

CITY OF REDDING
Personnel Policies and Procedures Manual

Section: **Miscellaneous Policies**

Subject: **Reimbursement for Applicant Interview Expenses**

Personnel Director:  **Date:** 9/3/09

City Manager:  **Date:** 9/2/09

City Council Resolution No. (if applicable) N/A **Effective Date:** 7/31/90

Purpose

On occasion, applicants for employment live far enough outside of the Redding area to express financial difficulties in participating in a selection process that may require that they make additional ~~two~~ trips here at their own expense. Under certain circumstances, as described in this Policy, the City of Redding may ~~will~~ provide a travel reimbursement allowance for applicants.

Policy

This policy applies to applicants who have met the minimum qualifications, and have successfully competed in the examination process. Travel reimbursement refers to the expenses incurred in returning to Redding to be interviewed by the hiring department. The City Manager may, from time to time, include consideration of other circumstances not specifically covered by this policy.

Reimbursement for expense will be considered on a case-by-case basis. The City may reimburse persons who are employment applicants, ~~with the City of Redding,~~ for travel and lodging expenses incurred in the selection interview if approved by the ~~Director~~ of Personnel Director and City Manager.

There are times when the City will find it beneficial to share the expenses of an applicant or applicants who have been invited to participate in the Examination Process that precedes the Selection Interview. A minimal number of truly qualified candidates would usually be an indication that such steps would have to be taken in order to encourage the applicant(s) to participate. Compensation would include the City reimbursing the applicant for a portion of the travel expenses for the trip.

NOTE: At no time shall the amount granted an applicant exceed the amount currently designated by the City Council as the maximum amount allowed through the purchase order process without City Council approval.