

## MOVING EXPENSES REIMBURSEMENT

<b>Objective:</b>	To provide guidance to authorize hiring managers on when and what moving expenses may be considered for reimbursement as part of a highly competitive hire.	<b>Policy/Procedure Number:</b>	03-07
<b>Reference:</b> (All Applicable Federal, State and Local Laws)	Resolutions Nos. 229-76 and 319-76	<b>Effective Date:</b>	01/12/1981
		<b>Responsible Department:</b>	Personnel
		<b>Modified Date (s):</b>	09/03/2013 01/21/2013
<b>Legislative Policy Statement:</b>		<b>Resolution No.:</b>	2013-148 229-76 and 319-76 (amended 05/27/1980)
<b>General Information:</b>		<b>Next Scheduled Review:</b>	09/2018
<b>I. Definitions:</b>			
<b>II. Policy:</b>	<p>The County may, at the discretion of the County Administrator reimburse reasonable and eligible moving expenses (e.g. moving household goods and personal effects) for new-hire, full-time staff. Moving expense reimbursement will be limited to actual cost, not to exceed \$3,000.00, must be identified at the time of the job offer, and must be stated in the new employee's offer of employment letter.</p> <p>The intent of this policy is to reimburse, when deemed necessary, the new employee for allowable relocation expenses to facilitate his/her move, consistent with good business practices and budgetary limitations. Such reimbursements must be justified on the basis of the competitive nature of the hiring and the unique qualifications of the applicant.</p>		
<b>III. Procedure:</b>	<ol style="list-style-type: none"><li>1. Department head positions will be eligible for moving expenses reimbursement. Moving expense reimbursement will be applicable to only those instances where the new employee resides outside Tompkins County and will be relocating to a residence within the County.</li><li>2. Moving expense reimbursement will be limited to actual cost, not to exceed \$3,000 and will be paid only for conventional carriers or toward the cost of a self-move rental truck or trailer, pads and dolly only.</li><li>3. Arrangements for obtaining moving expense reimbursement will be made by submitting written bids from either an established common carrier or self-move rental. Payment will be made to employee upon submission of receipts. The employee need not select the lowest bid, but must remember that Tompkins County reimburses only up to \$3,000 of the actual costs.</li><li>4. Moving expense reimbursement paid in accordance with this policy will be reduced by reimbursement from any other source. Should full payment have already been made under this policy when an alternate source of</li></ol>		

reimbursement becomes available, the employee shall be responsible for repayment to the County for a like amount, not to exceed the full payment made by the County.

5. If, for any reason, the individual's employment with the County is terminated within one (1) year from the date the individual reports for work, the individual shall be responsible for repayment to the County for the full payment amount.
6. The County will not ordinarily consider exceptions to the moving expense reimbursement policy above. Should highly unusual circumstances indicate that such a consideration should be examined, such requests shall be presented, in writing, to the Legislative committee responsible for personnel, and if approved, will require approval of the Tompkins County Legislature prior to authorization of moving expenses to the applicant.