



Board Policy No. 226 **Relocation Policy**

ADOPTED: 7/27/16

RECENT AMENDMENT: N/A

SEE ALSO: 225, 226A

SUBJECT CATEGORY: SECTION 200, HUMAN RESOURCES

SUBSECTION: BENEFITS

CONTROL DEPARTMENT: FINANCE/HUMAN RESOURCES

I. PURPOSE

The purpose of this policy is to provide one-time financial assistance toward actual, reasonable and necessary relocation expenses for individuals who are recruited for certain management positions. This policy grants authority to the General Manager and establishes limitations and financial caps on the reimbursement of relocation expenses. Any exceptions to this policy shall be approved by the Board.

II. PERSONS AFFECTED

This policy is applicable to those positions identified herein that are hired as full-time, regular District employees and only when expenses are included as a formal and specific component of the original offer of employment made to a qualified applicant by the District. Persons residing within the nine-county Bay Area Region shall not be eligible for reimbursement of relocation expenses.

III. POLICY

A. Limitations

The following is a non-exclusive list of items that are not eligible for reimbursement under this policy:

- Any part of the purchase price for a new home
- Expense of obtaining or terminating a lease
- Loss on sale of home
- House-hunting trips
- Alcohol, entertainment, or personal incidentals
- Internet, phone, or laundry charges
- Broker's fees or security deposits
- Shipment of pets, perishables, or multiple personal vehicles
- Expenses not submitted with itemized receipts
- ~~Any part of purchase price for a new home;~~
- ~~Expense of obtaining or terminating a lease; and~~
- ~~Loss on sale of home.~~

B. Financial Cap

Questions concerning interpretation of this Policy are to be referred to the General Counsel.

~~Reimbursement for relocation expenses shall not exceed \$10,000, unless an exception is authorized by not less than four affirmative votes of the Board. Notwithstanding the limitations provided in Section III, only those documented expenses identified in IRS.~~ The General Manager shall have the authority to grant reimbursement for relocation expenses up to but not exceeding \$30,000. Relocation reimbursement amounts above \$30,000 shall require an exception authorized by not less than four (4) affirmative votes of the Board of Directors.

Only documented, actual out-of-pocket expenses that fall within the categories outlined in this policy shall be eligible for reimbursement.

Reimbursable expenses must be incurred on or after the date of the formal offer and no later than six (6) months after the employee's start date. Expenses submitted without proper documentation or outside of this timeframe will not be eligible for reimbursement.

~~Publication 521 shall be eligible for reimbursement, subject to applicable tax withholding and reporting. Employees shall be eligible for reimbursement of expenses incurred from the date of offer, but not later than six months after the date they begin employment. Employees who leave employment within twelve-twenty-four (1224) months from the date relocation is complete shall reimburse the District in full unless terminated by the District.~~

Reimbursed amounts are subject to taxes and the District does not offer "gross up" or "top up" amounts to reimburse employees for what they will owe in taxes.

C. Reimbursable Expenses

Eligible relocation costs may include, but are not limited to, the following categories:

i. Travel

- Coach-class airfare or IRS relocation mileage rate for the employee and their immediate family
- Parking and tolls with receipts
- Taxi or rideshare fares where public transportation is not available (receipts required for charges over \$10)
- Economy car rental with pre-approval (insurance, upgrades, and damage fees are not reimbursable)

ii. Lodging

- Temporary accommodations for up to 30 calendar days at or below GSA per diem rates
- Must be directly related to the relocation period
- No reimbursement for in-room entertainment, internet, valet, or laundry services

iii. Moving Expenses

Questions concerning interpretation of this Policy are to be referred to the General Counsel.

- Professional moving company charges (line-haul, packing/unpacking, insurance up to \$250)
 - Employee seeking reimbursement must provide at least three separate quotes ~~and will be reimbursed for the amount of the lowest quote.~~
- Rental trucks, fuel, moving supplies, and insurance for self-move are reimbursable
- Non-allowable items: More than one personal vehicle, boats, alcohol, frozen foods, pets, lumber, or hazardous materials.

iv. Storage

- Storage costs (pickup, delivery, warehousing, and insurance) for up to 90 days with pre-approval
- Must be directly related to household relocation

IV. AUTHORITY

A. General Manager's Authority

In order to competitively recruit individuals with highly desirable skills, the General Manager is authorized to reimburse relocation expenses consistent with this policy for new hires within the following groups of management employees:

- Executives (Chiefs and Executive Directors)
- Department Directors
- Assistant Directors

For Manager-level positions that are difficult to recruit and require an expertise not readily available on the open market, the General Manager shall return to the Board for approval prior to any relocation expense offer.

The General Manager shall enact an Administrative Regulation that provides procedures for processing and reporting relocation expense reimbursements.

