

23. NEW EMPLOYEE RELOCATION EXPENSE POLICY

Policy and Purpose: To assist in attracting qualified candidates to fill certain classifications, the County of Lake may reimburse a new employee for expenses incurred in relocating to Lake County. The County Administrative Officer and Human Resources Director is authorized to determine whether a new employee is eligible to receive such reimbursement and the amount of reimbursement up to a maximum of \$3,500 per employee. Employees are advised that such reimbursement may be considered a taxable fringe benefit. Such reimbursement may be granted upon the following conditions:

A. **Eligibility.** Only employees filling certain “hard-to fill” classifications shall be eligible to receive reimbursement for relocation expenses. “Hard-to-fill” positions shall be determined on a case-by-case basis by the County Administrative Officer, Human Resources Director and the requesting Department Head. “Hard to-fill” positions are generally limited to management, professional, and technical classifications, but not all of these classifications are considered “hard-to-fill.” Before offering a relocation subsidy to a candidate, the Department Head shall meet with the County Administrative Officer and Human Resources Director to determine the candidates’ eligibility for said subsidy.

B. **Allowable Expenses.** Reimbursements may be requested for expenses incurred in directly moving the employee’s household goods, such as moving van, rental trucks, related moving equipment, mileage fees for van or truck, etc. Indirect expenses such as storage fees, lodging, meals, and repairs are not reimbursable.

C. **Reimbursement Process.** The employee shall complete the “Request for Relocation Expense Reimbursement Form” and attach original receipts of the allowable expenses. The Department Head shall complete the remainder of the form, have it signed by the County Administrative Officer and Human Resources Director, and submit it to the Auditor’s Office.

D. **Time Limit.** The completed “Request for Relocation Expense Reimbursement Form” must be submitted to the Auditor’s Office within 60 days of the employee’s hire date. Upon special circumstances, an extension may be considered by the County Administrative Officer and Human Resources Director.

E. **Return of Reimbursement.** An employee who does not complete one year of service with the County of Lake shall return the relocation reimbursement to the County.