

# Moving Benefits

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Name	
Address	
City, State, and ZIP	
Phone Number	

Certificated employees requested to move to Northern California Conference of Seventh-day Adventist are eligible for moving and transportation expenses as outlined in the attached sheets. The cost is amortized over a four year period as follows:

Any organization in the North American Division employing an employee who has rendered less than two years of service to an employing organization shall make 100% reimbursement for the employee's last move to that location.

Service of fewer than 2 full years	100% reimbursement due the employing organization
Service of 2 to 3 years	50% reimbursement due the employing organization
Service of 3 to 4 years	25% reimbursement due the employing organization

Any unamortized moving expenses, as calculated in, the above "a", shall be reimbursed to the last denominational employing organization by an employee who leaves denominational employment prior to a minimum service term of 4 years at the last place of employment, providing the employee initiates the termination. If the employing organization initiates the termination, it shall assume the unamortized portion of moving expenses. My signature below indicates that I understand the terms of the moving policy.

Please note: No arrangements for moving will be finalized until this form has been signed and returned to the **Office of Education, Northern California Conference, 401 Taylor Blvd, Pleasant Hill CA 94523**

Signature of Teacher	
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**Northern California Conference  
Office of Education  
PO Box 23165  
Pleasant Hill, CA 94523  
925-603-5061**