



General Policy – 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 in the Limits and Regulations section of this policy.

Limits and Regulations:

Staff and Faculty Recruitment

1. When appropriate, phone, IVN 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 coordinators and as authorized by the appropriate vice president.
3. Candidates will need to supply receipts for airline travel. For meal, mileage or lodging reimbursement, candidates will be reimbursed per the [Reimbursement of Expenses for Travel Policy](#). BSC will not be responsible for any charges billed to a candidate's room.
4. Travel logistics and reimbursements are handled by the appropriate administrative assistant and are funded through the hiring department's budget. Reimbursement requests shall be made through the Accounts Payable process by submitting a [Request for Payment form](#).

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. Payment will be made after the new employee's start date and will follow the payroll calendar. For example, if the request is effective January 1, payment will be made on January 31. 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 806.2 Staff and Faculty Recruitment Expenses

SBHE 806.3 Moving Expenses

[BSC Reimbursement of Expenses for Travel](#)

History of This 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 13th, 2021 and approved by the Executive Council on October 20th, 2021.