

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

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Relocation and Moving Expenses

OVERVIEW: This policy explains the procedure for the direct payment or reimbursement of relocation and moving expenses for persons employed by the Board of County Commissioners

SCOPE: This policy applies to new employees in Executive Service positions, managerial positions and in extenuating circumstances, any position in which the County is experiencing difficulty in recruiting.

PROVISIONS:

1. **Requests for Reimbursement.** All requests for direct payment or reimbursement of relocation/moving expenses require approval of the Administrating Official prior to committing such expenditure of County funds, using the Request for Relocation/Moving Expenses Payment form (Appendix C).
 - a. Approvals shall be based on the following guidelines:
 - i. The department director and the Administrating Official shall determine if payment of such expenses for a specific individual is in the best interest of the County;
 - ii. The department director shall recommend approval by the Administrating Official of relocation/moving costs for subordinate employees in the employee's department, and the Administrating Official will approve for department directors and/or immediate staff;
 - iii. Requests received for reimbursement for expenditures subsequent to the move will not be approved;
 - iv. All recipients of relocation allowances will be required to sign an agreement related to payment requirements in the event of early separation.
 - v. The County will have no responsibility to pay any relocation/moving expenses for a potential employee unless the person actually enters into employment with the County;
 - vi. Dependents as used in this policy are defined as income-tax-listed dependents only; and
 - vii. Relocation of dependents and movement of household belongings must commence within three months of the date of employment with the County (in extenuating circumstances, a longer period of time may be granted by the Administrating Official).

2. Relocation/moving expenses may be paid for new employees in the following positions:
 - a. Executive Service;
 - b. Managerial positions; and
 - c. In extenuating circumstances, any position with which the County is experiencing difficulty in recruiting.

3. **Mode of Transportation for the Employee.** Transportation may be by personal car at the statutory rate per mile by the most direct route from the prior place of residence to the Alachua County area or by commercial airline, train or bus.
 - a. Receipts will be required.
 - b. When traveling by car, the number of days of en route subsistence is based on a minimum of 400 miles per day.

4. **Lodging for Employee.** Actual expense for lodging at a single occupancy rate will be approved, if traveling without spouse or other dependents, subject to substantiated receipt(s).
 - a. Payment will be in accordance with Florida Statutes.

5. **Meals/Meal Allowance for Employee.** Payment will be limited to and will be paid in accordance with the amounts and procedures required by Florida Statutes.

6. **Mode of Transportation for the Family.** If the employee's family accompanies the employee by car, no additional transportation will be allowed other than that specified above.
 - a. If the family travels by car at a later time, mileage will be paid at the statutory rate per mile.
 - b. Transportation will be reimbursed for spouse and other dependents by commercial airline, train or bus by the most direct route from the prior place of residence to the Alachua County area, subject to substantiated receipt(s).

7. **Lodging for the Family.** The actual cost of reasonable lodging will be authorized, subject to substantiated receipt(s).

8. **Meals for the Family.** Actual cost of meals up to the maximum amounts stipulated by Florida Statutes will be paid for each dependent.

9. **Moving Expenses.** The costs associated with the moving of household goods and personal belongings will be paid from the prior place of residence to the Alachua County area if the distance is in excess of 100 miles.
 - a. Movement may be by common carrier or rental vehicle and must be completed in one shipment.
 - b. The following guidelines shall be adhered to for moving expense payment:
 - i. Departments will submit all recommendations for payment of moving expenses to the Administrating Official;
 - ii. The department director, upon receipt of the approved request, may authorize moving expenses; and

- iii. The department will submit a Check Request Form, the memorandum approving payment of moving expenses, and all supporting receipts to the Finance and Accounting Department for payment.

County Manager

County Attorney