



Temporary
**ASSIGNMENT
POLICY**

Effective February 1, 2024







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I. Background

Salaried employees (exempt and non-exempt) working at a new geographic location at the Company's request on a temporary assignment basis are eligible for certain temporary assignment allowances.

II. Types of Temporary Assignments

- Short-Term Temporary Assignment (STTA)
- Long-Term Temporary Assignment (LTTA)

Note: Upon completion of a temporary assignment, it is expected that the employee will return to the same organization in the same geographic location where they originated.

III. Short-Term Temporary Assignment (STTA)

A. Duration

Greater than 30 days but less than 90 days.

B. Eligibility

Employee only.

C. Expenses Reimbursed

Temporary Living Expenses

The Company will provide the employee housing, such as a hotel room, apartment, or other suitable accommodations, while on STTA. Using Airbnb, VRBO, campgrounds, and similar services is prohibited for safety reasons. Housing accommodations must be approved by the receiving organization's Supervisor and Human Resources Business Partner ("HRBP"). Advance house-hunting trip expenses are not provided/reimbursable for employees on STTA.

The following living expenses are reimbursable:

- Rent.
- Maintenance.
- Cleaning.
- Necessary utilities (gas, electric, water/sewage).
- Cable and internet services.
- Reasonable meals/groceries (food/beverage items only).

Note: Approval for reimbursement of other expenses will be at the discretion of the receiving organization's Supervisor and HRBP and will be based on business needs.

Travel Expenses

The Company will reimburse the employee for transportation, reasonable lodging, and meal expenses for one total round trip to (beginning of assignment) and from (end of assignment) the temporary assignment location. Travel is defined as the time it takes the employee to travel by the most direct route from the employee's primary residence to the temporary living location and from the temporary living location to the employee's primary residence.



Eligible travel expenses include:

- Round-trip transportation:
 - If driving a personal vehicle, reimbursement will include total round-trip mileage to and from the STTA work site at the current IRS mileage rate by traveling the most direct route. Reimbursement is limited to one vehicle.
 - If public transportation is used, accommodations should be in the economy or tourist class for air travel and the most practical class for rail travel (including a rental vehicle and fuel, if needed).
- Reasonable lodging accommodations on the direct route, if needed during travel.
- Reasonable meals/groceries (food/beverage items only) on the direct route, if needed during travel.

D. Transportation at the Temporary Assignment Location

Employees are expected to use their personal vehicles at the temporary assignment locations. If personal vehicles are unavailable, employees will be provided with rentals or Company vehicles for the duration of the assignment.

Note: The Company does not provide fuel and mileage expense reimbursement for daily travel to and from the temporary work location. Once the employee is at the temporary work location, transportation back and forth to work should be treated the same as a normal commute to the regular work location.

E. Home Trips

Employees can take home trips while on temporary assignment; home trips must be approved by the receiving organization's Supervisor and HRBP before returning home.

Eligible home trip expenses include:

- Round-trip transportation:
 - If driving a personal vehicle, reimbursement will include total round-trip mileage to and from the home location at the current IRS mileage rate by traveling the most direct route. Reimbursement is limited to one vehicle.
 - If public transportation is used, accommodations should be in the economy or tourist class for air travel and the most practical class for rail travel (including a rental vehicle, if needed).
- Reasonable lodging accommodations on the direct route, if needed during travel.
- Reasonable meals/groceries (food/beverage items only) on the direct route, if needed during travel.

A home trip can be substituted for another person to visit the employee at the temporary assignment location, with Supervisor approval. Expenses will be treated as if the employee had taken a home trip.

In special cases where the distance between the temporary location and the employee's home location is short and travel time and costs are low, the authorization should not include additional time off from the temporary assignment.

Note: Home trips are not permitted if the employee sells their home or no longer rents property at the old location.

F. Home Site Expenses

Employees on STTA are eligible for reimbursement of certain home site expenses. See "V. Home Site Expenses" for additional details.

G. Vacation

Employees on STTA should schedule vacation before or after the assignment. If an employee has a pre-scheduled vacation that will interfere with the temporary assignment, this should be discussed and approved by the receiving organization's supervisor and HRBP.

H. Other Provisions

Employees on STTA are not eligible for other Relocation Policy provisions unless a regular transfer to an identified third location is authorized and documented.

IV. Long-Term Temporary Assignments (LTTA)

A. Duration

90 days or more.

B. Eligibility

Employee and accompanying household members (if applicable).

C. Expenses Reimbursed

Advance House-Hunting Trip Expenses

The Company will reimburse the employee and one other person for the cost of one advance house-hunting trip for a maximum of five days. An advance house-hunting trip is sometimes unnecessary if local housing options are available. Eligible advance house-hunting trip expenses include:

- Round-trip transportation:
 - If driving a personal vehicle, reimbursement will include total round-trip mileage, plus local miles for house-hunting, at the current IRS mileage rate by traveling the most direct route. Reimbursement is limited to one vehicle.
 - If public transportation is used, accommodations should be in the economy or tourist class for air travel and the most practical class for rail travel (including a rental vehicle and fuel, if needed).
- Reasonable lodging accommodations on the direct route, if needed during travel.
- Reasonable meals/groceries (food/beverage items only) on the direct route, if needed during travel.

Temporary Living Expenses

The Company will provide the employee and household members (if applicable) housing, such as a hotel room, apartment, or other suitable accommodations, while on LTTA. Using Airbnb, VRBO, campgrounds, or similar services is prohibited for safety reasons. Housing accommodations must be approved by the receiving organization's Supervisor and HRBP.

The following living expenses are reimbursable:

- Rent.
- Maintenance.
- Cleaning.
- Necessary utilities (gas, electric, water/sewage).
- Cable and Internet Services.
- Furniture rental, if applicable, with approval from the receiving organization's Supervisor and the HRBP.
- Reasonable meals/groceries (food/beverage items only) for the employee and household members (if applicable) for a maximum of 30 days at the temporary assignment location.



Note: Approval for reimbursement of other expenses will be at the discretion of the receiving organization's Supervisor and HRBP and will be based on business needs.

Travel Expenses

The Company will reimburse the employee and household members (if applicable) for transportation, reasonable lodging, and meal expenses for one trip to (beginning of assignment) and from (end of assignment) the temporary assignment location. Travel is defined as the time it takes the employee and household members (if applicable) to travel from the employee's primary residence to the temporary living location and/or from the temporary living location to the employee's primary residence.

Eligible travel expenses include:

- Round-trip transportation:
 - If driving a personal vehicle, reimbursement will include total round-trip mileage to and from the LTTA work site at the current IRS mileage rate by traveling the most direct route. Reimbursement is limited to two vehicles.
 - If public transportation is used, accommodations should be in the economy or tourist class for air travel and the most practical class for rail travel (including a rental vehicle and fuel, if needed).
- Reasonable lodging accommodations on the direct route, if needed during travel.
- Reasonable meals/groceries (food/beverage items only) on the direct route, if needed during travel.

Moving Expenses

The Company will pay for moving the employee's household goods (packing, moving, unpacking, and insurance in transit). If moving into furnished housing, the shipment of household goods is limited to a maximum of 2,100 pounds.

Furniture rental is not the norm/intention for LTTAs. However, if an employee needs to rent furniture in lieu of shipment of their own household goods, prior approval must be obtained by the receiving organization's Supervisor and HRBP. The employee will be deemed to be moving into furnished housing if approved.

The shipment of automobiles at Company expense via open carrier is permitted as follows:

- 0 vehicles if moving up to 400 miles.
- 1 vehicle if moving 400 or more miles.

Any other van shipment of automobiles recreational vehicles or requests for using an enclosed carrier are permitted at the employee's and employee's expense.

Note: Once it's known that an employee is being placed on an LTTA, the Employee Relocation Office will notify the moving company and advise them to contact the employee to schedule the movement of the employee's household goods.

D. Transportation at the Temporary Assignment Location

Employees are expected to use their personal vehicle at the temporary assignment location. If a personal vehicle is unavailable, employees will be provided with a rental or Company vehicle for a maximum of 90 days.

Note: The Company does not provide fuel and mileage expense reimbursement for daily travel to and from the temporary work location. Once the employee is at the temporary work location, transportation back and forth to work should be treated the same as a normal commute to the regular work location.

E. Home Trips

The company will allow employees to take home trips while on temporary assignment. Home trips must be approved by the receiving organization's Supervisor and HRBP before returning home.

Eligible home trip expenses include:

- Round-trip transportation:
 - If driving a personal vehicle, reimbursement will include total round-trip mileage to and from the home location at the current IRS mileage rate by traveling the most direct route. Reimbursement is limited to one vehicle.
 - If public transportation is used, accommodations should be in the economy or tourist class for air travel and the most practical class for rail travel (including a rental vehicle, if needed).
- Reasonable lodging accommodations on the direct route, if needed during travel.
- Reasonable meals/groceries (food/beverage items only) on the direct route, if needed during travel

A home trip can be substituted for another person to visit the employee at the temporary assignment location, with Supervisor approval. Expenses will be treated as if the employee had taken a home trip.

For employees with accompanying household members who prefer to return home together, home trips may be used for household members.

In special cases where the distance between the temporary location and the employee's home location is short, and travel time and costs are low, the authorization should not include additional time off from the temporary assignment.

Note: No home trips will be permitted if the employee sells their home or no longer rents property at the old location.

F. Temporary Assignment Allowance

Employees will receive a lump-sum Temporary Assignment Allowance of \$2,000.

Note: The Temporary Assignment Allowance is taxable; tax allowance is not provided.

G. Home Site Expenses

Employees on LTTA are eligible for reimbursement for many home site expenses. See "V. Home Site Expenses" for additional details.

H. Tax Consulting Services

Employees on LTTA in a state other than their home state are eligible for reimbursement of up to \$500 per year in tax consulting/tax preparation services if the assignment is expected to last, or does last, more than one year.

I. Vacation

Scheduled at the discretion of the receiving organization's Supervisor at the new location.

J. Other Provisions

Employees on LTTA are not eligible for other Relocation Policy provisions unless a permanent transfer to an identified third location is approved and documented.



V. Home Site Expenses

MPC's Business Expense Reporting (BER) oversees Home Site Expenses.

- A.** Employees who must compensate a provider for the care of dependent children, animals, elderly parents, or an incapacitated spouse during a temporary assignment will be reimbursed the following:
- Up to \$80 per day for the first dependent child and up to \$45 for each additional dependent child.
 - Up to \$35 per day, per animal for up to (2) animals. **Note:** This allowance is only if the home is not occupied. Employees who take their animal(s) to the temporary location will not be eligible for reimbursement of animal care expenses.
 - Up to \$80 per day for the care of an incapacitated spouse.
 - Up to \$80 per day for the care of an elderly parent and up to \$45 for each additional elderly parent.

The following conditions apply to be eligible for reimbursement:

- The provider cannot reside in the employee's home.
 - The provider cannot be the parent, stepparent, or legal guardian of the dependent child(ren).
 - The provider cannot be a child of the elderly parent.
 - The employee cannot be reimbursed for care that is normally provided while the employee is working at the home location.
- B.** Employees on temporary assignment will be reimbursed for expenses not normally incurred during the temporary assignment, as follows:
- When the primary residence (home location) is not occupied by a household member:
 - House sitter or house check services — up to \$35 per 7-day period.
 - When the primary residence (home location) is or is not occupied by a household member:
 - Lawn maintenance — up to \$65 per 7-day period. (Gardening and tree services, such as trimming tree limbs, tree stump removal, etc., are not eligible lawn maintenance expenses.)
 - Snow removal — up to \$65 per 7-day period.
 - Pool Services — up to \$65 per 7-day period if the employee does not utilize the lawn maintenance reimbursement.

The 7-day period is defined as waiting 7 days from the date the last service was performed.

Example: A service is performed on the 1st; the following service cannot be performed to or before the 8th.

The following conditions apply to be eligible for reimbursement:

- The provider cannot reside in the employee's home.
- The employee cannot be reimbursed for services that are normally provided while the employee is working at the home location. For example, if lawn maintenance is scheduled regularly at the employee's home while not on a temporary assignment, the employee would not be eligible for reimbursement for lawn maintenance.
- The employee must utilize services during the eligible time period and cannot accumulate unused services to be used later.

C. Reimbursement

For all home site expenses, employees must submit valid receipts from the service provider that include the following:

- Name and signature of provider.
- Statement of services provided.
- Date, time, and cost of services.
- Address and telephone number of provider.

Note: Home site expenses are taxable; no tax allowance is provided.

If the employee on temporary assignment derives a benefit or profit from the home at the primary residence (e.g., renting the house), the employee is no longer eligible for reimbursement of home site expenses.

VI. Temporary Assignment Tax Information

For employees on a temporary assignment at a new geographic location, it is important that the employee understands the potential tax consequences of the assignment.

A. Non-Taxable: Assignment Expected to Last (And Does Last) One Year or Less

If the temporary assignment is expected to last (and does last) one year or less, eligible temporary assignment expenses are considered non-taxable to employees.

Note: If the temporary assignment was originally scheduled for less than one year but later becomes expected to last more than one year, expenses incurred before the change in expectation are non-taxable. Reimbursed expenses incurred after the change in expectation are taxable.

B. Taxable: Assignment Expected to Last More Than One Year

- If the temporary assignment is expected to last more than one year, eligible temporary assignment expenses are considered taxable to employees (regardless of whether the assignment exceeds one year).
- The Company will provide a tax allowance on most reimbursements considered taxable income to the employee on temporary assignment, except that no tax allowance will be paid on expenses incurred after an employee has disposed of their home at the old location.

Note: If an employee on temporary assignment does not maintain a permanent residence at the home location, temporary assignment expenses are taxable to the employee, and no tax allowance is provided, regardless of the length of the assignment. The disposal of the home will be deemed to have occurred upon the actual sale of the home or termination of a lease on an apartment, condominium, or other residence. Employees must notify their HRBP and the Employee Relocation Office in Findlay when home disposal occurs.

C. Taxable: Expenses for Household Members/Guests

Reimbursed expenses for household members/guests are taxable to employees regardless of the length of the temporary assignment.

Note: Expenses for household members/guests are taxable; no tax allowance is provided.



D. State and Local Taxes

Human Resources Business Partner (HRBP) — Advise Employees

- All employees who accept temporary assignments should be notified by their HRBP of the state and local tax withholding requirements before the start of the assignment. This includes state and local income tax withholding and any state or local tax withholding for other purposes, such as disability or paid leave.

Human Resources Business Partner (HRBP) — Payroll Notification

- State income tax withholding will be based on the employee's home and work states. Depending on the tax laws and rates for the home state and work state, employees on temporary assignment may be eligible for tax differential payments to help mitigate the temporary effect of additional income tax withholding caused by the work location being in a different state than the primary home address. The tax differential payment will apply only to income taxes, and the amount will be determined by calculating the difference in state income tax rate percentages. Employees should note the following:
 1. Any tax rate differential monies will be benefits-bearing for purposes of 401(k) matching and cash balance pay credits; however, such monies will not be included in eligible earnings for purposes of annual bonus calculations.
 2. Any tax rate differential payment is considered taxable income and will be subject to federal, state, and local taxes.
 3. No differential payment will be made for any state or local taxes or other mandated withholdings that are not income taxes, e.g., any withholdings for state or local disability or paid leave.

E. Adverse Tax Situation

- If the temporary assignment results in an adverse state and/or local income tax situation, the employee should contact their HRBP for a possible adverse tax impact payment. This request is then submitted by the HRBP to the Payroll Tax Coordinator.
- If an adverse situation exists, the adverse tax impact payment for the state and/or local income taxes will be calculated at the completion of the temporary assignment and/or after the employee's temporary assignment crosses over a tax year. The adverse tax impact payment amount will be charged to the area where the employee was on temporary assignment.

