

806.2- Staff and Faculty Recruitment and Moving Expenses

Purpose:

The purpose of this policy is to establish Bismarck State College's policy to address the process of awarding Staff and Faculty Recruitment and Moving Expenses.

Policy:

Bismarck State College (BSC) shall reimburse for approved benefited staff and faculty recruitment and moving expenses as defined below.

Staff and Faculty Recruitment

1. When appropriate, phone or video chat interviews will be conducted for non-local candidates. In these instances, the search committee will decide whether to bring the top candidate on campus for a face-to-face second interview with proper administrative approval from the dean (for faculty positions) or vice president (for staff positions).
2. BSC will reimburse travel expenses incurred for an interview for the following benefited positions: executive (president, VP, dean), chief/director, faculty, and residence hall coordinators and as authorized by the appropriate vice president.

Moving Expenses

1. With appropriate vice president approval, a hiring supervisor may offer to pay moving expenses for a benefited employee hired from outside the institution. The payment will be covered by the hiring department's budget and must be included in the employee's contract or employment notice.
2. Such allowance will be paid through payroll as a lump sum and will be reported as taxable income and included on the employee's W-2. The moving allowance will be subject to all tax liabilities at the time of payment.
3. The total reimbursement of moving expenses allowed will be determined by the supervisor and appropriate vice president, not to exceed one month's salary or \$3,000, whichever is less. Exceptions may be made as approved by the President in exceptional circumstances.
4. If the employee voluntarily terminates employment within the first six months of employment, the employee agrees to repay the reimbursement of moving expenses.

References:

[SBHE Policy: 806.2 Staff and Faculty Recruitment Expenses](#)

[SBHE Policy: 806.3 Moving Expenses](#)

[BSC Policy: 806.1 Reimbursement of Expenses for Travel](#)

History of This Policy:

First policy: Reviewed by the Operations Council on June 10, 2015 and approved by the Executive Council on June 12, 2015.

Revisions – October 30, 2017; reviewed by the Operations Council on April 24, 2019 and approved by the Executive Council on April 25, 2019.

Reviewed – September 10, 2018.

Reviewed by Campus Council on October 11th, 2023, and reviewed by the Executive Council on October 18th, 2023, and approved by the President on November 16th, 2023.