

Human Energy. Yours.™



# U.S. New Hire With Less Than Three Years Experience

January 2015

Shared Services

## Introduction

This document provides a summary of relocation benefits. It does not constitute a guarantee and benefit eligibility depends upon individual circumstances. To avoid jeopardizing your relocation benefits, do not begin any aspects of your relocation program prior to discussions with your Brookfield Global Relocation Services (Brookfield) consultant. In particular, do not contact a real estate agent for assistance in your old or new locations.

The following is a brief summary of the benefits included in your relocation program. Refer to full program document for details. Relocation benefits are not provided until you are within 90 days of starting work at Chevron.

### **CRITICAL NOTE:**

**You must complete all relocation benefits within one year of your effective date of payroll transfer.**

## Topics Covered in this Summary

- Repayment Agreement
- Allowance Payments
- Departure Services and Benefits
- Destination Services and Benefits
- Additional Relocation Services

## Repayment Agreement

Prior to receiving any relocation benefits, you are required to sign a two-year relocation payment agreement. The repayment schedule is 100 percent repayment if you voluntarily leave Chevron within the first year and 50 percent repayment if you voluntarily terminate within the second year.

## Local Moves of Less than 50 Miles

If you are living within 50 miles of your work location when offered employment at Chevron, and are moving closer to your Chevron work location, you will receive a onetime payment equal to two weeks base salary, less taxes, to assist you with expenses you might incur as a result of your local move.

- This payment will be processed in your first or second payroll. Alternately, you may request that Brookfield GRS deposit the payment directly into your bank account up to 30 days prior to your starting work at Chevron.
- **Other benefits in this summary do not apply.**

## Allowance Payments

### **Miscellaneous Expense Allowance**

- Upon beginning your employment at Chevron, you will receive a onetime payment equal to two weeks salary, less taxes, to assist with miscellaneous expenses you might incur during your relocation. Receipts are not required.

### **Relocation Allowance**

- Together with your Miscellaneous Expense Allowance, you will receive an additional payment specifically intended to assist you with the anticipated cost of your house-hunting trip and temporary housing, based on the following:
  - House-hunting trip: Three nights/four days transportation, lodging, per diem meals, rental car
  - Temporary Housing: Lodging for 30 days plus a onetime \$500 set-up allowance payment

## Departure Services and Benefits

### **Homeowner – Home Selling Services**

If you are a homeowner, Chevron provides an administrative home sale support program to assist with sale of your home in your current work location. The provisions of the program are as follows:

- Administered by Chevron's designated relocation services provider, Brookfield GRS.
- A comprehensive marketing assistance program.
- Placement of listing referral with a real estate agent by Brookfield GRS is required for assistance.

- Assistance in contract negotiation.

This policy does not include the payment of home sale closing costs or commissions.

### **Renter Lease Cancellation**

- If you are a renter in your old work or school location, Chevron will reimburse up to the equivalent of two months' rent for lease break penalties.

## **Destination Services and Benefits**

### **Home Finding Services**

- Chevron provides destination services in your new work location to assist you in finding a new primary residence. These services are administered by Brookfield GRS.
  - Placement of home purchase/rental referral with real estate agent(s) through Brookfield GRS.
  - Assistance with home purchase/rental negotiation.
- If you are a renter, Chevron will reimburse you up to \$750 for professional rental finding assistance.

### **Chevron Approved Lender Program**

- If you wish to purchase a home in your new work location, Chevron has agreements with several preferred mortgage lenders. They provide:
  - Competitive mortgage rates.
  - Negotiated mortgage costs.
- This policy does not include the payment of home purchase closing costs.

## **Additional Relocation Benefits**

### **Final Move Trip**

- Chevron will reimburse the cost for reasonable lodging, meal per diems and transportation for you and any eligible family members while in transit to the new work location.
- You are expected to drive to your new work location and are eligible for mileage reimbursement. If you are unable to drive, you will receive reimbursement for airfare provided the distance is greater than 400 miles.
- Reimbursement of up to a total of \$350 for shipment of two household pets.

### **Household Goods**

- Chevron has agreements with professional moving companies to provide you a full-service move including packing, loading and delivery of your household goods.
- Up to 30 days of storage
- Up to \$100,000 replacement value insurance while your goods are in transit.

### **Spousal/Partner Employment Search and Family Assistance**

Chevron provides up to \$2,500 in spouse/partner employment search and family assistance benefits. These benefits include:

- Employment Search:
  - Career counseling.
  - Development of a personalized individual job search strategy/action plan.
  - Coaching/training on essential job search skills, such as networking, interviewing, and negotiating job search offers and salary.
  - Resume and cover letter development and interview/networking preparation.
- Family assistance services:
  - School or child care sourcing for children or dependant parents
  - Health care provider search.
  - Sports, activity, hobby group search.
  - Area information and community networking.

- Other personalized services.
- Alternately, you may seek direct reimbursement of up to \$2,500 for such expenses as:
  - Job placement service.
  - Relicensing/recertification fees/education for a job in which your spouse/partner was previously licensed in your state of origin.

**Tax Assistance**

- Assistance with state and federal taxes is provided by Chevron on certain taxable relocation payments. A year-end tax true-up is completed to validate the previous tax assistance payments and to provide for any needed adjustments.
- Chevron provides a one-hour annual year-end tax consulting service. Tax preparation is not included.