

*Effective Jan 2019*



**UNIVERSITY WITH A PURPOSE**

# **UPES PRINCIPLES OF ENGAGEMENT**

*Human Resources*

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## I. Relocation Policy

### 1. Objective

- 1.1 The purpose of this policy is to define guidelines and provide assistance to the employees who are required to relocate from their current station of residence to a different location to join UPES on their first posting or are relocated/ transferred owing to University's needs.

### 2. Applicability

- 1.2 This policy is applicable to all full-time employees of UPES

### 3. Guidelines

#### 2.1. Relocation Rules

- 2.1.1. Employees may be required to relocate to join the services of UPES; or may be transferred because of either University's needs or their request for transfer owing to their personal situations.

#### 2.2. Relocation Approval & Relocation Letter for Existing Employees

- 2.2.1. The relocation of existing employees, whether initiated by UPES or employee-initiated, shall be approved by the Vice-Chancellor/ Chief Commercial Officer.
- 2.2.2. Employee-initiated transfers shall be considered only if a vacancy exists at the desired location.
- 2.2.3. Once transfer/ relocation of an employee is approved, HR would provide Relocation Letter, with defined terms, to the concerned employee.
- 2.2.4. It should be noted that employees should relocate only after they receive a relocation letter from HR.

#### 2.3. Relocation Support

##### 2.3.1. Travel to New Location

- a. In case of **relocation of new employees or transfers initiated by UPES**, reimbursement for journey fares from existing location to the new location of joining would be provided to the concerned employee, her/his spouse and dependent children up to the age of 21 years. This reimbursement will be done as per the entitlement in Travel Policy of UPES, upon submission of original bills.
- b. The above-mentioned travel arrangements would be made by the Administration department at UPES, in discussion with the concerned employee.

##### 2.3.2. Transit Accommodation at New Location and Transportation of Household Goods

- a. Transit Accommodation at the new location and reimbursement of transportation of household goods are provided in case of **relocation of new employees and University-initiated transfers**.

- b. All such employees would be provided (or reimbursed on actuals, against bills) for transit accommodation and meals (i.e. Breakfast, Lunch, and Dinner), for the self, spouse and 2 dependent children up to the age of 21 years, for a maximum period of 7 days, as per the entitlements in Travel Policy.
- c. All such relocating employees, across bands, will be entitled to reimbursement of expenses incurred towards transportation of house hold goods against bills in both cases, up to 1 month's basic salary.
- d. Employees may submit the bills for reimbursement within 6 months of relocating. UPES shall reimburse the amount within 1 month of the bills being submitted.
- e. Additionally, existing employees may seek salary advance / loan, in case of University-initiated transfer, as per the existing policy.
- f. In case of UPES initiated transfer or a new joinee from other location, relocating to Dehradun, a cab will be provided to the relocating employee for the first 7 days of her/his joining, to facilitate her/his transition to the new location.
- g. Expenses for any additional requests will be borne by the concerned employee.

2.3.3. The above indicated Relocation Support shall be facilitated by the Administration department at UPES, in discussion with the concerned employees

2.3.4. **Relocation Leave**

- a. Relocation leave of 7 days (including weekends), may be availed by employees who relocate to join UPES, for their first posting, or due to University-initiated transfer.
- b. This leave must be availed within 1 month of joining the new location, with approval by the new Reporting Manager and information to HR.

2.4. **Approval on Deviations**

2.4.1. Any deviation to this policy must be approved by the Vice-Chancellor/ Chief Commercial Officer.