



### Procedure Purpose

To define the process for reimbursing new employees for relocation expenses.

#### I. Definitions

- a. Interview expenses: Reasonable and actual expenses incurred by a candidate when the candidate lives more than 150 miles from Salt Lake City.
- b. Relocation expenses: Expenses incurred by a newly selected employee who moves more than 50 miles to relocate in the Salt Lake City area.
- c. Reasonable and customary expenses for relocation are limited to the following
  - i. Airfare or mileage and three days' lodging and meal expenses for the employee and one other family member to secure a residence in the Salt Lake City area.
  - ii. Airfare or mileage for employee and family for travel, lodging, and meals for no more than three days for actual relocation to Salt Lake City.
  - iii. Packing, appliance service, insurance, loading, shipment, and unloading of normal household goods.
  - iv. Up to 30 days storage for household goods in Salt Lake City, if necessary for relocation.
  - v. Receipts are required for all expenditures before reimbursement will be issued.
  - vi. In no case shall such expenses exceed \$15,000 without prior consultation with the City Council.

#### II. Process

- a. The department director must indicate, in writing, approval for reasonable and customary relocation expenses. This approval may be in the new employee's written offer of employment, with a copy sent to the Human Resources Director. If the request is made by the department director, the director must obtain prior verbal approval from the Chief of Staff and must provide copies of all requests and forms to the Chief of Staff.
- b. Prior to relocation, the new employee must submit three written, itemized estimates for relocation expenses to the Human Resource Director.
- c. The employee must select the lowest written bid, unless there are documented, compelling reasons for selecting another bid. The Human Resources Director must approve any exceptions.
- d. If it is anticipated that expenses will exceed \$15,000, the employee must inform the Human Resources Director who, with prior approval by the Chief of Staff, consults with the City Council to determine whether such expenses are appropriate.
- e. The employee submits an itemized request with receipts for all expenses to the Human Resources Director who reviews the request for appropriateness and compliance with city policies and procedures. The request must be approved by the department director for professional employees and the Chief of Staff for executive employees.
- f. The Human Resources Director prepares and secures the new or prospective employee's signature on an agreement to repay relocation expenses on a prorated basis if the employee leaves voluntarily within two years. No repayment is required for involuntary terminations unless the employee has been convicted of a felony, provided false information at the time of hiring, or the Mayor has determined the employee is guilty of moral turpitude, gross incompetence, misfeasance, or malfeasance in office.
- g. The Human Resources Director forwards approved requests to the Mayor or department director for final approval of payment from the department's budget.
- h. The Mayor, department director, or Human Resources Director forwards the request to Finance for payment on the employee's behalf.

Approved and passed this 31<sup>st</sup> date of December, 2016