



**Employee Relocation Agreement**

This agreement made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ by and between University of West Georgia (hereinafter “University”), and \_\_\_\_\_, an employee or prospective employee of the University (hereinafter “Employee”).

That for and in consideration of the mutual promises and covenants herein contained, the University and the Employee agree as follows:

1. University and Employee are mutually desirous that Employee’s residence be located from \_\_\_\_\_ to \_\_\_\_\_ in order that the residence be in the area of Employee’s future employment.
2. University agrees to reimburse or pay on behalf of the Employee certain expenses incurred as a result of relocation. Reimbursable expenses are detailed in the Relocation Expense Policy incorporated herein by reference. It is agreed that total reimbursable expenses will be limited to \$\_\_\_\_\_.
3. Employee agrees to remain in the employ of the University for a period of one year beginning \_\_\_\_\_.
4. University and Employee agree that said reimbursement is conditioned upon Employee remaining in the employ of the University for the aforementioned period; and that should Employee fail to remain in said employment for such period, Employee will repay to the University all money received or paid to a vendor plus related payroll taxed withheld for the moving and relocation expenses.
5. University and Employee agree that in the event of a termination of employment for reasons not within the control of Employee which are deemed sufficient to the University, the University may waive the repayment provision of this agreement. Said Waiver shall not be effective unless it is incorporated into a writing signed by the head of the department where Employee is employed and approved by the appropriate Vice President’s Office of the University.
6. Employee hereby gives the University an express lien on all salaries, wages and other sums payable to Employee by the University for the purpose of securing University for the payment of any amount which may become due from Employee under paragraph 4. Employee authorized the University to withhold said amount from any sums payable to Employee for salaries, wages, expense reimbursement or otherwise.

Signed:

\_\_\_\_\_  
University of West Georgia (CHRO, Divisional VP or designee)

\_\_\_\_\_  
Employee

Relocation Expense Procedure (UWG PL 4001) <https://uwg.policystat.com/policy/10197360/latest>