

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

It is the intent of the County of Riverside to fill County job openings in the most economical way possible. Payment of relocation expenses will only be authorized, when there is a lack of qualified candidates in the local labor market to fill what typically would be technical or "high level" County positions. The underlying philosophy of this relocation expense policy is that claims and payments should cover necessary, reasonable and actual expenditures and be fair and equitable to employees and the County.

As delegated by the Board of Supervisors, the policy for payment of relocation expenses is administered by the Chief Administrative Officer and Personnel Director, and is dependent upon funds available during the fiscal year. Any offers to pay relocation expenses require prior approval by the Personnel Director and Chief Administrative Officer or their designees.

PURPOSE:

The purpose of the County of Riverside Relocation Policy and Guidelines is to provide a means for compensating eligible employees for authorized relocation expenses. This document states County policy, guidelines, and procedures for paying employee relocation expenses.

A. Eligibility for Relocation Expense Payment

Payment for relocation expenses may be authorized for new employees in a professional, administrative, or major supervisory position. Payment may also be authorized for new employees in other classifications if it is necessary to recruit outside the Riverside area.

Relocation expenses will only be authorized for relocating in excess of 35 miles from their prior home to the workplace.

Each situation will be reviewed on an individual basis, taking into consideration the reasonableness of the proposed request. No request will "automatically" qualify for reimbursement.

Authorized relocation expenses must be repaid to the County if the employee terminates his/her employment as specified in "1", "2", and "3" below. Except for termination of employment involving gross misconduct, fraudulent or illegal act(s) by an employee, the provision for repayment of relocation expenses does not apply to termination of employment initiated by the County of Riverside. Repayment of relocation expenses is to be paid as follows:

1. Termination within twelve (12) months of hire date 100% of paid relocation expenses

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2. Termination **after twelve (12) months** from hire date, but less than eighteen (18) months,

pro-rata percentage of paid relocation expenses (calculated at month end):

- (a) Twelve (12) months - 86% of paid relocation expenses
- (b) Thirteen (13) months - 72% of paid relocation expenses
- (c) Fourteen (14) months - 58% of paid relocation expenses
- (d) Fifteen (15) months - 44% of paid relocation expenses
- (e) Sixteen (16) months - 30% of paid relocation expenses
- (f) Seventeen (17) months - 16% of paid relocation expenses

3. No repayment is required after eighteen (18) months of employment (19th month of employment).

B. Orientation/Housing Visit

After a candidate has accepted a job offer from the County (or tentatively accepted with the approval of the appointing authority), an orientation/housing visit may be authorized to orient the employee and spouse to the Riverside area and provide them an opportunity to look for housing. When authorized, the County may reimburse within the total amount allocated for relocation, the following expenses:

- (a) Airline expenses;
- (b) Actual hotel expenses;
- (c) Daily Meal expenses for employee and an accompanying spouse, according to the County's meal allowance policy in effect at that time.
- (d) A rental car for use during visit. Rental vehicle cost will be reimbursed at rental cost including gas and oil, rather than on a mileage basis.

C. Allowable Relocation Expenses

Relocation expenses paid to a new employee for the employee's benefit, are considered compensation, and will be added to the employee's W-2 statement at the end of the year. Federal and State laws require withholding payroll taxes from certain relocation expenses.

When authorized by the County, an eligible employee can be granted compensation for relocation expenses as shown below:

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The County of Riverside will provide advance payment to the employee, when authorized, within the total amount allocated for relocation for the following expenses:

1. Moving Expenses

- (a) Household Goods and Personal Property.** The cost of packing, loading, transporting, unloading, and unpacking household goods and personal property.
- (b) Passenger Vehicles.** The cost of shipping and insuring in transit passenger vehicles by a moving company car carrier service.
- (c) Insurance.** The cost of moving protection insurance for the actual value of household goods and personal property.
Any additional charges for storage-in-transit at point of origin, extra pick-up and deliveries, entry into pallets, and storage charges must be paid by the employee directly to the moving company.
- (e) Appliance Service.** The cost of disconnecting and re-installation of appliances at origin and destination for washers, dryers, refrigerators, freezers, stoves, etc.

2. Transportation Expenses

Actual transportation expenses for the employee and the employee's immediate family, from the current residence to the County's facility. Transportation will be by the most direct route, using:

- (a) Air Coach (economy rate)**
- (b) Automobile.** If the employee drives, in lieu of shipping automobile, payment will be at the most current IRS rate per mile.
- (c) First Class Rail Fare and roomette** during overnight travel, whichever is more economical.
- (d) Tolls and parking costs.**

3. Temporary Housing Expenses

The County will pay for temporary housing expenses associated with establishing a new permanent residence for the purpose of:

- (a) Selling the original residence**
- (b) Packing and shipping household items**

Temporary housing costs are authorized for a period of 60 days. Department heads can approve extensions when deemed necessary. Authorization for temporary living and commuting expenses will terminate once the employee moves into his/her new residence.

D. Non-Eligible Expenses

Compensation will not be authorized for the expenses listed below:

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1. Moving Expenses

- (a) Extra costs of Saturday, Sunday, holiday service, or waiting time.
- (b) Costs in excess of the costs required to move to or from a location other than the established former residence at the time of hire. An employee may relocate to or from a place other than the established former residence but the cost may not exceed the amount which would be required to relocate from the established former residence.

E. Claims Against Moving Company

All claims against the moving company for lost or damaged goods should be negotiated directly between the employee and the moving company, or the insurance company.

F. Maximum Reimbursement Allowable

The maximum amount of compensation for relocation shall be determined on an individual basis by the Personnel Director and the Chief Administrative Officer, but shall not exceed fifteen (15) percent of an employee's annual starting salary at hire date.

G. Approvals

All relocation agreements and expense payments within the limits specified in this document require advance written authorization by the Personnel Director and the Chief Administrative Officer (refer to Settlement of Relocation Expenses Form and Moving Expense Settlement Form).

All exceptions to the limits and items stated in this document require advance written approval of the Personnel Director and Chief Administrative Officer. Items requiring Personnel Director and Chief Administrative Officer approval include:

- 1. Relocation expense reimbursement which exceeds the maximum allowable amount.
- 2. Any other items as stated in this document.

H. Processing Approved Relocation Authorization

1. Hiring Department

- (a) Prepare Relocation Approval/Authorization Form, **(See Attachment)**.
- (b) Forward copies of the approved Relocation Approval and Authorization Form to the Personnel Director.

I. Responsibility for Relocation Expenses

All relocation expenses will be charged to the hiring department, utilizing the proper relocation object code as assigned by the office of the Auditor/Controller.

Reference:

Minute Order 3.32 dated 12-10-91
Minute Order 3.69 dated 8-25-92

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**COUNTY OF RIVERSIDE
RELOCATION APPROVAL/AUTHORIZATION FORM**

Employee Information

Name _____ Position Title

Department

Classification

Pay Range, Starting Step & Monthly Salary

Residence
(where move will initiate from)

Move To

Maximum Negotiated Allowance Current Phone No

Account Number to be Charged

Department Head Approval Date

Personnel Director Approval Date

Chief Administrative Officer Approval _____ Date _____

In consideration of the payment for travel and moving expenses as provided by the County of Riverside in connection with my employment, I agree to reimburse the County for all or the appropriate pro-rata portion of relocation costs reimbursed to me if I voluntarily leave the County of Riverside's service within twelve months of hire, unless the termination is a result of death, prolonged illness, disability, my unacceptability or decision by the County to discontinue my employment as stipulated in Section A, of the County's Relocation Policy & Guidelines document. The amount of the reimbursement will be reduced for each full month of employment after the twelfth (12) month through the eighteenth (18) month of employment, with no repayment required after eighteen (18) months of employment.

Any amount due under this provision shall be recovered from me as a debt due the County of Riverside, and I hereby authorize this amount to be withheld from my final paycheck.

Employee Signature Acknowledging Statement _____ Date _____ 8/92