



**DEPARTMENT OF CORRECTIONS**  
**Human Resources**



<b>Subject:</b>	<b>Employee Relocation Allowance</b>	<b>DOC Policy: 20.2.6</b>
<b>Supersedes:</b>	<b>N/A</b>	
<b>Applicability:</b>	<b>Classified unrepresented, management service, executive service employees, and initial appointments to state service in the above employee groups. Refer to applicable labor agreements for represented employees.</b>	
<b>Reference:</b>	<b>State Policy 40.055.10</b>	

**I. PURPOSE**

At the request of an employee, for the benefit of the department, or due to recruitment difficulties, the appointing authority may provide relocation allowances to employees, initial appointments to state service, or state employees transferring from another state agency to the department, to provide for the most effective use of employee resources.

**II. DEFINITIONS**

- A. House hunting expenses: expenses incurred when the employee travels to the new location in order to seek a new residence.
- B. Temporary living expenses: living expenses incurred when the employee is required to begin work in the new workstation within the 45-day period of notice of relocation and is residing in temporary living quarters.

**III. POLICY**

- A. Relocation by the Department. When the department relocates an employee to a new official workstation, the department will reimburse the employee for normal, reasonable moving expenses and related expenses.
  - 1. The new workstation must be at least 50 miles farther from the employee's former residence than the old workstation was from the same residence.
  - 2. Employees must provide receipts for all moving expense reimbursements and be reimbursed directly through the payroll system.
  - 3. Employees may request and receive a moving expense advance from the department, which will be accounted for in a manner similar to a travel advance.
  - 4. The department will pay for the moving of the employee's personal belongings up to a maximum of 20,000 pounds. If the movers estimate that personal belongings exceed the maximum limitation, the appointing authority will consider a request for additional payment based on reasonable need. When applicable, the following applies:

- a. If the employee shows an actual and reasonable need to have the employee's personal belongings stored before delivery to the new residence, the appointing authority may authorize storage. The department will pay for such storage and incidental handling charges within the authorized weight for a period of up to 90 days. The employee will pay any charges for storage in excess of 90 days. Regardless of the length of storage, the department will pay to move the household belongings from such storage to the employee's new residence.
  - b. The department will pay for packing, crating, and unpacking not to exceed a total of \$750 per move. The appointing authority, when necessary, may approve reimbursements that exceed the limit on a case-by-case basis.
  - c. The department will pay for full value insurance, appliance blocking charges, and extra handling charges on items such as pianos.
  - d. In addition to mileage reimbursements provided above, the department will pay one-way private vehicle mileage from the old to the new residence for a maximum of two private vehicles.
  - e. The department will pay for the relocation of mobile homes including breakdown, setup, and changing utilities. The department will also pay for rented trailer costs and freight charges for transportation of appliances or other large household equipment.
- B. Paid Time. When relocated by the department, employees will be allowed up to ten days of paid department time as needed to effect the move, including searching for temporary living quarters, house hunting, and the transporting of personal belongings.
- C. Relocation Notice. The department will give the employee 45-days notice of a relocation. If the department wishes to employee to begin work at the new work station within the 45-day notice period and the employee finds temporary living quarters, the department will reimburse the employee at the instate travel reimbursement allowances. If both the employee and the employee's family members move to the temporary living quarters, the department will reimburse the employee at one and one-half times the instate travel allowances. The allowances will continue until the employee has moved his/her belongings, but will not extend beyond the 45-day notice period.
- D. House Hunting. Employees will be reimbursed for house hunting expenses incurred in finding a new place of residence when relocated by the department. The following provisions apply to house hunting:
1. Employees will be reimbursed at instate travel reimbursement allowances. Employees with accompanying family members are allowed twice the state meal allowances and one and one-half times the state lodging allowance.
  2. Employees who provide their own lodging will be reimbursed at the state reimbursement allowance for non-commercial lodging accommodations. The reimbursement for employees with accompanying family members is one and one-half the allowance for non-commercial lodging accommodations.

3. Private vehicle mileage is reimbursable for up to two round trips for the employee, if actually traveled, at the state reimbursement rate for private vehicle mileage. Private vehicle mileage for house hunting travel at the destination will be reimbursed up to a maximum of 200 miles.
  4. Employees will not be reimbursed for house hunting expenses while receiving temporary living expenses.
- E. **Miscellaneous Expenses.** Employees may be eligible for reimbursement of miscellaneous relocation expenses up to \$1,110. The appointing authority will approve reimbursements based on reasonable need on a case-by-case basis. Employees will submit receipts for all miscellaneous expenses with the expense claim.
- F. **Relocation Rescission.** If the department rescinds an employee's written relocation notice, the department will compensate the employee for all moving expenses incurred which are reimbursable under this policy. Employees will give the department the required receipts for the moving expenses claimed.
- G. **New Employees.** New employees normally move and travel at their own expense. Reimbursement may be made when such expenditures are necessary for employment of qualified personnel.

### **III. POLICY CLARIFICATION**

- A. The new official workstation must be at least 50 miles farther than the former residence was from the old workstation. For example, if the old workstation was 3 miles from the former residence, the new workstation must be at least 53 miles from the former residence. The provision to relocate 50 or more miles from the previous workstation does not apply if the employee is required to move into state-owned housing.
- B. If an employee does not move their residence within six months from the official relocation notice, the employee will not be eligible for moving expense reimbursement.
1. The employee may submit a written request to extend the period up to an additional six months.
  2. The department may grant an extension with the showing of good cause by the employee.
- C. Partial or full travel and/or partial or full moving expense reimbursements may be negotiated with initial appointees to state services as necessary to accomplish recruitment goals. Managers may wish to consider payment upon the successful completion of the trial service period.
- D. Employees are encouraged to consult a tax professional for advice on reporting their tax liabilities and allowable moving expenses.

**V. IMPLEMENTATION**

This policy shall be implemented immediately without further modification.