



SECTION: IC
TOPIC: MOVING EXPENSES

FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: MOVING COST REIMBURSEMENT - MANAGERIAL/PROFESSIONAL
EMPLOYEE**

Recruitment for managerial/professional employees frequently extends beyond the Dane County labor market. Dane County requires the ability to reimburse moving costs incurred by a new employee who must relocate here to enable their starting County employment.

This policy enables Dane County to compete successfully in the labor market for qualified candidates to fill these positions.

Utilization of this program is subject to the availability of funds in the affected department's Personal Services budgetary accounts.

END OF NARRATIVE



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It shall be the policy of Dane County, regarding the reimbursement of moving costs for managerial/professional employees that:

- A. The Personnel and Finance Committee of the County Board may authorize reimbursement of actual and necessary moving expenses of a newly hired individual who is assigned to the managerial/professional salary schedule, up to a maximum of \$2,000 to be paid from the Personnel Services budget of the employing department.
- B. Reimbursement of payments for a moving company shall be contingent upon prior approval by the Purchasing Division of the Department of Administration for the selection of the company consistent with competitive purchasing principles.
- C. If the employee who has received moving cost reimbursement resigns from Dane County employment within one year of appointment, such employee shall reimburse the County for the moving cost payment.

END OF POLICY



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RESPONSIBILITY

ACTION

Department

1. Prepare written request for moving cost reimbursement. Arrange to have request placed on Personnel & Finance Committee agenda. **DO NOT** make a commitment to candidate prior to committee authorization.
2. If request approved by Personnel & Finance Committee, obtain contract form, which legally commits an employee to reimburse the County's moving costs if said employee resigns within one year of their employment, from Corporation Counsel.
3. Obtain prospective employee's signed agreement.
4. Contact Purchasing Division for information on the selection of a moving firm. This is not intended to require a complete bid or formal purchasing process but to assure competitive quotes are secured.

Employee

5. New employee submits requests for reimbursement to the appropriate party as specified by contract or agreement.

END OF PROCEDURE