

# Yuma County

## Relocation Agreement

In accordance with the Yuma County Relocation Policy (PR-209 Proposed), you must complete this Relocation Agreement and obtain the approval of your Agency Head for the costs associated with your household move to Yuma County, Arizona. This form and information on the Relocation Policy is also available on-line at [www.co.yuma.az.us/hr/forms](http://www.co.yuma.az.us/hr/forms).

You understand that submission of this form does not guarantee relocation reimbursement and that any reimbursement is subject to appropriation limits described in PR-209. Also, you are responsible for full payment of all relocation expenses.

In consideration of reimbursement of relocation expenses by Yuma County, you agree to the following:

**Reimbursable Expenses** are expenses, subject to IRS regulations, covering only employee travel, food and lodging, packing, transportation, storage and unpacking of household goods and up to two vehicles (non-recreational). Any other expenses are not covered by this policy.

**Receipts** are to be submitted to Human Resources for processing reimbursement requests. Original receipts are required where possible.

**IRS Regulations** require that all relocation expenses paid to an employee, or on behalf of the employee, must be reported as compensation. Accordingly, all such amounts will be included in the employee's taxable earnings on his/her W-2 for the year in which payment is made.

Certain moving expenses may be allowed as a deduction. However, to the extent that the moving expenses are not deductible, or are in excess of deduction limitations, the employee will generally incur additional income taxes as a result of the reimbursement.

Covered employees are responsible for paying their own taxes and seeking advice from their own tax advisor on reimbursements received from Yuma County.

Reimbursement Expenses may be authorized to new hires, upon agreement with the Human Resources Director, as follows:

Tier 1 Regular employee	up to \$ 3,000.00
Tier 2 Assistant/Deputy Director or Director	up to \$20,000.00

If you voluntarily terminate employment with Yuma County prior to completing one year of service after receiving relocation reimbursement from Yuma County, you will refund the entire amount of the reimbursement provided to you. Payment must be made by money order or cashier's check. Any amount due that is not received in human resources prior to your last paycheck will be deducted from your final pay.

If any action is brought to enforce any provision of this Agreement by Yuma County, you agree to pay all costs associated with the action as well as any costs of litigation, including all reasonable attorney fees. This Relocation Agreement does not create a contract of employment between you and Yuma County. Either party may terminate the employment relationship at any time with or without cause. By signing below, you acknowledge receipt of a copy of this agreement and that you agree to the terms listed herein:

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_

Agency Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_

Date: \_\_\_\_\_