



NEW EMPLOYEE RELOCATION

I. PURPOSE

To establish guidelines within which the City will pay costs to relocate new employees enabling the City to recruit and hire the best-qualified candidates.

II. SCOPE

This policy will be implemented on a case by case basis based on market demand and position.

III. POLICY

The City Manager is responsible for the implementation of this policy, with responsibility for determining applicability and maximum allowable amounts in individual cases.

IV. PROCEDURE

- A. Reimbursement may be made to newly hired employees for out-of-pocket expenses encountered in moving to the Georgetown area for the express purpose of commencing employment with the City.
- B. The allowable expenses include direct cost for:
 - 1. Any out-of-pocket expenses incurred during the recruitment and interviewing phases of recruitment.
 - 2. Moving company or transportation charges.
 - 3. Meal and motel expenses during the actual move.
 - 4. Temporary housing.
 - 5. Demonstrated expenses.



- C. Any employee terminating employment with the City within the first year after their hire will be required to reimburse the City a prorated amount of any costs paid.