

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

| SUBJECT | NUMBER | REV | EFFECTIVE DATE | SUPERSEDES | PAGE |
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| Reimbursement of Employee Moving Expenses | A-6 | 1 | June 1, 2007 | | 1 of 1 |

Prepared By: Policy Review Committee

Approved By: Grant Goings
City Manager

1.0 Purpose

To assist in the City's recruitment and employment of highly-qualified employees by helping to offset the financial burden associated with moving and relocation.

2.0 Policy

Full-time candidates filling certain vacant positions may be reimbursed for all or a portion of moving and relocation expenses, as provided in this policy.

3.0 Scope

Full-time employees with prior approval of the City Manager are covered by this policy.

4.0 Definitions

None

5.0 Rules/Procedures

- 5.1 An individual newly hired or promoted to fill a vacant City position whose existing residence is inconsistent with the residency requirements for the position, may be eligible to receive all or a portion of moving and relocation expenses with prior approval of the department head and City Manager.
- 5.2 The employee, with the concurrence of the city, will select a moving company after he/she obtains three (3) bids from acceptable companies.
- 5.3 If the employee terminates his/her employment with the City prior to the completion of one (1) year of service, the full amount paid by the City for moving and/or relocation charges shall be reimbursed by the employee to the City.

6.0 Appendix/Appendices

None