**INFORMATION FOR NEW EMPLOYEES**

**Move & House Hunting**

Welcome!

We are pleased that you will be joining us at the [NAME OF DEPARTMENT, Contact Name & Email ]. In order to make your transition as easy as possible, I have attached information you will need as a new employee and for your house hunting and move to Oregon.

1. Link to the UO’s New Employee site  <https://hr.uoregon.edu/hr-programs-services/benefits/new-employee-benefits-resource-center>
2. Link to the UO’s Moving Policy & Procedures site <https://ba.uoregon.edu/content/movingrelocation-expenses>
3. A Summary table of possible allowed moving, house hunting, and temporary living expenses can be found at <https://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/movingexpensesonesheetsummary2021.xlsx>
4. List of the moving companies that currently have price agreements with UO can be found at <https://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/paymentoptions.pdf>

* Be sure to provide backup documentation including mover’s inventory of all items being moved.
* UO strongly recommends that you get “binding” quotes. Binding quotes provide actual costs paid for the mover’s services, unless allowed variances are noted. A non-binding quote is an estimate and the actual cost can vary. Much frustration will be saved with binding quotes.
* If you decide to get a quote from a mover not on the attached list of UO price agreements, be sure to request information on discounts available on a large scale, such as national discounts for educational institutions, both public and private.
* If you are shipping cars, you may want to get quotes from companies that specialize in car shipment. Some faculty have found these rates cheaper than having the moving company ship the car.
* If you have purchased a home before the move, work with the moving company ahead of time to make sure the truck can access the street without having to transfer items to a smaller vehicle. Added steps required to access a street or location are usually performed at an additional charge and it is easier to authorize the charge ahead of time.
* Even if UO works with the moving company for the direct bill option, the contract for moving services is between you and the moving company. You need to sign the contract for the mover selected prior to any work being done by the moving company.
* You are encouraged to select the mover you feel most comfortable with moving your items across the country. If you are selecting the option for UO to work with the moving company for direct billing to UO, your department contact person will work with you in completing the requirements for that option.

1. If neither of the above options works for you, please contact the department contact person to discuss further.
2. Moving and house hunting expenses. Your Department Contact Person will notify you if you are required to save and provide original receipts for reimbursement.
3. There are two Moving/Relocation Expense Payroll Options, determined at the time of the offer and stipulated in the offer letter.
   * + 1. Moving Allowance Payroll Option 1: Requires reasonable moving expense and providing all supporting receipts and documentation. Includes ability for direct pay to Moving Company.
       2. Moving Allowance Payroll Option 2: Does not require receipts. Direct payments to Moving Company not available.
4. If you voluntarily terminate employment at UO within one (1) year of your official hire date, all amounts paid for your moving/relocation shall be reimbursed by you to the UO unless an alternative arrangement is made in writing.

Please let you Department contact person know if you have any questions or concerns. I hope your house hunt and move go smoothly.

[signature and signature block] (required)

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