

### **Purpose:**

The purpose of this policy is to provide information to employees who are eligible for relocation benefits in accordance with set criteria. An employee that is relocating due to that person transferring down from a promotion, whether by the decision of the employee or the company, is not eligible for relocation benefits.

### **Policy:**

When McAlister employees relocate to a new area, certain relocation benefits may be provided to facilitate the transition.

### **Relocation/Transfer Scenarios:**

- Scenario 1- An employee is promoted and the promotion causes a necessary geographical move. The company will pay up to \$6,500 of relocation cost.
- Scenario 2- Employment is affected due to contract loss. If there is a position open at a different operating site, the employee has had one (1) year continuous employment at the closing site, and the employee has gone 180 days without any level of disciplinary action, the company will pay up to \$6,500 of relocation cost.
- Scenario 3- An employee approaches his or her manager about an open position at a different operating site within the company. To qualify for this, the employee must have one (1) year of continuous service at the current site, and have gone 180 days without any level of disciplinary action; the company will provide 1% of the previous year's gross earnings to help with moving cost. The employee must remain with the company for one (1) year following the transfer, or the 1% will be deducted from his or her final paycheck.

### **Benefit Details:**

Only those moving expenses that are reasonable for the circumstances of your move will be eligible for the reimbursements.

### **Eligible moving expenses for reimbursement include:**

- Expenses of breaking a lease
- Cost of moving your household goods and personal effects
  - The cost of packing, crating, and transporting your household goods and personal effects.
  - Two quotes must be provided to McAlister. McAlister will choose the final option.
  - The cost of connecting or disconnecting utilities required because you are moving your household goods, appliances, or personal effects.

- Cost of traveling to your new home
  - The cost of traveling from your former home to your new one should be the shortest, more direct route available by conventional transportation. If, during your trip to your new home, you stop over or make side trips for sightseeing, the additional expenses for your stop over or side trips are not eligible for reimbursement.
  - The cost of transporting your vehicles by either actual expenses, such as gas and oil for your vehicle, if you keep an accurate record of each expense or the standard mileage rate of 23 cents per mile.
  - The cost of parking fees and tolls
  - The cost of lodging expenses you had in the area of your former home within one day after you could no longer live in your former home because your furniture had been moved.
  - If an overnight stay is required during the most direct route to your new home, lodging will be reimbursed.

Non-eligible expenses include:

- Expenses for any general repairs or maintenance, insurance, tags or depreciation for your vehicle.
- The cost of moving furniture you buy on the way to your new home.
- The cost of meals.
- Any part of the purchase price of your new home.
- Expenses of buying or selling a home.
- Home improvements to help sell your home.
- Loss on the sale of your home.
- Losses from disposing of memberships in clubs.
- Mortgage penalties
- Pre-move house hunting expenses
- Real estate taxes
- Security deposits
- Storage charges