



Approved by Joe Sbranti
City Manager

Subject: Relocating and Moving Expenses

Purpose:

This policy outlines the approval process and funding allocation of relocation expenses.

Policy:

To fill vacancies in some of the more specialized executive, professional and technical job classes in the City, it may be necessary to recruit on a regional or national basis. It can be prohibitively costly to relocate without a portion of the expenses being reimbursed by the City; therefore, the City Manager may approve relocation expenses up to a maximum of two thousand dollars. The City Manager may increase the reimbursement amount for Executive Management classes. Requesting departments will be required to obligate funds from their budgets to pay the relocation expenses of individuals that they are hiring.

Only regular positions are eligible for relocation and moving expense reimbursements.

The decision concerning whether to pay relocation expenses should be made prior to the oral interview phase of the examination. As soon as it becomes clear that it may be necessary to defray relocation expenses in order to attract clearly exceptional candidates, appointing authorities should immediately contact the Human Resources Department. No promises of relocation expense can be made without the prior request to the Human Resources Department, and the written approval of, the City Manager.

Allowable Relocation and Moving Expenses:

The City agrees to reimburse the employee up to two thousand dollars for reasonable moving expenses from his/her current primary residence to a primary residence within City limits/City worksite. Such reasonable moving expenses may include, as examples: professional moving services, moving truck rental fees, moving boxes and moving supplies, mileage and hotel room rental and shall exclude, as examples: residential security deposits, mortgage down payments and rent.

Employee must provide receipts for all relocation and moving expense reimbursements. Requests for reimbursement of expenses related to employee relocation must be submitted for review and recommendation to the City Manager's Office.

If the employee leaves the City of Pittsburg within one (1) year of appointment, the relocation and moving reimbursements will be refunded to the City either through personal check/cashier's check prior to the employee's last day of work or through payroll deduction.