research Development and Administration has been obtained in advance of travel. The staff member, spouse and dependent children must take up residency near the scene or the activity and be away from campus six (6) or more months.

B. The travel status will cease on the date that residence at the remote assignment is established.

C. Any time to be allowed for establishing residence after arrival at the remote location must be part of the arrangements made in advance.

D. A maximum dollar amount to cover the cost of moving personal and household effects will be determined in advance. Actual, reasonable costs will be paid or reimbursed up to the stated maximum amount.

E. In some cases, a maximum monthly allowance for storage of personal and household goods may be established in advance. Actual, reasonable amounts not exceeding the stated maximum will be reimbursed.

F. The remote location allowance will be stated in terms of a percentage of the staff member's present salary and will be paid in addition to his regular salary, from the first to the last day of the remote location assignment.

G. When a staff member completes a remote location assignment, the arrangements for their return and the return of the spouse and minor children to the Ann Arbor area will be similar to those stated above.

H. In case a staff member terminates their employment while on remote assignment, the University will have no obligation to return them or their family to Ann Arbor.

I. Travel from the remote location assignment to Ann Arbor or any other location for personal reasons will be considered a personal expense not reimbursable by the University. Necessary business travel will be reimbursed in accordance with regular University policy, and the temporary location will be the starting and terminating point of the trip for reimbursement purposes.

J. Vacation taken during the assignment will be paid at a rate which includes the remote location allowance to the extent that vacation time does not exceed vacation accrued while on remote location assignment. Vacation in excess of that accrued while on remote location assignment, if covered by prior accrual, will be paid at base salary rate.

III. Procedure

RESPONSIBILITY	ACTION
Project Director or Supervisor	1. Determine that funds are available, may be used for the purpose and have been budgeted. Notify the Compensation Office or the Office of Academic Affairs and the Division of Research Development and Administration of the: a) individual to be placed on remote location assignment b) nature, location and duration of their project

RESPONSIBILITY		ACTION
		c) facts relevant to determining the percentage allowance d) names of dependents (spouse and minor children) and their relationship to the staff member e) cost of transportation for each dependent f) facts regarding the proposed residence
Office of Academic Affairs/Division of Research Development and Administration	2.	Review and approve the request for remote location compensation and/or reimbursement or dependent relocation costs.
Compensation Office	3.	If a percentage allowance has been previously determined for the type of assignment and this is in accord with the supervisor's recommendation, process the necessary forms to change and document the individual's rate of compensation.
	4.	If a percentage allowance has not been previously determined for the type of assignment, obtain pertinent information and determine the amount of remote location compensation.
	5.	Process the necessary forms to change and document the individual's rate of compensation.