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# U.S. Domestic Relocation Summary

For U.S. Surplus Employee Relocation Program  
December 2015

Shared Services

U.S. Domestic Relocation Summary – U.S. Surplus Employee Relocation Program  
Effective 8/1/2009 – Updated December 2015

## Introduction

Chevron offers the U.S. Surplus Employee Relocation Program to provide financial assistance, professional services and administrative support for you, your spouse or partner, and dependent family members as part of your qualifying severance under the Chevron Surplus Employee Severance Program (SESP). If your termination of employment with Chevron is not SESP eligible, then the U.S. Surplus Employee Relocation Program is not applicable.

The following is a brief summary of the benefits included in your relocation program. Relocation services and benefits cannot begin until you have been withdrawn from Chevron payroll. Refer to full program document for details.

## Topics Covered in this Summary

- Eligibility
- Miscellaneous Expense Allowance
- Departure Services and Benefits
- Destination Services and Benefits
- Additional Relocation Services

## Eligibility

To be eligible for the U.S. Surplus Employee Relocation Program benefits, you must be involuntarily terminated from Chevron's payroll. In addition, all of the following conditions must be met:

- You must be eligible to receive a payment under the U.S. Surplus Employee Severance Program (SESP) which includes the following requirements:
  - You are no longer on Chevron's payroll.
  - You sign and submit your Settlement Agreement and General Release (Release) provided after your employment has ended.
  - Your seven-day revocation period from the date you submitted your Release has expired.
- You were already a Chevron employee when you transferred to your current work location, and your official payroll transfer date occurred with the last two years; or you were a new hire employee and began your Chevron employment with the last one year.
- You received Chevron relocation benefits to assist you with moving to your current work location.
- You must relocate to a location of at least 75 miles from your current residence.
- Relocation costs must not exceed those of returning to your former work location.
- You must complete your relocation no later than one year from your termination date.

## Relocation Assistance Timing

You can initiate your relocation with Brookfield once you have been notified that you are surplus and may be eligible to receive a severance payment under the SESP. Initiation of your relocation program allows you to receive program information and to prepare for your move.

Initiating relocation benefits is not a guarantee of severance eligibility. Relocation expenses will not be reimbursed, nor paid directly by Chevron on your behalf, until after your eligibility for a severance payment under the SESP is confirmed (see the Eligibility section above).

If you incur relocation expenses and are not eligible for a severance payment under the SESP they will not be reimbursed or paid for by Chevron. This applies regardless if the expenses were incurred prior to or after a determination is made on eligibility for a severance payment under the SESP.

## Dependent Eligibility

The Relocation program applies to your spouse or registered domestic partner. For purposes of this Relocation program, your eligible family is defined as your children and close relatives who meet **all** of the following requirements:

- Live with you when you are notified of your severance.
- Qualify as a dependent as defined by Internal Revenue Service (IRS) guidelines.
- Are financially dependent upon you and are claimed by you on your federal tax return for the year prior to your relocation.

If your spouse/registered domestic partner is also a Chevron employee, only one relocation benefit package is provided.

## Allowance Payments

### Miscellaneous Expense Allowance (MEA)

Within two to four weeks after your severance or relocation initiation; whichever occurs later, you will be paid an MEA based on one-half month's base salary, up to a maximum of \$7,500, less taxes, to cover any non-specific miscellaneous expenses that you might incur as a result of your relocation. No receipting is required.

## Departure Services and Benefits

### Homeowner – Home Selling Program

Chevron will assist you in the sale of your home at your current departure location. Chevron's designated relocation services provider, Brookfield Global Relocation Services (Brookfield GRS) will assist with the provisions of the program, as outlined below:

- A comprehensive marketing assistance program.
- Required placement of listing referral with real estate agent through Brookfield GRS.
- Assistance in contract negotiation.
- Home sale closing management.
- Reimbursement of all normal and customary home selling closing costs.

## Destination Services and Benefits

### Home Finding Services

- Brookfield can assist you with finding a new residence at your new destination location.
- Required placement of home purchase referral with real estate agent through Brookfield.
- Assistance with home purchase negotiation and contract review prior to submission of your offer.

### Chevron Approved Lender Program

- Chevron has agreements with several preferred mortgage lenders. The benefits of using these approved lenders are:
  - Competitive mortgage rates.
  - Negotiated mortgage costs.

## Additional Relocation Benefits

### Final Move Trip

- Chevron will provide you with a lump sum payment to assist with your travel expenses based upon:
  - The current company mileage reimbursement rate for one-way travel by automobile.
  - A per diem of \$100 for you and \$25 for each dependent traveling with you to assist with meals and lodging while you are traveling to your new location.
- Reimbursement for expenses is based on actual days in transit, based on a minimum of 400 miles per day by the most direct route to your new location.

### Household Goods

- Chevron will provide a full service move of your personal effects from your current work location to your destination, up to the cost of a household goods shipment you back to your former work location or, if you were a new hire employee, the location of hire.
- Your shipment benefit includes: packing, loading, delivery and unloading of your household goods.
- No vehicle shipment or storage benefits are provided.
- Insurance is limited to the carrier coverage and claims should be settled directly with the carrier.

### Tax Assistance

- No tax assistance is provided.