

**PR-209      Relocation**

**A.      Definitions**

1.      **Relocation Agreement** must be completed and approved by the Agency Head and the Human Resources Director in order to secure reimbursements.
2.      **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).
3.      **Any other expenses** are not covered by this policy.
4.      **Covered Employee** is any new hire moving to Yuma County from another State or Country, subject to IRS provisions covering distance to the new location, which is hired to work for Yuma County as a Regular employee. Elected Officials are not considered “Covered Employees” for purposes of this policy.

**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.

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

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

Any amounts greater than provided above must be approved by the County Administrator prior to being offered to the new hire.

Occasionally, it may be necessary to offer relocation assistance for “hard to fill” positions (where demand outstrips supply). In such event, subject to section E below, the amount offered can not exceed the amount in Tier 2 without prior approval of the County Administrator.

**C.** Only the following expenses are reimbursable:

All expenses associated with the packing, loading/unloading, transportation, unpacking, and storage (up to one year) of household goods in Yuma County; charges for disconnecting, connecting major gas and electrical appliances, telephones/DSL's; insurance premiums for household goods during the move and storage process; temporary living expenses for up to 45 days (meals, lodging, laundry, reasonable telephone charges and associated reasonable and customary gratuities); travel between the employee's old place of residence and Yuma County for one (1) home visit after starting work, a maximum of two (2) house hunting trips for the employee (and spouse), and the actual move itself.

**D.** Reimbursement Expenses are not to be authorized for the following:

Trailers, recreational vehicles, aircraft, or boats; any costs incurred as a result of the sale, purchase or alterations of the employee's residences; transportation of household goods from storage to the new home; transportation of livestock; perishables (food and non-food items); house plants; transportation of illegal items/substances; piano or organ tuning; deposits made on rental property and utilities; mortgage rate differentials; loss of school tuition or disposal of memberships in clubs; license plates, driver's license, or school transfer fees; purchase of a new TV or FM or radio antenna and/or satellite dish; boarding of pets; private mortgage insurance; any other item not expressly provided for in section C above.

**E.** Relocation Agreement

A Relocation Agreement form must be completed by the agency head and approved by the Human Resources Director prior to any offer of assistance made to the prospective employee. Once approved by both parties, Human Resources will contact the prospective employee and explain the relocation process. Human Resources will also send the Relocation Agreement and a copy of this Relocation Policy to the prospective employee for their signature approval. The Relocation Agreement will be in effect on the date it has been received by Human Resources from the prospective employee. (See relocation agreement form)

**F.** Relocation expenses shall be planned for and approved during the County's annual budget planning process. Relocation expenses and associated work processes shall be managed by the Director of Human Resources.