



TW HR 263 Relocation Policy

Choctaw Nation of Oklahoma – Tribal Wide

1 PURPOSE

- 1.1 The purpose of this policy is to establish requirements relating to financial and administrative relocation assistance offered to select associates in order to maximize performance and minimize inconvenience during the relocation process.

2 SCOPE

- 2.1 This policy applies to all associates involved in the relocation process within the Choctaw Nation of Oklahoma (CNO).

3 EXCLUSIONS

- 3.1 None.

4 RESPONSIBILITIES

- 4.1 The Choctaw Nation of Oklahoma has established clear lines of responsibility in relation to the use of this policy. These responsibilities are as follows:

- 4.1.1 All associates shall comply with this policy and any other applicable policies, procedures, laws, and/or regulations of the Choctaw Nation of Oklahoma. All associates shall report observed instances of material noncompliance to the proper channels in accordance with applicable policies, procedures, laws, and/or regulations. Violation of these responsibilities shall result in disciplinary action up to and including termination of employment and/or legal/criminal actions as deemed necessary.

4.2 Records Management

- 4.2.1 Records relevant to this policy shall be stored either electronically or manually with availability upon request to authorized individuals.

5 COMPLIANCE REQUIREMENTS

5.1 Eligibility for Relocation Assistance

- 5.1.1 Hiring managers shall notify the Recruiting Department if they determine an open position and their selected candidate meets one (1) of the following criteria options for relocation assistance:

5.1.1.1 Criteria – Option One (1)

- 5.1.1.1.1 The selected candidate is a CNO Tribal Member; and



5.1.1.1.2 The selected candidate's prospective new worksite is at least fifty (50) miles further from the candidate's current residence than the distance from their previous worksite to the same residence.

5.1.1.1.2.1 Example: If the previous worksite was five (5) miles from the candidate's current residence, the prospective new worksite must be at least fifty-five (55) miles from same residence.

5.1.1.2 Criteria – Option Two (2)

5.1.1.2.1 The position is at least one (1) of the following; and

5.1.1.2.1.1 A Senior Director or above (regardless of division);

5.1.1.2.1.2 A Casino General Manager level or above (Division of Commerce); or

5.1.1.2.1.3 A Director (only with approval of the Executive Officer [EO] of Human Resources [HR] or Senior Executive Officer [SEO] of Integrated Services).

5.1.1.2.2 The selected candidate's prospective new worksite is at least fifty (50) miles further from the candidate's current residence than the distance from their previous worksite to the same residence.

5.1.2 Relocation assistance shall only be available for positions/assignments which are planned to exceed twelve (12) months.

5.1.3 In the event an open position or the selected candidate do not meet the criteria above, divisions may choose to pay relocation assistance from their budget as approved by the division's top-ranking officer or executive.

5.2 Relocation Agreements

5.2.1 Upon receiving notification of prospective relocation assistance, a designated Recruiting Department Associate shall verify candidate eligibility for relocation assistance and collaborate with the hiring manager to complete a written Relocation Agreement which contains the following:

5.2.1.1 Authorized expenses and any minimum or maximum dollar amounts payable by CNO as relocation assistance;

5.2.1.1.1 The expenses and dollar amounts covered by relocation assistance shall be determined based on the applicable tier level:

5.2.1.1.1.1 Tier 1: Senior Director or above (regardless of division);



5.2.1.1.1.2 Tier 2: Casino General Manager or above (Division of Commerce) or Director (all divisions) as approved by EO of HR or SEO of Integrated Services; and

5.2.1.1.1.3 Tier 3: CNO Tribal Members.

5.2.1.1.2 Relocation assistance for candidates/positions meeting the criteria for two (2) or more tier levels shall be based on the higher tier level of assistance.

5.2.1.2 Requirement to remain employed in the position for which relocation assistance is offered for a period of no less than one (1) year from the effective start date, unless a transfer is approved by the HR Department;

5.2.1.2.1 A designated HR Associate shall collaborate with department management to determine if an associate who fails to remain in the position for at least one (1) year should be required to repay all or part of the relocation assistance amount and/or if any legal action should be initiated against the associate.

5.2.1.3 Relocation assistance amounts are subject to federal and relevant state income taxes; and

5.2.1.4 Any additional responsibilities and/or limitations of the relocation package.

5.2.2 A designated Recruiting Associate shall obtain approval from Executive Officer of HR (or their designee) prior to sending a Relocation Agreement to the selected candidate.

5.3 Relocation and Expenses

5.3.1 A designated Recruiting Associate shall facilitate the relocation assistance process in accordance with applicable policies, procedures, laws, and/or regulations.

5.3.2 A designated Recruiting Associate shall maintain a record of cumulative relocation expenses and provide the information to the Payroll Department.

5.3.2.1 A designated Payroll Associate shall ensure the cost of the relocation expenses are added to the associate's gross pay as additional income and the correct taxes are withheld.

5.3.2.1.1 Moving expenses are no longer deductible for tax purposes.

5.3.2.2 A designated Recruiting Associate shall contact the selected candidate to determine if tax expenses should be withheld from one (1) or more pay periods.

5.3.2.2.1 Tax expenses for relocation expenses can be withheld for up to four (4) pay periods but all deductions shall occur by December 31.

5.4 Exceptions



5.4.1 Any exceptions to established relocation assistance requirements shall have prior written approval of the Executive Officer of HR or their designee.

6 RESERVATION OF RIGHTS

6.1 The Choctaw Nation of Oklahoma provides this policy as a source of information and reserves the right to modify the policy in any way and at any time as needed without prior notice. Nothing contained herein shall be construed to waive the sovereign rights, privileges, defenses, remedies, or applicable limits to liability of The Choctaw Nation of Oklahoma, its elected or appointed officials, directors, officers, employees, or agents.

7 DEFINITIONS

7.1 **Relocation** – The action of moving to a new place and establishing one's primary residence at the new location.

8 RELATED DOCUMENTS, FORMS, AND TOOLS

8.1 [HR 263P Relocation Procedure](#)

9 APPENDICES AND ATTACHMENTS

9.1 None.

10 APPROVAL AND REVIEW DETAILS

APPROVAL AND REVIEW	DETAILS
Approval Authority	Policy Oversight Committee
Administrator	Department of Internal Policy
Next Review Date	01/07/2025