



## COLLEGE POLICY

<b>Policy Name:</b> Candidate Interview and Relocation Expenses	<b>Policy Number:</b> CP 5.12
<b>Board Policy Reference:</b> n/a	<b>Approvals:</b> College Advisory Council 11/4/24 President 12/15/24
<b>Applicable WAC/RCW:</b> Chapter 43.03 RCW	

### Cascadia College Relocation and Interview Expense Reimbursement Policy Statement

Cascadia College recognizes the competitive nature of recruiting and hiring highly qualified and diverse candidates. To support this effort, the College will cover interview travel expenses for finalist candidates. Additionally, for Faculty, Director, Dean, Vice President, and President roles, the College will reimburse relocation expenses up to \$2,500 for individuals relocating over 50 miles. All interview travel and relocation reimbursements require approval from the College President before being processed.

#### Eligibility and Approval

- Cascadia College, in alignment with state guidelines, may cover moving expenses for eligible new or transferring employees. In exceptional cases, such as for hard-to-fill positions, the College may, at its discretion, pay for certain costs directly related to the relocation of a new employee.
- Prior approval from the President is required before any expenses are incurred for reimbursement.

#### Reimbursement Procedures

- The procedures and available reimbursement amounts will depend on the funds allocated in the College's annual budget.
- Cascadia College will adhere to the policies and procedures outlined in the Washington State Office of Financial Management's State Administrative and Accounting Manual (SAAM), Chapter 60 and Chapter 70.20, and will comply with relevant state laws, including Chapter 43.03 RCW.
- Reimbursable expenses may include travel for interviews, moving household goods, and temporary lodging, subject to the limitations and requirements specified in the SAAM and applicable state regulations.

**Annual Review**

The procedures for reimbursing relocation and interview expenses will be reviewed annually by the President to ensure they remain aligned with state regulations and the College's priorities.

**Relevant Laws and Resources**

- Office of Financial Management's State Administrative and Accounting Manual (SAAM), Chapter 60, "Moving Expenses", and Chapter 70.20 "Prospective Interview Expenses"
- Chapter 43.03 RCW

**Policy Contact**

For more information or clarification regarding this policy, please contact the Human Resources Department.