

<i>Jefferson County Policies & Procedures</i>			
Policy Name:	Moving Expenses Policy	Approved:	1/7/2010
Policy Number:	303	Author:	Boyde
Associated:			

PURPOSE:

To provide a means for reimbursement or payment of authorized moving expenses for eligible employees.

POLICY:

It is the intent of Jefferson County to employ individuals for job openings in the most economical way. Reimbursement or payment of moving expenses will be authorized where a locally qualified candidate cannot be found to fill a vacancy that would typically be a technical or high level county position. The County Administrator will reimburse or pay moving expenses that are reasonable and actual expenditures for an individual that is relocating from their prior home to the workplace that is in excess of 50 miles. Moving expenses not to exceed \$5,000.

PROCEDURE:

Reimbursement or payment for moving expenses may be authorized by the County Commission for new employees in a professional, administrative, technical or major supervisory position if it is necessary to recruit out of the local area. Payment or reimbursement is dependent upon funding availability during the fiscal year. Moving expenses will only be authorized for relocation in excess of 50 miles. Moving expenses not to exceed \$5,000.

After approval of the County Commission, the Commission may reimburse or make payment at its discretion for the following:

- Mileage according to the IRS allowable mileage rate.
- Transportation of household and personal belongings by a commercial moving company. Allowable expenses include the actual cost of moving. Quotes shall be obtained from at least 3 commercial moving companies.
- Transportation of household and personal belongings by the employee. Allowable expenses include the actual cost of renting a moving truck or trailer from an established commercial rental company. Quotes shall be obtained from at least 3 commercial vehicle rental companies.
- Moving expenses will be paid if relocation is at time of employment.
- Receipts for all related moving expenses shall be provided to the County.
- If an employee leaves employment with Jefferson County within one year of the date of employment, the employee will be responsible for reimbursing the County the total cost of moving expenses.