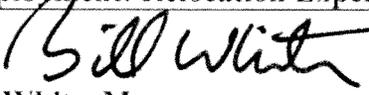


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1. POLICY STATEMENT

1.1. It is the policy of the City of Houston to reimburse reasonable relocation expenses only after efforts for a local placement have been thoroughly explored and it becomes necessary to employ policy or management level personnel whose residence at the time of employment is located more than 100 miles from the City of Houston corporate boundary.

2. POLICY BASIS

2.1. Code of Ordinances, Article II Section 2-33; Administrative Procedure (A.P.) 2-5, "Authorization and Reimbursement for Local and Out-of-Town Travel and Travel Related Expenses".

3. POLICY AMPLIFICATION

3.1. For the purposes of this policy, "policy or management level personnel" shall refer and be confined to Department Director, Deputy Director, Assistant or Deputy Assistant Director, or other key administrative and/or professional positions as approved by the Department Director and Human Resources Director.

3.2. Actual and reasonable travel expenses will be provided or reimbursed for candidates for such positions who are outside the 100-mile radius for interviews initiated at the City's request. Such travel costs shall be limited to the following:

3.2.1. The lesser of common airline carrier rates or the established City mileage rate for automobile use; and

3.2.2. The cost of meals for the prospective employee shall not exceed the City of Houston's average per diem rate of \$40.00 per day, including taxes and tips. If necessary, lodging from the day of the interview to the end of the final interview, when those days are consecutive, will be reimbursed at \$125.00 per day, including taxes and tips. In no case shall the total combined expenses exceed \$165.00 per day for one person, or the current rates established per A.P. 2-5, whichever is higher.

3.2.3. The hiring department shall arrange hotel accommodations at a conveniently located hotel, and should request a "government rate" or the lowest rate. The candidate shall pay the bill and submit receipts to the City for reimbursement within 30 days of interview(s).

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3.2.4. The City will not reimburse the following expenses:

- 3.2.4.1. Non-business local and long distance calls
- 3.2.4.2. Loss of funds or personal property
- 3.2.4.3. Personal expenses such as laundry, haircuts, medicine, newspaper, valet parking, pet care, etc.
- 3.2.4.4. Entertainment expenses and the cost of alcoholic beverages
- 3.2.4.5. Transportation to and from entertainment or restaurants
- 3.2.4.6. Cost of obtaining traveler's checks
- 3.2.4.7. Flight or trip insurance

3.2.5. Original receipts are required for reimbursement.

4. Upon written notice of acceptance of employment with the City, the prospective employee shall be eligible to receive payment for actual and reasonable expenses incurred for the following:

4.1. HOUSE HUNTING TRIP: A maximum of one (1) house-hunting trip, not to exceed five (5) consecutive calendar days in total, for the purpose of acquiring housing shall be allowed for the prospective employee and spouse. Expenses associated with children accompanying parents or for childcare are not eligible for reimbursement. The following expenses are eligible for reimbursement:

- 4.1.1. Travel for House Hunting Trip: Full coach airfare (at lowest possible rates) will be allowed for the prospective employee and spouse. The prospective employee may opt to be reimbursed for traveling in a personal vehicle. In that case, reimbursement shall be at the mileage rate currently established in A. P. 2-5 by the City of Houston.
- 4.1.2. Expenses for taxi or limousine service incurred while traveling to and from the airport while in Houston are eligible for reimbursement.
- 4.1.3. Car rental fees will be reimbursed only if the total cost is less than would be incurred by using taxis, limousines or other ground transportation. Prior approval of car rentals must be obtained through the hiring department.
- 4.1.4. Lodging and Meals: Reimbursement for food will not exceed the \$40.00 per diem rate, for one person, and lodging will be reimbursed at \$125.00 per day total for

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prospective employee and spouse, including taxes and tips. In no case shall the total combined expenses exceed \$205.00 per day for two people, or the current rates established per A.P. 2-5, whichever is higher.

4.1.5. Telephone expenses will be reimbursed for City of Houston related business. An itemized hotel bill or log listing time, date and place of call is required for reimbursement.

4.2. TRAVEL FOR RELOCATION: Full coach airfare reimbursement will be made for the employee and the employee's family (spouse and dependent children) to relocate to Houston. The employee may opt to be reimbursed for traveling in one personal vehicle. Such reimbursement shall be at the current mileage rate established in A. P. 2-5 by the City of Houston.

4.3. MOVING OF HOUSEHOLD/PERSONAL PROPERTY: Reimbursement will be made for moving up to 30,000 pounds of normal household and personal property which may include one (1) automobile if the distance for the relocation move is 500 or more miles to the new location. Recreational vehicles, building materials, boats and perishable items such as food and plants are excluded.

4.3.1. The employee must obtain at least two (2) bids from moving companies and the lowest bid cost will be the basis for reimbursement. The employee shall request a "Binding-Not-To-Exceed" bid. If the employee chooses to move by trailer or rental truck, actual cost will be reimbursed but shall not exceed the amount equivalent to the lowest bid obtained.

4.3.2. In any case, the City shall not be held liable for any loss and/or damage to goods or property occurring before, during or after the completion of the move. All insurance provisions shall be the responsibility of the employee and not reimbursed by the City of Houston.

4.3.3. The City will not reimburse for the following expenses:

- 4.3.3.1. Meals and travel cost incurred by laborers
- 4.3.3.2. Expenses incurred by persons not considered to be dependents for tax purposes
- 4.3.3.3. Costs related to immigration
- 4.3.3.4. Utility and telephone installation charges
- 4.3.3.5. Loss of security deposits
- 4.3.3.6. Real Estate expenses

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4.3.3.7. Postage cost for realty and mortgage documents

4.3.4. In the event of special circumstances, storage of household goods and personal property for Directors and Deputy Directors will be considered for up to 90 calendar days with approval of the Department Director.

5. TEMPORARY HOUSING

5.1.1. Temporary housing for Directors and Deputy Directors moving to Houston will be considered under special circumstances. Reimbursement of temporary housing expenses for the employee will be limited to 90 calendar days.

5.1.1.1. The Department Director will approve reasonable and prevailing rental rates negotiated by the hiring department and the corporate housing vendor. Utilities are not included. Temporary housing arrangements shall be established in writing in advance of the employee starting to work or moving in, whichever occurs first.

5.1.1.2. The hiring department shall monitor expenses allocated for the temporary housing, along with all receipts and associated documentation on a monthly basis.

5.1.1.3. The corporate housing vendor will negotiate the contract with the hiring department and directly bill the department for all expenses associated with temporary housing for the employee.

6. All expenses incurred under this policy shall be charged to the appropriate account of the Department in which the subject position is being filled. The affected Department shall be responsible for preparing all related vouchers and for providing all supporting receipts for relocation expenses within 30 days of incurral. Completed vouchers will be signed by the employee and by the Department Director or designee and forwarded to the Human Resources Director for approval. Approved expense statements will then be forwarded to the City Controller for processing of reimbursement. All expenses incurred from house hunting trips, temporary housing and relocation costs shall not exceed the spending limitation established under Executive Order 1-43, "Purchase Limitation Requiring City Council Approval."

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7. REPAYMENT AGREEMENT

7.1. All affected prospective employees shall sign a "Relocation Repayment Agreement" after accepting the employment offer and before the first day of employment.

7.1.1. If the employee voluntarily terminates employment with the City of Houston during the twelve (12) month period immediately following the effective date of employment, the relocation move allowance expended on his/her behalf must be repaid on a pro-rated basis per the following schedule:

<u>Length of Employment</u>	<u>Reimbursement of Relocation Expense</u>
0 to 90 days	75% repayment due within 180 days
91 to 180 days	50% repayment due within 180 days
181 to 365 days	25% repayment due within 180 days
366 to plus days	0% due

7.1.2. The effective date of employment is the date the employee first physically reported to work for the City of Houston.

7.1.3. To the extent that any such repayment obligation remains due to the City of Houston following the voluntary termination date, the City of Houston shall first offset the amount of such repayment obligation by using any wages, vacation pay or any other amount due to the employee from the City of Houston. The remaining balance will be due within 180 calendar days after the date of the voluntary termination. Payment arrangements may be allowed and approved by the Department Director; however, the allotted time for repayment shall not exceed 180 calendar days from the voluntary termination date.

7.1.4. If the employee fails to repay the City of Houston, the employee shall be liable for all collection and enforcement cost(s) of the relocation agreement, including but not limited to attorney fees.

7.1.5. Relocation expenses paid to an employee, or on behalf of the employee, will be reported as taxable compensation on the W-2 form for the year in which the payment was made.

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8. POLICY COMPLIANCE

8.1. Affected employees shall comply from policy date forward.

9. POLICY EXCEPTIONS

9.1. Any exceptions to this policy will be dictated by applicable City of Houston policies currently in effect. Policy exceptions and/or violations shall be brought to the attention of the Human Resources Director for review and recommended course of action. Additionally, any expense not specifically addressed by this policy is subject to consideration by the Mayor or his/her designee.

9.2. To the extent that other policies, executive orders or administrative procedures modify any dollar amounts for mileage, meals, lodging or spending limits, those modifications may be used to update this policy, upon approval of the Mayor or his/her designee.

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RELOCATION REPAYMENT AGREEMENT

I do hereby acknowledge and agree to the following:

If I voluntarily terminate employment with the City of Houston during the twelve (12) month period immediately following the effective date of my employment, I agree to repay the City of Houston the funds paid on my behalf for my relocation on a pro-rated basis per the following schedule:

<u>Length of Employment</u>	<u>Reimbursement of Relocation Expense</u>
0 to 90 days	75% repayment due within 180 days
91 to 180 days	50% repayment due within 180 days
181 to 365 days	25% repayment due within 180 days
366 to plus days	0% due

For the purposes of this relocation policy, the effective date of my employment is the date upon which I first physically report to the work at the City of Houston. This repayment will be due and payable within 180 calendar days following my voluntary termination date.

I voluntarily agree that the City of Houston may, to the extent that any such repayment obligation remains due to the City of Houston following my termination of employment, offset the amount of such remaining repayment obligations using any wages, vacation pay or any other amounts due to me from the City of Houston.

I understand that the Internal Revenue Service Regulations require that relocation expenses paid to an employee, or on behalf of an employee, must be reported as taxable compensation on the W-2 form for the year in which the payment is made.

If I fail to repay the amount owed to the City of Houston, I shall be liable for all collection and enforcement costs of the relocation agreement including, but not limited to, any attorney fees and expenses.

Employee Signature

Date

Department Director or Designee

Date

Human Resources Director

Date