

CITY OF HAMILTON, OHIO

No. 341

ADMINISTRATIVE DIRECTIVE

Effective Date: 1-1-17

Approved by: Joshua A. Smith,
City Manager

SUBJECT: RELOCATION ASSISTANCE

PURPOSE: The City of Hamilton may reimburse employees for relocation expenses subject to the policies and limitations herein. Eligibility is limited to employees hired for Director, Chief, or a supervisory position.

POLICY: It is the policy of the City of Hamilton to reimburse reasonable relocation expenses only after efforts for a local placement have been thoroughly explored and it becomes necessary to employ management level personnel whose residence at the time of employment is located more than 50 miles from the City of Hamilton's corporate boundary or City facility (when over 70% of work will be conducted at the specified facility).

1. Eligibility

- a. Tier 1
 - i. Positions that are distinguished as Department Directors or Department Chiefs comprise Tier 1.
- b. Tier 2
 - i. Positions that are distinguished as supervisory or responsible administrative roles comprise of tier 2. This includes jobs for which the City Manager has designated as critical to the City's mission.

2. Reimbursable Expenses

- a. Interview Travel Expenses – Tier 1
 - i. Actual and reasonable travel expenses will be provided or reimbursed for candidates for such positions who are outside the 50-mile radius for interviews initiated at the City's request. Such travel costs shall be limited to the following:
 1. The lesser of common airline carrier rates or the established City mileage rate for automobile use; and
 2. If necessary, lodging from the day of the interview to the end of the final interview, when those days are consecutive, will be paid by the City up to a maximum of \$125.00 per day, including taxes and tips.
 3. Expenses for taxi service incurred while traveling to and from the airport while in Hamilton are eligible for reimbursement.
 4. The hiring department shall arrange hotel accommodations at a hotel within the City limits of Hamilton, and should request a "government rate" or the lowest rate.
 5. The City will not reimburse the following expenses:
 - Non-business local and long distance calls
 - Loss of funds or personal property
 - Personal expenses such as laundry, haircuts, medicine, newspaper, valet parking, pet care, etc.
 - Entertainment expenses and the cost of alcoholic beverages
 - Transportation to and from entertainment or restaurants
 - Cost of obtaining traveler's checks

- Flight or trip insurance
- 6. **Original receipts are required for reimbursement.**
- b. House Hunting Trip – Tier 1 Eligible
 - i. A maximum of one (1) house-hunting trip, not to exceed three (3) consecutive calendar days in total, for the purpose of acquiring housing shall be allowed for the prospective employee and spouse. Expenses associated with children accompanying parents or for childcare are not eligible for reimbursement. The following expenses are eligible for reimbursement:
 1. Travel for House Hunting Trip: The lesser of common airline carrier rates for the prospective employee and spouse or the established City mileage rate for personal automobile use.
 2. Expenses for taxi service incurred while traveling to and from the airport while in Hamilton are eligible for reimbursement.
 3. Car rental fees will be reimbursed only if the total cost is less than would be incurred by using taxis, limousines, or other ground transportation. Prior approval of car rentals must be obtained through the hiring department.
 4. Lodging: Lodging will be paid up to \$125.00 per day total for prospective employee and spouse, including taxes and tips.
 5. Telephone expenses will be reimbursed for City of Hamilton related business. An itemized hotel bill or log listing time, date, and place of calls are required for reimbursement.
- c. Travel for Relocation – Tier 1 & 2 Eligible
 - i. Full coach airfare reimbursement will be made for the employee and the employee's family (spouse and dependent children) to relocate to Hamilton. The employee may opt to be reimbursed for traveling in one personal vehicle at the established City mileage rate for personal automobile use.
- d. Moving of Household and Personal Property – Tier 1 and 2 Eligible
 - i. Reimbursement will be made for moving up to a maximum of Three-Thousand Five Hundred Dollars (\$3,500.00) for Tier 2 eligible employees and up to a maximum of Seven-Thousand Five Hundred (\$7,500.00) for Tier 1 eligible employees.
 1. The employee must obtain at least two (2) bids from moving companies and the lowest bid cost will be the basis for reimbursement. The employee shall request a "Binding-Not-To-Exceed" bid. If the employee chooses to relocate by trailer or rental truck, actual cost will be reimbursed but shall not exceed the limits established above, or the amount equivalent to the lowest bid obtained.
 2. In any case, the City shall not be held liable for any loss and/or damage to goods or property occurring during or after the completion of the relocation. All insurance provisions shall be the responsibility of the employee and not reimbursed by the City of Hamilton.
 3. The City **will not** reimburse for the following expenses:
 - Meals and travel cost incurred by laborers
 - Expenses incurred by persons not considered to be dependents for tax purposes
 - Costs related to immigration
 - Utility and telephone installation charges
 - Loss of security deposits
 - Real Estate expenses
 - Postage cost for realty and mortgage documents
 4. In the event of circumstances, storage of household and personal property for

Tier 1 and 2 positions will be considered for up to ninety (90) calendar days with approval of the Department Director or the City Manager if the new hire is the Department Director.

- e. Temporary Housing – Tier 1
 - i. Temporary housing for Tier 1 employees moving to Hamilton will be considered under special circumstances. Reimbursement of temporary housing expenses for the employee will be limited to temporary housing located within the City limits of the City of Hamilton and for a period not to exceed ninety (90) calendar days.
 - 1. The Department Director will approve reasonable and prevailing rental rates negotiated by the hiring department and the corporate housing vendor. Utilities are not included. Temporary housing arrangements shall be established in writing in advance of the employee starting to work or moving in, whichever occurs first.
 - 2. The hiring department shall monitor expenses allocated for the temporary housing, along with all receipts and associated documentation on a monthly basis.
 - 3. The corporate housing vendor will negotiate the contract with the hiring department and directly bill the department for all expenses associated with temporary housing for the employee.
- f. Department Expenses
 - i. All expenses incurred under this policy shall be charged to the appropriate account of the Department in which the subject position is being filled. The affected Department shall be responsible for preparing related vouchers and for providing all supporting receipts for relocation expenses within 30 days of when the expense was incurred. Completed vouchers will be signed by the employee and by the Department Director or designee and forwarded to the City Manager for processing of reimbursement. All expenses incurred from house hunting trips, temporary housing and relocation costs shall not exceed the spending limitation of Three-Thousand Five Hundred Dollars (\$3,500.00) for Tier 2 employees and Seven-Thousand Five Hundred (\$7,500.00) for Tier 1 employees. Reimbursement requests that are over these limits may be approved in advance and only by the City Manager.

3. **Repayment Agreement**

- a. Repayment Agreement – Tier 1 and 2
 - i. All affected prospective employees shall sign a "Relocation Repayment Agreement" after accepting the employment offer and before the first day of employment.
 - 1. If the employee voluntarily terminates employment with the City of Hamilton during the twenty nine (29) month period immediately following the effective date of employment, the relocation move allowance expended on his or her behalf must be repaid on a pro-rated basis the following schedule:

<u>Length of Employment</u>			<u>Reimbursement of Relocation Expense</u>
0	to	365 days	75% repayment due within 180 days
366	to	730 days	50% repayment due within 180 days
731	to	882 days	25% repayment due within 180 days
883	or	more days	0% due
 - 2. The effective date of employment is the date the employee first physically reported to work for the City of Hamilton.

3. To the extent that any such repayment obligation remains due to the City of Hamilton following the voluntary termination date, the City of Hamilton shall first offset the amount of such repayment obligation by using any wages, accrued leave pay or any other amount due to the employee from the City of Hamilton. The remaining balance will be due within 180 days after the date of the voluntary termination. Payment arrangements may be allowed and approved by the Department Director; however, allotted time for repayment shall not exceed 180 calendar days from the voluntary termination date.
4. If the employee fails to repay the City of Hamilton, the employee shall be liable for all collection and enforcement cost(s) of the relocation agreement, including but not limited to attorney fees.
5. Regarding questions concerning relocation expenses please refer to IRS Publication 521.

4. Policy Exceptions

- a. Policy Exceptions – Tier 1 and 2
 - ii. Any exceptions to this policy will be dictated by applicable City of Hamilton policies currently in effect. Policy exceptions and/or violations shall be brought to the attention of the Human Resources Director for review and recommended course of action. Additionally, any expense not specifically addressed by this policy is subject to consideration by the City Manager or his or her designee.
 - iii. To the extent that other policies, executive orders or administrative procedures modify any dollar amounts for mileage, meals, lodging or spending limits, those modifications may be used to update this policy, upon approval of the City Manager or his or her designee.

ACKNOWLEDGMENT OF RECEIPT
OF
RELOCATION ASSISTANCE POLICY
ADMINISTRATIVE DIRECTIVE NO. 341

I have received and read a copy of the City of Hamilton's Relocation Assistance Policy and understand and agree to the following: if I voluntarily terminate employment with the City of Hamilton during the twenty nine (29) month period immediately following the effective date of my employment, I agree to repay the City of Hamilton the funds paid on my behalf for my relocation on a pro-rated basis per the following schedule:

Length of Employment	Reimbursement of Relocation Expense
0 to 365 days	75% repayment due within 180 days
366 to 730 days	50% repayment due within 180 days
731 to 882 days	25% repayment due within 180 days
883 or more days	0% due

For the purposes of this relocation policy, the effective date of my employment is the date upon which I first physically report to the work at the City of Hamilton. This repayment will be due and payable within 180calendar days following my voluntary termination date.

I voluntarily agree that the City of Hamilton may, to the extent that any such repayment obligation remains due to the City of Hamilton following my termination of employment, offset the amount of such remaining repayment obligations using any wages, vacation pay or any other amounts due to me from the City of Hamilton.

If I fail to repay the amount owed to the City of Hamilton, I shall be liable for all collection and enforcement costs of the relocation agreement including, but not limited to, any attorney fees and expenses.

Employee's Printed Name: _____

Signature: _____ Date: _____

Director's Printed Name: _____

Signature: _____ Date: _____

Human Resources : _____

Signature: _____ Date: _____