



## Relocation Expense Repayment Agreement

This document is the Relocation Expense Repayment Agreement between Ohio University (hereafter referred to as “University”) and \_\_\_\_\_ (hereafter referred to as “Employee”). In the course of the Employee’s employment with the University, it is mutually agreed upon that it would be in the best interest of both parties for the Employee to relocate, and for the University to pay part of the costs associated with that relocation. If the Employee resigns or is terminated from the University, the following agreement remains in effect.

The Employee’s relocation funds, and payment by the University for such funds, are subject to the following terms and conditions:

1. The Employee agrees that such relocation shall be affected in accordance with Ohio University Policy and Procedure 41.111, Relocation Expenses, which is available online at [Policy and Procedure 41.111](#).
2. The University agrees to pay the Employee the total amount of relocation awarded per Ohio University Policy 41.111. The Employee agrees to repay the University for relocation funds that were previously paid to the Employee in the event the Employee voluntarily terminates employment with the University prior to completing:
  - a. Two years of continuous service, commencing from the Employee’s date of hire or transfer date, or
  - b. The established appointment term date, if such term is less than two years

Further the employee agrees to repay the University such funds if the Employee is “terminated for cause” within the two year period from the Employee’s date of hire or transfer date. “Termination for cause” includes, but is not limited to: gross misconduct, gross negligence in performance of job duties, and insubordination. “Termination for cause” does not include change in control, office closings, or job elimination. The Employee will have fourteen (14) days from date of resignation or termination to make the repayment. The percentage of relocation funds to be repaid is based on the number of calendar days the Employee was in an active status; not the number of days physically present for work).

The repayment percentages are as follows:

<b>Days Employed</b>	<b>Percentage to be repaid to University</b>
Day 0-365	100%
Day 366-485	75%
Day 486-605	50%
Day 606-730	25%

3. Any Employee who obtained employment fraudulently (e.g., under falsified credentials), agrees to repay the University 100% of relocation funds previously paid by the University, regardless of the number of days employed.
4. It is agreed that any monies to be repaid to the University under the terms of this agreement may, at the University’s discretion, be deducted from monies owed to the Employee in the form of salary, wages, bonuses, vacation pay, or severance pay. Any remaining balance owed to the University, after the deductions have been withheld, shall be paid within fourteen (14) days after severance of employment at which time interest at the maximum legal rate will also be due. Additional fees incurred by the University as part of this collection process will be also included in the total amount owed by the Employee.

**Acceptance:**

Employee acknowledges having read this Agreement and understands it; agrees to be bound by its terms and conditions; and agrees that this Agreement constitutes the entire Agreement with respect to the matters contained herein.

**Ohio University Representative**

**Employee**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

Name printed: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_