

CITY OF REDDING
Personnel Policies and Procedures Manual

Section: Miscellaneous Policies

Subject: Relocation Reimbursement Allowance

Personnel Director: Ronda Johnson

Date: 9/3/09

City Manager: [Signature]

Date: 9/2/09

City Council Resolution No. (if applicable) N/A

Effective Date: 7/31/90

Purpose

On occasion, candidates under consideration for employment must relocate from an area which is remote from the City of Redding. During the negotiation process such candidates often make inquiry regarding payment for relocation expenses. Under certain circumstances, as described in this policy, the City of Redding may ~~will~~ provide a relocation reimbursement allowance for candidates who become employees.

Policy

This policy applies to candidates ~~employees~~ hired to fill positions at the department director head level unless extenuating circumstances exist within the recruitment process for other positions. The City Manager may, from time-to-time, include consideration of positions not specifically covered by this policy.

Relocation reimbursement allowances will be considered for requesting candidates on a case-by-case basis. Subsequent to a reasonable recruitment effort, the City Manager may authorize a relocation reimbursement allowance for a candidate following a determination by the Department Director Head and the ~~Director~~ of Personnel Director ~~Services~~ that the position and/or the candidate's qualifications are of such a nature to warrant relocation reimbursement. Neither the Personnel Department representatives, nor representatives of the Department where the vacancy exists, may initiate an offer for a relocation reimbursement allowance. Negotiations for any such allowance may begin:

- 1) After the candidate has made relocation allowance a condition of acceptance of the job offer, AND
- 2) When the City Manager, by action of authorizing negotiation, is in agreement that the candidate warrants this special consideration.

The candidate ~~employee~~ must sign that in the event that he/she voluntarily terminates employment with the City prior to the expiration of the probationary period, the amount of such allowance shall be refunded 100% to the City.

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



REIMBURSEMENT OF RELOCATION EXPENSES

I, _____, do hereby agree to refund _____ dollars (100%) to the City of Redding for relocation monies received by me, should I voluntarily terminate employment with the City of Redding prior to the expiration of my probationary period.

The City of Redding is further authorized to make this refund from any monies which the City may owe me at the time of my voluntary termination.

Signature

Date

c: Personnel File
Department Director
Employee