



Propel Schools Relocation Policy

In order to attract staff from outside of the Pittsburgh area, Propel will offer relocation assistance to new hires.

When interviewing an individual from outside the local Pittsburgh area, the first interview will be a virtual interview. If the candidate is selected for the next phase of the interview process, Propel will provide financial assistance including airfare and hotel, if the candidate lives over 90 miles from Pittsburgh.

If the candidate is selected for and accepts the position, Propel will provide the following assistance:

1. Payment for Airfare and Hotel for up to 5 days, 4 nights for a visit to Pittsburgh for the purpose of touring communities and finding a home.
2. Lump sum amount for Moving Expenses.
 - a. If the individual currently lives 60 miles-399 miles away from their work location, the Lump Sum amount will be \$3,000.
 - b. If the individual currently lives 400+ miles away from their work location, the Lump Sum amount will be \$5,000.

Taxation

On the first payroll cycle after employment, the relocation payment will be processed through Propel's payroll system and grossed up for taxes. The amount paid will be reported on the employee's Form W2. Propel will gross the amount up by a federal income tax (22%), federal employee FICA (7.65%), Pennsylvania income tax (3.07%), local income tax (1%) and state unemployment (.07%).

Repayment

If the employee is not able to begin work at Propel due to a failure in background check(s), does not report to start employment, or separates from Propel prior to the

one year anniversary of the employment start date, the individual will be responsible for repaying Propel 100% of the relocation payment, plus the amount of federal and state taxes withheld, plus employer FICA taxes (7.65%). The full amount of the repayment will be listed in the Relocation Agreement signed prior to the issuing of the lump sum payment.

Approved By	Date
Dr. Tina Chekan	3/20/2023
Board of Trustees	3/20/2023