

July 1, 2016

Dear New Employee,

Welcome to the Ohio Conference! This communication is to inform you about our moving policies.

Moving Allowance: Per NAD Working Policy X 23 05.c, you will receive a flat amount to cover the costs of packing, packing materials and other incidentals incurred when moving into a new house. The flat allowance for a family is \$1,460, and for a single person is \$730.

Self-Moves: We encourage you to do self-moves and provide an incentive to do so. We will reimburse you for the cost of the rental of a truck, blankets, dollies, and insurance. (Insurance, meaning . . . insurance to cover any damage to the truck, not your household goods). We will also reimburse you for your tolls and gas for the truck as well. ***Please remember to keep your receipts.*** The incentive for you to move yourself is as follows:

0-500 miles	\$ 750
501-1000 miles	\$1,000
1001-1500 miles	\$1,500
Over 1500 miles	\$2,000

This additional moving allowance is above and beyond your regular, flat moving allowance, which is defined above.

Hired Labor: For self-moves, prior approval must be obtained from the conference treasurer for hired help in loading or unloading. The submitted reimbursement receipt must have the signatures of those who were hired.

Insurance: Your household goods should be covered by insurance for any damage done while in transit. Check with your insurance agent and see if your homeowner's insurance will cover your household goods in transit. If your homeowner's insurance does not cover it, then such insurance may be purchased from the truck rental agency. This insurance covers damages to the employee's possessions only if the truck is involved in an accident. The conference will reimburse this premium as part of the employee's moving expense.

Damage during Loading/Unloading: It is the employee's responsibility to care for any damage done to personal possessions while packing, unloading or in transit. The Ohio Conference assumes no responsibility for damage incurred in move.

Hired Moves: If a self-move does not meet your needs, you need to contact a couple of moving companies and get estimates on your moving costs. After getting the estimates we will choose which company for your move. When you are ready to make the move you can sign the contract and have them bill the Ohio Conference for the cost.

Duplicate Housing Allowance: Per NAD Working Policy X 20 06, or Ministerial Employee Handbook H-5, we will provide to you the following:

- 1) For the first three months we will provide duplicate housing and you may have your home on the market at whatever price you choose.
- 2) After the first three months, if your home does not sell, then you must have an appraisal done by an independent appraiser and your home must not be listed for more than 100 percent of the appraisal.
- 3) If your home has not sold after six months your allowance will continue only if the asking price is not more than 95% of the appraisal.

We will cover the cost of your 1st mortgage, property taxes and insurance. You may also be reimbursed for the cost of utilities to provide security lighting and minimum heating. This duplicate housing allowance only applies if you choose to move before your home has sold and will begin working the month following the purchase of your new home.

Sincerely,

Roy M Simpson

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Assistant Treasurer