

MOVING AUTHORIZATION FORM
(See Green Book under Moving Policy)

NAME: _____

SCHOOL: _____

POSITION: _____

Moving costs associated with a new employment assignment will be amortized over a four year period. This will include all expenses associated with the interviewing process, and all pre-approved moving expenses.

PLEASE NOTE THE FOLLOWING EXCERPTS FROM THE GREEN BOOK:

When an employee is requested by an employing organization to move to a new location or a person is being called into denominational service and the employee lives more than 50 miles from the new place of employment, the employer may provide assistance. Agreement to pay moving costs must be obtained from the employer in advance of the move. **All payments, costs and/or reimbursements are reported as TAXABLE INCOME, including the cost of the moving van. This means future paycheck(s) will be reduced, potentially zeroed out. Please contact treasury for specific questions.**

Amortization of Moving Expenses

The following provisions govern the amortization of moving expenses in negotiations regarding teacher moves:

- a. Any organization in the North American Division calling an employee who has rendered less than 2 years of service to an employing organization shall make 100% reimbursement for the employee's last move to that location.

Service of fewer than 2 full years..100% reimbursement due the employing organization
Service of 2 to 3 years..... 50% reimbursement due the employing organization
Service of 3 to 4 years..... 25% reimbursement due the employing organization

- d. Any unamortized moving expenses, as calculated in, the above "a", shall be reimbursed to the last denominational employing organization by an employee who leaves denominational employment prior to a minimum service term of 4 years at the last place of employment, providing the employee initiates the termination. If the employing organization initiates the termination, it shall assume the unamortized portion of moving expenses.

I request moving assistance and fully understand that all costs incurred will be amortized over four years. In the event that I, the undersigned, initiate termination of employment prior to the minimum service term of four years, I agree to reimburse SECC any unamortized amount as described above.

Signature of employee

Date