

Agreement made on _____, between Georgia College (GC) and _____ (Employee). Whereas Employee, with employment date effective _____, is a suitable candidate for the position(s) of _____ and has accepted GC's offer of employment into this position effective _____; and whereas GC and Employee mutually desire to move and relocate Employee's residence from _____, to _____ so that Employee's residence is in the area of Employee's employment; now, therefore, GC and Employee agree;

1. Effective _____, Employee agrees to work on a full-time basis at GC for at least one year beginning _____ and ending _____. For faculty appointed on an academic year basis, one year is defined as two concurrent regular academic sessions of fall and spring or spring and fall semesters equal to nine months. For all other faculty and employees, one year is defined as working 39 weeks during a 12 month period of time.
2. GC agrees to pay a lump sum and/or pay on behalf of Employee an amount not to exceed \$ _____ for personal moving and relocation expenses incurred for relocation. This amount includes payments made on behalf of Employee by GC to third-party commercial moving companies and providers.
Employee checks the box that applies.
 - I want GC to pay a third-party commercial moving company on my behalf. The remaining balance will be paid directly to me after the vendor is paid.
 - I want GC to pay me the lump sum.
3. Employee's failure to remain employed at GC for the applicable period in Section 1 will constitute a violation of the agreement. In the event of such violation, Employee will be liable to GC for all of the gross (pre-tax) relocation and moving expenses which GC has paid to or on behalf of Employee. Any tax impact, if applicable to the original payment or reimbursement, will be reversed upon receipt of repayment from the employee. However, if separation from employment is beyond the control of the Employee, as determined in writing by the appropriate GC official, all liability under this Section may be waived.
4. Employee hereby gives GC an express lien on all salaries, wages and other sums payable to him/her by GC, for the purpose of securing all amounts due under Section 3 above, and Employee authorizes GC to withhold all amounts so due from the sum payable to Employee by GC. Employee waives all exemptions, which may apply to any amounts so due. Employee agrees to pay to GC, upon request, any amount which is not so deducted. If Employee fails to pay all amounts due within thirty (30) days of request, GC may pursue collection efforts at the Employee's expense, including but not limited to collection costs, attorney fees and any other applicable charges. Human Resources must be notified if Employee separates from employment within first year of employment.

Employee Signature

Date

I certify that my department will cover the relocation and moving expenses for the above named individual from the fund source(s) specified. Reimbursements will be made in accordance with the GC Relocation Expense Policy.

Fund Source: _____ Payroll Distribution: _____

Hiring Official: _____ Date: _____

Department Head: _____ Date: _____

Dean/Vice President: _____ Date: _____