

**ADMINISTRATIVE PROCEDURE
A.49.3 (a)**

EMPLOYEE RELOCATION/MOVING ALLOWANCE

PROGRAM OVERVIEW

The Employee Relocation/Moving Allowance program authorizes the County Administrative Officer to approve relocation and/or moving expenses for newly hired County employees, except those appointed by the Board of Supervisors. The purpose of this program is to enhance the County's ability to attract highly qualified candidates for executive level and difficult-to-fill positions by reimbursing successful candidates for reasonable expenses incurred as the result of relocating to the Monterey County geographic area or environs.

The County Administrative Officer may authorize a Relocation/Moving Allowance of up to \$10,000. The County Administrative Officer must request Board of Supervisors authorization for Relocation/Moving Allowances in excess of \$10,000.

Moving expenses reimbursed under this program are subject to IRS moving expense guidelines.

Executive Level Positions

For the purposes of this program, executive level positions are defined as positions in the Y Bargaining Unit.

Difficult-to-Fill Positions

The following factors should be considered in determining whether a position is "Difficult to Fill" as defined by the County of Monterey:

DEMOGRAPHIC

- Candidates with the competencies needed for this position are typically difficult to find in the local recruitment area.
- Local educational institutions do not specialize in this particular profession or technical field.
- Other large employers in the geographical area are actively competing for similar, highly sought after competencies.

ECONOMIC

- Candidates with the level of knowledge, skills and abilities required to fill the vacancy may be deterred by economic factors such as housing prices, cost of goods and services, availability of those services, and current lifestyle affordability.

SOCIOLOGICAL

- Candidates with the level of competencies and experience required for this position are reluctant to relocate due to their involvement and establishment in their communities or professional organizations.

CONDITION OF CURRENT LABOR MARKET

- Due to various factors adversely affecting the current labor market, the particular skill required to fill the vacancy is scarce.

PROCEDURE FOR REQUESTING AUTHORIZATION

- To request authorization to offer an Employee Relocation/Moving Allowance, the Appointing Authority submits a memorandum to the County Administrative Officer including the following information:
 1. Requesting department
 2. Position title and class code
 3. Name of candidate
 4. Requested maximum amount of relocation/moving allowance
 5. Explanation of factors supporting the request

- The County Administrative Officer issues a memorandum in response to the request indicating approval and the maximum relocation/moving allowance authorized, or denial.

- The Appointing Authority notifies the successful candidate of the authorized Relocation/Moving Allowance in writing and obtains the new employee's signature on the Employee Relocation/Moving Allowance Reimbursement Request Form (A.49.3 a).

PROCEDURES FOR CLAIM SUBMISSION

New hires must document and certify itemized relocation and temporary living expenses following these provisions:

Expense claims shall be submitted on the Claim for Payment form prescribed by the Auditor-Controller and must be accompanied by:

1. Authorization memorandum from the County Administrative Officer.
2. Completed and signed Employee Relocation/Moving Allowance Reimbursement Request Form (A.49.3 a).
3. Original receipts or acceptable substitute (the Auditor-Controller may accept at his/her discretion, other forms of documentation such as credit card receipts, invoices, statements, cancelled checks, etc.) for every item of expense. In cases where receipts cannot be obtained, a statement to that effect shall be entered on the prescribed form and the reason given. In the absence of a satisfactory explanation, as determined by the Auditor-Controller, the amount involved shall not be allowed.

REPAYMENT

A new hire may be required to repay the County of Monterey the reimbursement of these expenses if s/he leaves the employ of the County of Monterey within twelve (12) months of the date of his/her appointment.