

**Guidelines for Housing Allowance Provisions
Under
ECU Policy on Non-Salary and Deferred Compensation for Employees Exempt from the
State Personnel Act**

In extraordinary circumstances where relocation to the Greenville area will pose an undue hardship on a candidate for an SAAO Tier I position because he or she is unable to divest him or herself of a current residence, he or she may request that East Carolina University provide a Housing Allowance to help offset such extraordinary expenses above usual and customary relocation costs. A request for a Housing Allowance requires the candidate to substantiate to the approving authority that actual expenses associated with maintaining dual residences continue to create an undue hardship. Documentation of these continuing expenses may include accurate copies of receipts for mortgage payments or accurate copies of rental, lease or purchase agreements.

If the approving authority approves the request, then terms of the housing allowance agreement with the candidate must include a specific number of months, total dollar amount, and provision for termination of reimbursement upon the candidate's timely notification that s/he has successfully divested him or herself of the original expense prior to the expiration of the initial agreed-upon reimbursement period. In no case may reimbursement exceed a total of \$1,250 per month; and absent approval by the Board of Trustees, shall not exceed a cumulative total of twelve calendar months.

Approvals:

Chancellor/Executive Council: July 16, 2007
Board of Trustees: September 12, 2007