

# Salt Lake County Human Resources Policy 2-700: Job Candidate Agreements and Relocation Reimbursement

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## **Purpose**

This policy provides for the payment of travel and lodging costs for job candidates and relocation reimbursement for employees.

## **I. Policy**

Salt Lake County endeavors to attract and recruit the most qualified employees even if they are located outside the Salt Lake County area.

## **II. Procedures**

- A. The Human Resources Division Director, after approval from the relevant department director or elected official, may authorize an agreement with a candidate, in which the county agrees to provide transportation and lodging to the individual in exchange for the candidate's promise to appear in Salt Lake County to interview for a job with the county.
  1. The candidate must live more than 150 miles outside of Salt Lake County.
  2. Reimbursable travel expenses may include one night of lodging and either airfare or mileage.
  3. Reimbursement costs shall be paid by the agency.
  4. Reimbursement costs shall not exceed \$2,500.
- B. A department director or elected official may authorize the payment of relocation expenses for a new hire.
  1. Relocation expenses shall be for the reasonable and customary costs related to moving to the Salt Lake County area including, but not limited to, the following: a commercial moving company, packing/crating/mailling/shipping household goods, mileage, insurance on items such as furniture, clothing, utensils, rental truck, storage not to exceed six months, shipment of cars, travel and lodging costs for one trip each household member from old residence to new residence, and temporary housing.
  2. Relocation expenses shall not include the purchase or lease of housing for more than 30 days.
  3. The employee shall submit documentation of each relocation cost in order to be eligible for reimbursement.
  4. Relocation expenses shall not exceed \$15,000 without Council approval.
  5. Relocation costs shall be paid by the agency.
  6. An employee who receives a relocation reimbursement shall enter into a repayment agreement which contains the following:
    - a. The total amount of the relocation reimbursement;
    - b. An agreement that the employee will continue County employment for at least two years after the relocation; and
    - c. The payback arrangement if the employee does not complete at least two years of County employment unless an exception is authorized by the department director or elected official due to extenuating circumstances.

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## III. References

- A. Human Resources Policy:
  - 1. 2-300, Recruitment and Selection
  - 2. 2-400, New Hire Requirements