

Initiative #1 Goal 6 White Paper: Relocation Assistance

Introduction/Background:

- Contract with an outside vendor to provide an Employee Relocation Assistance Program; or
- Create an EAP position to update, implement and supervise an Employee Relocation Assistance Program

Proposal/Purpose/Justification:

As noted in Indiana State University's Strategic Plan, "Relocation Assistance Programs work to ease the transition of moving to a new community by providing essential support to new and prospective faculty, staff, and their families."

Relocation Assistance program most commonly provide to new employees the following information:

- Moving companies
- Housing
- Child and elder care
- School systems
- Diversity and community resources
- Dual-career services

They may also cover or pay a stipend for moving expenses.

Currently, ISU provides aforementioned information on a link developed by the Quality of Life Team and supported by the Office of Human Resources. The university does not typically cover moving expenses. <http://www.indstate.edu/humres/RelocationAssist.htm>

While the university provides relocation assistance information to new employees, this link is difficult to find and will easily become outdated if someone is not assigned responsibility for keeping the information updated and the links current.

In response to this problem, some universities have chosen to contract with an outside vendor to provide relocation assistance. Others have assigned a staff member in Human Resources with the responsibility of providing support to new employees, including relocation assistance.

We have included with this proposal is an excel sheet which identifies the links to a handful of universities that have well developed relocation assistance programs, as well as a synopsis of the services provided.

The University of Minnesota's "RAP" program, for instance, provides new employees with customized relocation packets and places a special emphasis on "career dual services" <http://www1.umn.edu/ohr/rap/>

Work Plan – Action Steps –

1. Appoint a group to develop this initiative (Completed: Spring 2010)
2. Study the practices of colleges and universities that offer relocation assistance services for elements that should be part of an ISU relocation assistance program (Ongoing since Spring 2010—continuing with a renewed emphasis in July 2011).
3. Work with hiring Deans, Department Chairs and Directors, the FEBC and SEBC to introduce them to the program under development and gather their input on elements that should be part of the ISU relocation assistance program (August -September 2011).
4. Survey the various services and information links currently provided on the ISU web site that should be part of the relocation assistance, e.g. day care, the spousal assistance program once it is developed, etc (Completed—in part— Spring 2010 and Fall 2010; ongoing as the relocation assistance program evolves and as the childcare and spousal accommodation initiatives also evolve).
5. Develop a plan and expectations for the ISU relocation assistance program (September 2011).
6. Develop expectations for the staff who will manage the program (On hold until we decide whether to keep with the homegrown program or to contract with an outside vendor).
7. Evaluate the capacity within current HR staff to determine if addition of the relocation assistance program can be managed with existing staff or if hiring additional staff will be necessary (August-September 2011).
8. Hire new staff, or provide training for existing staff (November-December 2011, if the university chooses to develop a home-grown assistance program).
9. Develop a web page for the relocation assistance program that provides a comprehensive overview of the campus and community resources new and prospective

faculty and employees would need to make a smooth transition to Terre Haute and ISU (Completed Spring -Fall 2010; ongoing).

10. Implement the program and market to the university community and provide information on how and when hiring departments can direct job candidates to these services (Spring 2012).

Reporting and Deliverable Schedule

Data collection and university feedback—August-September 2011

Decision whether to hire an EAP or contract with an outside vendor—October 2011

Hire an EAP or select an outside vendor (RFP)—November-December 2011

Implement program—January-March 2012

Market to university—March-April 2012

Homegrown Satisfaction Survey—September 2012

Budget

EAP position: \$35,000.00 plus benefits

or

Outside Provider: \$35,000.00 (unsure of the costs)--annually

Management Plan

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Outcome Assessment & Future Testing

- High quality Employee Relocation Assistance Program in place no later than April 2012
- Satisfaction with the program as indicated in survey responses to the home-grown satisfaction survey
- Correlation between implementation of Employee Relocation Program and increased employee satisfaction with Indiana State University, as indicated in responses to the Great Places to Work for survey.

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Relocation Links

University	Link	Offers:
University of Toronto 27 King's College Circle, Toronto, Ontario, Canada M5S 1A1	http://www.facultyrelocation.utoronto.ca/	Assistance to prospective and recently appointed tenure and tenure-track faculty via the use of consultants with housing assistance, real estate relocation, moving and banking. Also offers services for children, (child care, schools, camps, programming and help with special needs children), elderly family members, community facilities on and off campus.
University of California 1111 Franklin St., Oakland, CA 94607	http://ucfamilyedge.berkeley.edu/santa%20cruz.htm	Personalized assistance identifying and addressing a families relocation needs, customized information, and referrals to address the families relocation needs. Services addressed are moving information, on and off campus housing, child care, elder care, on and off campus recreational information, community connections, volunteer opportunities, and local school information.
MIT 77 Massachusetts Avenue Cambridge, MA 02139-4307	http://web.mit.edu/facultyworklife/family/index.html	Offers a Faculty Relocation Specialist (http://web.mit.edu/facultyworklife/benefits.html). Elder and child care, housing and moving assistance, networking, mentoring, community connections and spiritual life connection assistance.
Southern Utah University 351 West University Boulevard Cedar City, UT 84720	http://www.suu.edu/academics/provost/relocate.html	Moving and relocation expenses possibly covered, if "hiring department believes such an offer faculty factor in securing a highly qualified applicant for a faculty or administrative position.
San Francisco State University 1600 Holloway Avenue San Francisco . CA 94132	http://academic.sfsu.edu/ar/budget/relocation.php	Allocation provided by the Academic Affairs office to offset expenses of the move of household goods. Allocation covers a portion of the cost of moving household goods to another residence (outside the San Francisco Bay area). Also provides University Housing Options, and a New Faculty Resource Guide.
Columbia University 116th Street and Broadway New York, NY 10027	http://www.columbia.edu/cu/vpas/work-life/index.html	Offers a relocation contact - Audrey Rosenblatt, a housing contact, Sue Mescher, and a PDF of New Faculty and Staff tips.
University of Maryland College Park, MD 20742	http://www.faculty.umd.edu/relocate/	Offers a Relocation Assistance Program, packet, and a Relocation Assistance and Dual Career Assistance Coordinator, along with Moving, housing, childcare, school, and public transportation assistance.
McGill University 688 Sherbrooke West Suite 1520 Montreal, Quebec H3A 3R1	http://www.mcgill.ca/hr/5/hr%E2%80%99s-faculty-relocation-advisor-helps-spouses-adapt-new-surroundings	Offers a Relocation Administrator offers assistance with moving, travel, and temporary accommodation assistance.
Ohio University Athens, Ohio 45701	http://www.ohio.edu/finance/purchasing/relocation.cfm	Offers a package that normally includes transportation of household goods, temporary housing, travel and lodging costs from the old residence, to the new residence, and a Home Owner assistance package if faculty owns a home at the time of hire.
East Carolina University East Fifth Street Greenville, NC 27858	http://www.ecu.edu/cs-admin/hr/Pirate_Relocation_Assistance_Program.cfm	Offers links to help with relocation, child care, schools (public and private) and homebuyer assistance.