

# Faculty Removal

## *Policies and Procedures*

Office of Academic Personnel

DECEMBER 4, 2019

## Agenda

- ▶ Faculty Removal
  - ▶ Definitions
  - ▶ New Senate Faculty Commitments – start-up
  - ▶ Policies & Procedures
  - ▶ Removal: what goes wrong?
- ▶ Faculty Removal Process Pilot Program

## Definitions

- ▶ **Senate Faculty**
  - ▶ Faculty appointees who are members of the Academic Senate. Appointees are in Asst, Assoc, Full Professor titles, or full-time LPSOE/LSOE/Sr LSOE (Lecturer Security of Employment) positions
    - ▶ Unit 18 Temporary and Continuing Lecturers are non-senate faculty, for example.
- ▶ **New Senate Faculty Commitments**
  - ▶ Part of the appointment case
  - ▶ Also known as “Start up” – negotiated during recruitment process; sets forth terms pertaining to **removal**, equipment, space, etc.

## Definitions *(cont'd)*

- ▶ **Reimbursements**
  - ▶ Central funding transfers made to departmental accounts or direct payments made to individuals in order to offset reimbursable expenses
- ▶ **Removal**
  - ▶ Funding provided to cover expenses for single move of a newly recruited appointee to the Santa Barbara area
    - ▶ Not to be confused with faculty Relocation Allowance (a.k.a. Recruitment or Housing Allowance)

## New Senate Faculty Commitments

"start-up" RB I-17, RB I-18

- ▶ Once finalist is identified:
    - ▶ Dept chair consults with dean
      - ▶ Discusses proposed rank/step, salary, start-up
  
  - ▶ Start-up request memo is prepared by department & sent to dean; for *most* recruits the memo contains removal
    - ...and other categories, e.g. other financial, lab space, etc.
- ▶ *sample memo at RB I-18*

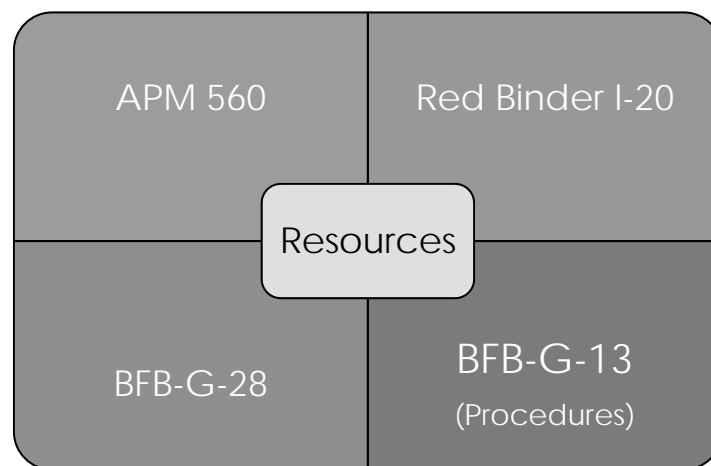
## New Senate Faculty Commitments

- ▶ Things to note about approved start-up:
  - ▶ Copy of the approved start-up, the *Dean's New Faculty Commitment Sheet*, is sent to the College and to Travel Accounting
  
  - ▶ Removal expenses must be in accordance with UC policy
  
  - ▶ Additional financial commitments are not to be made by department to the candidate without written AVC approval, even if Dean provides funding

## New Senate Faculty Commitments

- ▶ Things to note about approved start-up (cont'd):
  - ▶ Categories are not interchangeable; movement between categories subject to approval from AVC of Academic Personnel
  - ▶ Requests for removal funding recategorization not generally approved

## Policies & Procedures



## Policies & Procedures

► APM 560, pg 1:

RECRUITMENT  
Removal Expenses/General

APM - 560

### 560-0 **Policy**

Removal expenses may be provided for certain new appointees (see APM - 560-14) to academic positions. Removal expenses are not provided automatically nor do they constitute a prerequisite of University employment; they are paid in accordance with the purpose and procedure described below.

### 560-2 **Purpose**

Partial payment of removal expenses is a privilege which may be accorded to qualified persons in order to expand the geographical area for selection of permanent academic staff and thus enhance the effectiveness of University recruitment.

## Policies & Procedures

► APM 560, pg 1:

### 560-4 **Definition**

Removal expenses for which the University may reimburse eligible personnel are as follows:

#### a. **Reimbursement for the total cost**

Removal of a personal library belonging to a newly-hired faculty member, if such library is to be made generally available to students and faculty.

#### b. **Reimbursement for one-half the total cost**

- (1) Packing, freight (but not storage) and insurance of household goods, when properly supported by invoices and receipts.
- (2) Aircoach transportation for appointee and immediate family or an equivalent amount for other travel in accordance with standard airline fare policies and University travel regulations as announced by the Senior Vice President—Business and Finance.
- (3) Meals en route for appointee and immediate family in accordance with University travel regulations as issued by the Senior Vice President—Business and Finance. If travel is by automobile, the cost of meals is an allowable expense only to the extent that might have been necessary if travel had been by air coach.

# Policies & Procedures

- ▶ How to use BFB-G-13? *Per APM 560:*

RECRUITMENT  
Removal Expenses/General

APM - 560

560-94 **Application**

Application for reimbursement of removal expenses should follow the procedures of Business and Finance Bulletin G-13, Policy and Regulations Governing Moving and Relocation.

- ▶ Revision pending Red Binder I-20:

Advance approval will be required for coverage of costs associated with a move from more than one physical location (a staged move) or any other exception to policy.

*The procedures for reimbursement outlined in UC Policy BFB-G-13: Policy and Regulations Governing Moving and Relocation are used in coordination with campus procedures to process relocation reimbursements.*

# Business and Finance Bulletin G-13

## Policy and Regulations Governing Moving and Relocation



<b>Responsible Officer:</b>	AVP - Systemwide Controller
<b>Responsible Office:</b>	FA - Financial Accounting
<b>Issuance Date:</b>	3/15/2018
<b>Effective Date:</b>	3/15/2018
<b>Last Review Date:</b>	10/15/2017
<b>Scope:</b>	<ul style="list-style-type: none"> <li>• This policy applies to the Payment of moving expenses for the University's Managers and Senior Professionals (MSP) and Professional and Support Staff (PSS) personnel.</li> <li>• This policy does not apply to Personnel at the Lawrence Berkeley National Laboratory.</li> <li>• Senior Management Group (SMG) and academic personnel are addressed in separate policies.</li> </ul>

## Red Binder I-20 Removal

- ▶ Removal covers reimbursement for:
  - ▶ Packing, freight, insurance of normal household goods (furniture, clothing, musical instruments, household appliances, etc)
  - ▶ Air coach transportation for appointee and household members, or equivalent amount for other travel
  - ▶ Meals and lodging en route
  
- ▶ Does not cover boats, trailers, RVs, more than 2 vehicles, plants, building materials, transport of animals other than household pets... see RB I-20

## Red Binder I-20 Removal

- ▶ Exceptions should be requested in advance for unusual circumstances
  - ▶ Two-stage move
  - ▶ Move from multiple locations
  - ▶ Storage of household goods beyond 30 days

# Business and Finance Bulletin G-28

University of California – Policy G-28



## Travel Regulations

<b>Responsible Officer:</b>	EVP - Chief Financial Officer
<b>Responsible Office:</b>	FA - Financial Accounting
<b>Issuance Date:</b>	7/15/2019
<b>Effective Date:</b>	7/1/2019
<b>Last Review Date:</b>	1/31/2019
<b>Scope:</b>	<ul style="list-style-type: none"> <li>• Staff and academic employees of the University.</li> <li>• Non-employees, including students, visiting scholars, prospective employees and independent contractors</li> <li>• This policy does not apply to travel associated with work done within the scope of the UC/DOE contract for the management and operations of the Lawrence Berkeley National Laboratory (LBNL). Travel not within the scope of the LBNL contract is covered by the provisions of G-28.</li> </ul>

## Removals—*what goes wrong?*

- ▶ Faculty don't realize that removal reimbursement may count as taxable income
  - ▶ Dohrmann Loan available to faculty—Red Binder VI-23
- ▶ Requests for exception that do not contain enough information or are not requested in advance
- ▶ Exception requests that are typically unsuccessful include:
  - ▶ Temporary housing (hotel, AirBnB, etc)
  - ▶ > 30 days storage allowed under only the most exceptional circumstances



## Removals—*what goes wrong?*

- ▶ Removal funds not available for house-hunting
- ▶ Removal funding represents the maximum to be reimbursed for actual expenses
- ▶ Expenses must be in accordance with UC policy

## Questions? AP Contacts

- ▶ **Helly Kwee** – Sr. Analyst, Math, Life, & Physical Sciences; Engineering; ORUs; Bren  
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- ▶ **Lia Cabello** – Sr. Analyst, Social Sciences; Academic Programs; Creative Studies; Educ; HFA  
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- ▶ **June Betancourt** – Assoc. Director, Academic Recruitment, AP Training, general AP policy  
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- ▶ **Cindy Doherty** – Director  
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# Faculty Removal Process

*Pilot Program*

DECEMBER 4, 2019

## Faculty Removal Pilot Program

- ▶ Collaboration between
  - ▶ Academic Personnel
  - ▶ Business & Financial Services
  - ▶ Office of the Executive Vice Chancellor
  - ▶ Letters & Science college and department staff who participated in a Lean Six Sigma workshop
  
- ▶ Aims:
  - ▶ Streamline process
  - ▶ Provide guidance to faculty at the *beginning* of the removal process
  - ▶ Prevent delays in processing reimbursement

## Faculty Removal Pilot Program

Materials included in announcement to department:

- ▶ Memo to Deans from EVC Marshall
- ▶ Faculty Removal Information Packet from Department Chair
- ▶ Faculty Removal Worksheet (including acknowledgment of tax implications)
- ▶ Moving Expense Tax Withholding Example

Forms are available on the EVC's website:

<https://evc.ucsb.edu/forms.and.information/>

## Faculty Removal Pilot Program

Memo to Deans from EVC Marshall

"This Pilot Program will introduce a new memo to be sent by the Department Chair to the new faculty member with a faculty removal information packet and a new form. Guidelines that detail allowable expenses, receipt management, and withholding tax implications, and the new form will be broken into categories that match the information packet."

"This updated process will help address the complexities of faculty removal, and save time and effort for both our staff and new faculty."

## Faculty Removal Pilot Program

### Faculty Removal Information Packet – **General Information**

- ▶ Removal allowance dollar amount
- ▶ Statement on taxation of imputed income
- ▶ Links to policies
- ▶ Who is eligible for removal
- ▶ Reimbursement based on actual costs, not per diem
- ▶ Need for detailed, original receipts
- ▶ Circumstances that require exceptional approval

*see "Faculty Removal Information Packet from Department Chair" template*

## Faculty Removal Pilot Program

### Faculty Removal Information Packet – **Specific Information**

- ▶ Household Move
  - ▶ Using a professional moving company
  - ▶ Personal Library
  - ▶ Vehicle Transportation
- ▶ Self-move
- ▶ Moving Expenses: Transportation
  - ▶ Air Transportation
  - ▶ Transportation via personal car
- ▶ Moving Expenses: Meals
- ▶ Moving Expenses: Lodging

*see "Faculty Removal Information Packet from Department Chair" template*

## Faculty Removal Pilot Program

### Faculty Removal Worksheet – Acknowledgment

- ▶ IRS Time & Distance Requirements
- ▶ Members of household included in the move
- ▶ Acknowledgment of:
  - ▶ Total removal allocation
  - ▶ Need for prior approvals
  - ▶ Receipt processing deadline
  - ▶ Reimbursement based on actual costs
  - ▶ Reimbursements (including payments made by University on behalf of the faculty) are considered taxable income

*see "Faculty Removal Worksheet" spreadsheet (1<sup>st</sup> tab)*

## Faculty Removal Pilot Program

### Faculty Removal Worksheet – Acknowledgment

- ▶ IRS Time & Distance Requirements

IRS Time & Distance Requirements		
<b>Distance Requirement</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the employee's new principal place of work at least 50 miles farther from the employee's old residence than was the employee's former principal place of work?		
<b>Time Requirement</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it anticipated that the employee will work full-time for at least 39 weeks during the 12-month period immediately following the employee's start date?		
<b>Commencement of Work Requirement</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the employee's moving expenses incurred within one year from their start date?		

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Acknowledgment

### ► Members of household included in the move

Members of household included in the move:	
	Relationship
1 0 *	_____
2	_____
3	_____
4	_____
5	_____

*\* Name on Line 1 will auto-populate from "Employee Name" entered in Row 2*

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Acknowledgment

### ► Acknowledgment

Acknowledgment
<p><b>I have read the Faculty Removal Packet and understand that:</b></p> <p><input type="checkbox"/> my total removal allocation is \$10,000*</p> <p><input type="checkbox"/> prior approval must be requested for a staged move or a move from multiple locations</p> <p><input type="checkbox"/> receipts must be turned in for processing within 60 days of the completion of my move</p> <p><input type="checkbox"/> reimbursement is based on actual costs, not per diem limits</p> <p><input type="checkbox"/> all reimbursements paid to me, or payments made on my behalf, for moving expenses are considered taxable income. I will receive reimbursement for out-of-pocket expenses and understand that future paycheck(s) will be reduced by the amount of additional payroll tax withholding.</p>

*\* If the removal allocation is something other than the standard \$10,000, the department should revise this figure before sending the worksheet to the faculty member*

## Faculty Removal Pilot Program

### Faculty Removal Worksheet – Removal Form

- ▶ Contains dropdowns for Department Name
- ▶ Calculates totals per specific category
- ▶ Calculates personal car mileage (currently at \$0.20/mile)
- ▶ Totals reimbursement(s) paid to vendors
- ▶ Totals reimbursement to be paid to faculty member

*see "Faculty Removal Worksheet" spreadsheet (2nd tab)*

## Faculty Removal Pilot Program

### Faculty Removal Worksheet – Removal Form

Form is broken into sections that duplicate the headings in the Faculty Removal Information Packet – Specific Information

- ▶ Household Move
  - ▶ Using a professional moving company
  - ▶ Personal Library
  - ▶ Vehicle Transportation
- ▶ Self-move
- ▶ Moving Expenses: Transportation
  - ▶ Air Transportation
  - ▶ Transportation via personal car
- ▶ Moving Expenses: Meals
- ▶ Moving Expenses: Lodging

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ► Household Move

A. Household Move (Expenses Paid Directly to Vendor by UCSB)	
<b>Personal Household Goods</b>	
Moving Company Name	_____
Purchase Order #	_____
Invoice Total	_____
Storage Charges Incurred in Transit	_____
<b>Personal Library</b>	
Moving Company Name	_____
Purchase Order #	_____
Invoice Total	_____
Storage Charges Incurred in Transit	_____
<b>Personal Vehicle(s)</b>	
Moving Company Name	_____
Purchase Order #	_____
Invoice Total	_____
Storage Charges Incurred in Transit	_____
<b>Total Moving Expenses Paid Directly to Vendor by UCSB</b>	_____ -

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ► Self-move

B. Self Move (Expenses Paid by Employee)	
Moving Truck Rental	_____
Moving Truck Rental Fuel	_____
Boxes/Packing Material	_____
Labor	_____
Shipping	_____
Miscellaneous	_____
<b>Total Moving Expenses Paid by Employee</b>	_____ -



# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ►Transportation Expenses

C. Transportation Expenses			
Airfare Total	# of Travelers	_____	_____
Pet Transportation			_____
Ground Transportation			_____
Personal Car Mileage (@ \$0.20/mile)	Mileage	_____	_____
	License Plate # _____	State _____	
Does car used have Liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Personal Car Mileage (@ \$0.20/mile)	Mileage	_____	_____
	License Plate # _____	State _____	
Does car used have Liability Insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tolls			_____
Rental Car (while primary car is being shipped)			_____
Rental Car Fuel			_____
<b>Total Transportation Expenses</b>			_____

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ►Meals

D. Meals			
Date	_____	Total Meal Cost	_____
# of People	_____		
Date	_____	Total Meal Cost	_____
# of People	_____		
Date	_____	Total Meal Cost	_____
# of People	_____		
Date	_____	Total Meal Cost	_____
# of People	_____		
<b>Total Cost of Meals During Final Move</b>			_____

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ►Lodging

E.		Lodging	
Check in Date	_____	# of Nights	____
Check out Date	_____	# of People	____
		Total Room/Tax/Parking	_____
Check in Date	_____	# of Nights	____
Check out Date	_____	# of People	____
		Total Room/Tax/Parking	_____
Check in Date	_____	# of Nights	____
Check out Date	_____	# of People	____
		Total Room/Tax/Parking	_____
Check in Date	_____	# of Nights	____
Check out Date	_____	# of People	____
		Total Room/Tax/Parking	_____
		Total Cost of Lodging During Final Move	_____ -

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ►Miscellaneous

F.		Miscellaneous	
_____	Total	_____	
_____	Total	_____	
_____	Total	_____	
Total Miscellaneous		_____	-

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ► Summary of Expenses

SUMMARY OF EXPENSES	
Total Moving Expenses Paid Directly to Vendor by UCSB	-
Total Moving Expenses Paid by Employee	-
Total Transportation Expenses	-
Total Cost of Meals During Final Move	-
Total Cost of Lodging During Final Move	-
Total Miscellaneous	-
<b>Total Expenses</b>	<b>-</b>
<b>Total Advances Paid Directly to Vendor</b>	<b>-</b>
<b>Total Reimbursement to Employee</b>	<b>-</b>

# Faculty Removal Pilot Program

## Faculty Removal Worksheet – Removal Form

### ► Approval Process

I certify that the above is a true statement, that the expenses claimed were incurred by me during relocation on the dates shown, and that I have attached all original receipts for each expense as required by university policy.

\_\_\_\_\_

Traveler Signature Date

\_\_\_\_\_

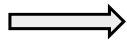
Department Account Approver - Signature Date

\_\_\_\_\_

Department Account Approver - Print Name & Title

Note to Department Preparer:

- forward Removal Expense Form spreadsheet to BFS at [amgonz@ucsb.edu](mailto:amgonz@ucsb.edu)
- forward original hard-copy signed version of Removal Expense Form and all original receipts to BFS



\_\_\_\_\_

BFS Approval Date

Note to BFS:

- forward copy of Removal Expense Form spreadsheet to Assistant Dean: #N/A

## Questions?

Forms are available on the Executive Vice  
Chancellor's website under "Forms and  
Information"

<https://evc.ucsb.edu/forms.and.information/>

Issues with the form?

contact Mary Lum in Letters & Science  
mlum@lsc.ucsb.edu