

# RELOCATION GRANT GUIDELINES

Objective: To provide assistance to Registered Nurses and Case Managers physically relocating to the Raleigh/Durham area to work at Duke University Health System (Duke Raleigh Hospital, Durham Regional Hospital, Duke University Hospital, Duke Primary Care, Patient Revenue Management Organization, and Duke Home Care and Hospice).

## Grant Guidelines:

### 1. Eligibility Criteria:

- A. Must have accepted a job offer with DUHS prior to relocating.
- B. Hired into a .75 FTE or greater (30 hours a week or more) as a Registered Nurse at Duke University Health System (Duke Raleigh Hospital, Duke Regional Hospital, or Duke University Hospital, Duke Primary Care, PRMO. The position must require a registered nurse.
- C. Hired into a .75 FTE or greater as a Case Manager at Duke University Health System (D. *Nursing students, who participated in the PNA program, may be eligible to receive relocation*).

### 2. Relocation Grant Amounts:

- A. \$1,500 (inside NC, move at least 75 miles; experienced RN's or case manager only).
- B. \$1,500 (outside of NC; new grads).
- C. \$3,000 (outside of NC; experienced RN's or case manager only).

*For students permanent address will be used for purpose of determining eligibility for relocation Grant. Nurses working under a compact nursing license are not eligible for a relocation grant until their primary state of residency is changed to North Carolina. Application must be submitted within 90 days of permanent address declaration.*

**3. The Relocation Grant Agreement must be completed, signed, and submitted within 1 month (30 days) of start date in order to receive the Relocation Grant. A copy of the completed agreement will be kept on file in the Nursing & Patient Care Services Recruitment Office.**

**4. Relocation money will be issued in one payment, (see section 2) and will be included in your regular paycheck. Payment will be processed within 6 weeks of successful completion of one year of employment; pending payroll processing window. The Relocation Grant is subject to all applicable state, federal, and FICA tax deductions.**

**5. If the employee voluntarily resigns or transfers outside of an eligible position (within the Health System) before completing 12 months of full-time continuous service (30 hours or more .75 FTE or greater), he/she will be responsible for re-payment of grant money:**

- A. If the employee leaves Duke (under any of the conditions above) and is required to return the grant money within the same calendar year as it was received, the employee will be responsible for re-payment of grant money received, less taxes.
- B. If the employee leaves Duke (under any of the conditions above) and is required 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.
- C. It is the responsibility of the employee to make arrangements for repayment of the grant prior to terminating employment with Duke.

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

Questions? Email us at [nurse.relocation@dm.duke.edu](mailto:nurse.relocation@dm.duke.edu).



