



## POLICY & PROCEDURE MANUAL North Dakota State College of Science

### Allowable Costs for Recruitment Policy

Source: NDSCS President

Applies to: All Employees

Purpose: To define the allowable costs for recruitment, which supports the efforts of the College, to recruit a diverse group of qualified individuals who will increase the College's human resource assets.

#### **Policy**

The following costs can be funded by the College when: the position is supported by appropriated funds, costs can be funded from appropriated funds; the position is supported by local funds, the funds utilized to cover these costs, must be local as well.

#### **General**

**ADVERTISING COSTS:** The term advertising costs means the expenses associated with promoting the institution, brand, product or service such as print media and online venues, broadcast time, radio time and direct mail advertising. Advertising costs for the recruitment of personnel are allowable as direct charges to a department.

##### Guidelines:

If an advertisement benefits more than one department, the cost of the advertisement will be allocated between all departments benefited.

The Request for Payment needs to include the dates of the advertisement and the content of the ad if the information is not clearly provided on the invoice from the vendor.

Costs of promotional items and memorabilia including models, gifts and souvenirs are not allowed. (I'm not sure what this is related to.)

**REIMBURSEMENT OF EXPENSES FOR CANDIDATES INTERVIEWED:** When approved by the Hiring Manager, prospective candidates for **faculty, dean or director** (benefited) vacancies, in the 0000, 1000 or 2000 bands may be reimbursed for travel expenses or other reasonable expenses in order to participate in an interview. Reimbursement will not exceed \$500 for each interview in which a candidate participates.

When approved by the President, prospective vice president candidates will be reimbursed for travel expenses or other reasonable expenses in order to participate in an interview.

**Guidelines:**

Expenses will be reimbursed at established state rates and will be charged back to the hiring department.

Receipted amount for transportation, room and board must be presented to receive reimbursement.

Receipted amount for other reasonable costs to participate in the interview must be presented to receive reimbursement.

Candidates, who are offered the position and subsequently decline that position, are not eligible for reimbursement.

**MOVING EXPENSES:**

When approved by the President, successful candidates for vice president positions are allowed moving expenses not to exceed \$15,000. Allowable expenses include a predetermined number of trips to secure real estate and actual moving expenses to include meals, motels and transportation or other reasonable expenses to relocate.

**Guidelines:**

Expenses will be reimbursed at established state rates.

Receipted amount for transportation, room and board must be presented to receive reimbursement.

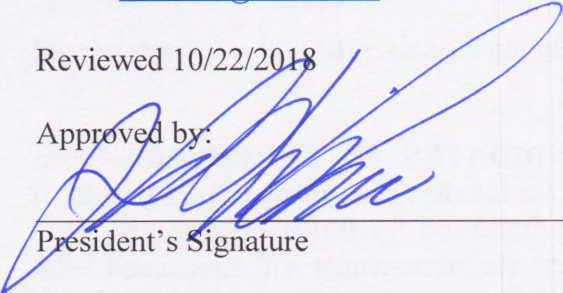
Receipted amount for other reasonable costs to re-locate must be presented to receive reimbursement.

**Where to Obtain Additional Information**

You may speak to your supervisor, call the Human Resources Office at 701-671-2903, or email HR at [ndscs.hr@ndscs.edu](mailto:ndscs.hr@ndscs.edu).

Reviewed 10/22/2018

Approved by:

  
\_\_\_\_\_  
President's Signature

8-15-19  
Date