

**SUBJECT: RELOCATION EXPENSES**

Purpose: It is the City's policy to provide financial assistance in the relocation of new employees when necessary to serve the City's interest.

Background: Occasionally, the staff needs of the City require regional and/or national recruitment efforts. Depending on the scope of recruitment, quality of candidates, impact of the vacancy and existing competitive conditions, the City may choose to participate in the selected candidate's relocation expense. The following eligibility requirements, terms and conditions shall apply:

1. **Eligible Positions:** This policy shall apply to department/division heads and other permanent, non-represented employees where the Human Resources Director has deemed that the City's interests are best served by participating in the relocation expenses of specific employees. In rare circumstances, the Mayor may extend this APM to cover limited term employees if it is deemed to be in the best interest of the City.
2. **Relocation:** The movement of the new employee, the employee's household members and personal possessions in accordance with the residency requirements of the position.
3. **Relocation Expenses may include:**
  - a. commercial carrier expense (professional moving companies);
  - b. personal transportation expense (e.g., airline tickets, accommodations while in transit, mileage reimbursement, moving equipment and supplies);
  - c. temporary housing; and
  - d. temporary storage of household items.
4. **Relocation Offer:** The Appointing Authority, with the approval of the Human Resources Director, may authorize relocation expenses up to \$6,000.00 as an element of the hiring offer. Relocation expenditures must be supported by receipts. Appointing authorities are encouraged to negotiate partial payments of moving expense. For employees under management contracts, any additional cost is negotiable in context of the employee's overall compensation package.
5. **Reimbursement:** Employees shall submit receipts for bona fide expenses to the Appointing Authority who will review, approve and forward them to the Human Resources Director, who shall authorize payment. Employees are strongly urged to discuss the reasonableness of relocation expenses with the Appointing Authority. Expenses should be pre-approved whenever feasible. If the employee resigns during the first twelve (12) months of employment, the City shall be reimbursed for the relocation expenses; up to twenty-four (24) months, the employee shall repay 50% of said total relocation expense.

All relocation costs shall be allocated to the hiring department's budget.

Authority: The Human Resources Director shall interpret and maintain this APM.



David J. Cieslewicz  
Mayor

APM No. 2-1  
October 21, 2008

NOTE: Replaces APM 2-1 entitled "Moving Expenses of New Employees" dated 8/18/1976.

Original APM dated 8/18/1976  
(Revised 5/27/1997)