



## RELOCATION GRANT GUIDELINES

Objective: To provide assistance to nursing staff physically relocating to the area to work at Duke University Health System (Duke Raleigh, Durham Regional Hospital, or Duke University Hospital). This updated policy will become effective immediately, and guidelines will change as necessary without notification.

This allowance may be received in one of two ways: (1) receive money after employment date (see section 5 below), or (2) relocation movers. Call the Nurse Recruitment Office at (800) 232-6877 for further information and contact numbers.

### Grant Guidelines:

1. New employees hired into nursing on a full-time (30-40 hrs/wk) basis are eligible for the Relocation Grant providing they meet the following criteria:
  - A. Must have accepted job offer with Duke prior to their move.
  - B. Agree to remain employed full-time (30-40 hrs/wk) within nursing at Duke University Health System (Duke Raleigh Hospital, Durham Regional Hospital, or Duke University Hospital) for one full year.
  - C. Physically relocate to this area for the sole purpose of beginning employment at Duke.
  - D. Has not been employed by, or on payroll of, the Duke University Health System or any of its subsidiaries *in any capacity* for a period of at least one (1) year. (Nursing students, who participated in the PNA program, may be eligible to receive relocation).
  - E. Not participating in the Duke ABSN or Watts loan forgiveness programs.
2. Relocation Grant amounts: \$1,000 (inside NC – move at least 75 miles); \$3,000 (outside NC moving into NC). **For students permanent address will be used for purpose of relocation.**
3. The Relocation Grant Agreement must be completed and signed within 1 month of start date. **THE RELOCATION GRANT FORM MUST BE COMPLETED IN ORDER TO RECEIVE RELOCATION GRANT IN ANY FORM.** A copy of the agreement will be kept on file in the Nurse Recruitment Office.
4. The Relocation Grant is taxable income and will be reported to the IRS as taxable income on year-end W-2 form.
5. Relocation money will be issued in one payment, and will be included in your regular paycheck. Grant is subject to all applicable state, federal, and FICA taxes (which will be deducted). Payments will processed after

relocation application form completed (as soon as possible after hire date, and prior to end of 90-day probation period) and paperwork submitted for payment. Gross Adjustment should show on paycheck issued approximately 6-8 weeks after hire date.

6. It is the responsibility of the new employee to complete any tax forms applicable for these funds.

7. If the employee voluntarily resigns, is terminated or transfers outside of nursing (within the hospital) before completing 12 months full-time continuous service, he/she will be responsible for reimbursement of payments of grant money:

A. If the employee leaves Duke (under any of the conditions above) and is asked to return the grant money within the same calendar year as it was received, the employee will be responsible for reimbursement of grant money received, (less taxes).

B. If the employee leaves Duke (under any of the conditions above) and is asked to return the grant money after the beginning of a new calendar year (different than the calendar year in which the grant was received from the employee), the employee will be responsible for reimbursement of total grant including taxes.

It is the responsibility of the employee to make arrangements for repayment of the grant prior to leaving employment.

8. The employee is responsible for providing accurate information regarding the origin of relocation. This information is subject to verification and the employee may be terminated if found to have falsified this information.

9. Nurse Recruitment will manage this program. Hires will be evaluated monthly with program statistics summarized to Senior Leadership for evaluation of program changes. The programs will be evaluated as successful if 80% if the number of nurses receiving this incentive continue employment past one year. Nurse Recruitment will measure exit interview data as well as staff satisfaction related to this program.

## RELOCATION GRANT PAYMENT OPTIONS

One of the two options below are available to new employees. Remember – to receive either, you MUST complete Relocation Grant form.

**I. Receive relocation allowance directly (paid 6-8 weeks after start day and included in payroll check as “supplemental pay”).**

- A. \$3,000 allowance for out-of-state hires (must relocate to NC)
- B. \$1,000 allowance for in-state hires (move must be at least 75 miles within North Carolina)
- C. For students permanent address will be used for purpose of relocation.

**II. Relocation movers (Lawrence Transportation Systems or Armstrong Relocation).**

Relocation allowance paid directly to an approved moving company (Lawrence Transportation Systems or Armstrong Relocation, under Duke contract) in amounts as shown in option I above.

Contact:

Sherrill Greene  
**Lawrence Transportation Systems**  
1-800-336-9626, Press 6 and Ext. 14  
[Sgreene@lawrencetransportation.com](mailto:Sgreene@lawrencetransportation.com)

OR

Donna Williams  
**Armstrong Relocation and Companies**  
Agent for United Van Lines  
4227 Surles Court, Ste. 110  
Durham, NC 27703  
919-425-9853 Office  
919-225-3399 Weekends  
800-473-9869 Toll Free  
901-271-4554 Facsimile  
[donnawilliams@goarmstrong.com](mailto:donnawilliams@goarmstrong.com)

