



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## **RESOLUTION NO. 24-03 RELATIVE TO ADOPTING THE RELOCATION EXPENSES POLICY**

**WHEREAS**, the Research Corporation of the University of Guam (RCUOG) was established by Public Law 32-114 as a public corporation; and

**WHEREAS**, PL 32-114 states that the Board of Directors shall adopt rules and regulations governing the terms and conditions of employment for RCUOG personnel; and,

**WHEREAS**, the RCUOG applicant pool includes Guam residents and non-residents; and


**WHEREAS**, RCUOG needs to establish a policy that allows for relocation expenses if an applicant selected to fill a position is not a resident of Guam; and

**WHEREAS**, relocation expenses are outlined in the policy which is appended to this resolution as Exhibit A; and

**WHEREAS**, the Relocation Policy will guide RCUOG hiring process for new employees who are not Guam residents and who must relocate to Guam to perform their duties.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the Relocation Expenses Policy.

Adopted this 8th Day of March 2024.

  
Anita Borja Enriquez (Mar 12, 2024 16:38 GMT+10)

Dr. Anita Borja Enriquez, Chairperson

### **ATTESTED:**

  
Ryan Shook (Mar 13, 2024 17:21 GMT+10)

Ryan Shook, Secretary



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

Exhibit A

## **RELOCATION EXPENSES POLICY**

If an applicant selected to fill a position that requires work to be done on island, and the applicant does not reside on Guam, RCUOG may offer relocation expenses to the applicant provided that the expenses are included in the approved project budget and funding is available.

Relocation expenses may vary by project but can include the following:

- Airfare - the applicant may request that the Research Corporation make travel arrangements prior to the applicant's departure from the point of hire, or the applicant may be reimbursed for travel after their arrival on Guam. The applicant must provide receipts to receive reimbursement for airfare expenses. If RCUOG arranges travel, then a Travel Authorization must be approved prior to the travel date. The traveler must adhere to RCUOG's Travel Policy when purchasing airfare.
- Airline Excess baggage charges – excess baggage charges up to \$500 may be reimbursed upon submission of receipts. Alternatively, the applicant may mail belongings to Guam from their point of hire up to the maximum of \$500. The applicant must provide receipts to receive reimbursement for mailing belongings to Guam.
- One (1) week car rental – the project principal investigator may authorize one (1) week of car rental to new hires who are not Guam residents.
- One (1) week of housing – the project principal investigator may authorize one (1) week of housing costs to new employees who are not Guam residents. Housing includes the University of Guam dormitories and Marine Laboratory housing, or field houses located off-campus which are used by various projects, hotels, or Air B&Bs.

Project PIs may request a stipend up to a maximum of \$2000 to be paid to new employees who complete one (1) year of work. This stipend is primarily offered to field employees who work under humid, hot, and harsh conditions in Guam's jungles. The stipend is designed to retain employees for at least one year of service.


# Resolution NO 24-03 Adopting the Relocation Expenses Policy

Final Audit Report


2024-03-13

Created:	2024-03-12
By:	Cathleen Moore-Linn (rcuogprocurement@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_6lekNUB6INhcGebSQqeM_AHqK-jO7GA


## "Resolution NO 24-03 Adopting the Relocation Expenses Policy" History

 Document created by Cathleen Moore-Linn (rcuogprocurement@triton.uog.edu)


2024-03-12 - 6:29:41 AM GMT- IP address: 168.123.140.53

 Document emailed to Anita Borja Enriquez (abe@triton.uog.edu) for signature

2024-03-12 - 6:29:45 AM GMT

 Document emailed to Ryan Shook (shookr@triton.uog.edu) for signature

2024-03-12 - 6:29:45 AM GMT

 Email viewed by Anita Borja Enriquez (abe@triton.uog.edu)


2024-03-12 - 6:37:56 AM GMT- IP address: 168.123.224.170

 Document e-signed by Anita Borja Enriquez (abe@triton.uog.edu)

Signature Date: 2024-03-12 - 6:38:11 AM GMT - Time Source: server- IP address: 168.123.224.170

 Email viewed by Ryan Shook (shookr@triton.uog.edu)

2024-03-13 - 7:21:12 AM GMT- IP address: 182.173.209.109

 Document e-signed by Ryan Shook (shookr@triton.uog.edu)

Signature Date: 2024-03-13 - 7:21:34 AM GMT - Time Source: server- IP address: 182.173.209.109

 Agreement completed.

2024-03-13 - 7:21:34 AM GMT