     **Employee Moving and Relocation Agreement**



This is an agreement entered on (Date)       for the payment of employee moving and relocation expenses of (Employee Name)       who has accepted employment with (Department)       at James Madison University.

1. To assist the Employee in meeting the extraordinary expenses of moving and relocation and as a further inducement to accept employment, James Madison University (The University) agrees to reimburse the Employee for moving and relocation expenses according to the Commonwealth of Virginia’s Moving and Relocation Regulations issued by the Office of the Controller in effect on the date of employment.
2. In consideration of the University’s offer to reimburse moving and relocation expenses, the Employee agrees to remain in the employ of the University for a period of twelve (12) months beginning     .
3. The Employee further agrees that in the event the Employee does not remain in the employ of the University as a full-time employee for the full twelve-month period, that the Employee will repay to the University the gross reimbursement for moving and relocation expenses, including actual money plus related payroll taxes withheld by the University, whether received directly by the Employee or paid to third parties on the Employee’s behalf. The University will prorate, on a monthly basis, the amount for repayment so that each full month during which the Employee remained in the employ of the University, the amount for repayment is reduced by one-twelfth (1/12) of the gross reimbursement. The University, in its sole discretion, may waive repayment if the Employee is separated for reason beyond the Employee’s control, but termination for cause shall not be deemed to be a reason beyond the Employee’s control.

M&R Allowance Applicable (Specify Limit):

Department Contact (Specify Name and Phone Number):

In witness to this agreement, the employee understands that all moving expenses must follow the specific guidelines outlined in M&R Policy 5010, located at <http://www.jmu.edu/payroll/relocation.shtml>, and all parties execute their acceptance of these terms by affixing their signatures below.

Employee:

James Madison University: Date:

Vice President for Admin/Finance