



# RELOCATION POLICY

**Effective Date: January 20, 2014**

<b>Owner</b>	Human Resources
<b>Reviewer(s)</b>	Human Resources
<b>Approver(s)</b>	County Manager
<b>Applicable Policies</b>	N/A
<b>Applicable Documents</b>	N/A
<b>Storage Location</b>	DCo Services Hub, DocTract
<b>Last Review Date</b>	07/01/2025
<b>Next Review Date</b>	07/01/2028
<b>Review Cycle</b>	Three Years

## 1. PURPOSE

Durham County provides reimbursement for relocating executive level new hires to the County.

## 2. POLICY

This policy outlines the procedure for reimbursement of reasonable expenses incurred due to relocation of newly hired executive staff when relocation has been approved by the County Manager. This relocation policy is not a contract or employment agreement.

## 3. APPLICABILITY

New hires or appointees for the County Manager, Deputy County Manager, and Department Director positions.

## 4. DEFINITIONS

Approved Expenses– Include temporary lodging, home finding visits and related travel expenses, movement of household goods, mileage, and transport of one automobile.

Executive level– County Manager, Deputy County Manager, and Department Head.

Household goods– Furnishings and personal belongings of the candidate and family members who share the same primary residence.

Relocation Agreement– Written agreement for executive level hires approved by the County Manager for relocation to Durham County.

Repayment Condition– Repayment of reimbursement if a relocated employee separates from the County within 12 months of the employee's hire date.

## 5. PROCEDURES

- During the final offer process, a written relocation agreement may be entered into with the executive level new hire and the County Manager's office and must be approved before any



# RELOCATION POLICY

potentially reimbursable expenses are incurred. Only the County Manager can approve relocation agreements.

- The County Manager may also provide assistance for incidental costs or in lieu of specific relocation expenses.
- All relocation expenses must be incurred within 180 calendar days of the date the written relocation agreement is approved or the hire date, whichever is later.
  - a) Expenses incurred after this period will not be reimbursed.
- The employee must submit receipts for all eligible relocation related expenses using the County's reimbursement voucher form within 30 calendar days of incurring the expenses.
- The payment for moving household goods must be paid directly to the vendor. In these instances, three bids must be submitted to Human Resources and the selected vendor must comply with the appropriate purchasing procedures.
- For direct vendor billing, the employee must verify satisfactory completion of service.
- The cost of storing household goods may be paid by the County for up to 30 calendar days if it is determined that the delivery delay was unavoidable.

## *REPAYMENT CONDITION*

- The employee will be subject to repayment of costs associated with the relocation paid by the County on a pro-rated basis if they separate within 12 months of hire.
  - a) The relocation agreement must include the repayment condition.
- The formula for determining the repayment amount is based on the total the employee received divided by twelve (12).
- The final reimbursable total is then determined by deducting the monthly figure for each month the employee worked from the total the employee received in reimbursement.
- The employee is credited for a full month if they works one day in the month.

## *HOME FINDING TRIP*

- After a final offer has been accepted, the candidate will be reimbursed for travel to Durham County to locate housing.
  - a) The candidate is allowed up to two trips: one trip for the candidate and spouse/ same sex



# RELOCATION POLICY

- b) domestic partner only and one trip for the candidate and spouse/ same sex domestic partner, which may include children.
- c) Each trip may last for a total of 2 nights and 3 days.
- The County will reimburse the following expenses per County travel policy with prior approval:
  - a) Coach class airfare with a 14-day advance purchase or comparable costs
  - b) Rental car when air travel is utilized
  - c) Rental car expenses in lieu of airfare
  - d) One personal vehicle at the current mileage reimbursement rate
  - e) Parking fees (e.g. hotel, airport, parking deck)
  - f) Lodging
  - g) Meals (excludes alcoholic beverages)
  - h) The following tips/gratuities:
    - Taxi/cab driver up to 20% of cost of travel
    - Parking attendant
    - Hotel doorman
    - Baggage handler
    - Waitperson up to 20% of meal cost
    - Shuttle/limo drivers
- All receipts must be submitted for reimbursement within 30 calendar days of the home-finding trip.

## *TEMPORARY HOUSING*

- If the candidate must report to work before securing housing, temporary housing assistance may be provided for up to 90 days or until permanent lodging is secured, or whichever occurs first.
- Requests for temporary housing must be submitted to Human Resources. Meals, fuel, phone charges or laundry expenses will not be reimbursed while the executive is in temporary housing.

## *RELOCATION OF EMPLOYEE, FAMILY, HOUSEHOLD, GOODS, AUTOMOBILES & STORAGE*

- The following expenses are reimbursable:
  - a) The employee may be reimbursed for pre-approved reasonable and actual expenses incurred in moving the employee's family to Durham County using the most direct route.



# RELOCATION POLICY

- b) The County will pay for the actual costs for packing, moving and insuring household goods and personal effects up to a maximum of 14,000 pounds from point of departure to point of arrival. The candidate is responsible for the cost of moving the additional weight.
- c) Direct cost of ground transportation for shipment of household goods including loading and unloading.
- d) State mandated insurance coverage on authorized belongings.
- e) One-way, 14-day advance, coach airfare.
- f) Lodging, meals, tips and gratuities for a total of two nights at either the origin or destination location.
- g) Actual mileage and tolls for up to two vehicles when driven to the new location from the point of departure to the point of arrival provided neither vehicle is moved by commercial carrier.
- h) The County may provide reimbursement for the cost to transport one of the two vehicles by commercial carrier.
- The County will not pay to move certain items, which include but are not limited to the following:
  - a) Collections (e.g. stamp, coin, or gun)
  - b) Disassembly or re-assembly of pool tables, outdoor playground equipment, swimming pools, hot tubs spas, satellite dishes, or other similar items
  - c) Antique cars, motorcycles (two or three wheeled), boats, trailers
  - d) Special value items (e.g. art objects, paintings, jewelry, firearms, precious metals, and antiques)
  - e) Perishables such as food, trees, shrubs or house plants
  - f) Flammable items such as liquor, ammunition or explosives
  - g) Animals or pets of any kind
  - h) Miscellaneous expensive items such as jewelry, furs, precious metals, stock and bond certificates and currency
  - i) Bricks/stone/cement blocks, firewood, farm special machinery or welding equipment
  - j) Alcoholic beverages
  - k) Guns and ammunition
- The candidate must transport these items him/herself or pay the additional cost to pack, insure and move these items if transported by the County approved mover.



# RELOCATION POLICY

- The County will not assume liability for any damages.
- The county will not pay any fees associated with electronics, appliance or utility installation, registration of personal vehicles, or transfer of driver's license(s).

## TAX CONSIDERATIONS

- Taxable fringe benefits will appear on the employees W-2 for the year that the payment was disbursed.
- The employee is responsible for ensuring accurate reporting and filing for those payments that are subject to tax withholding in compliance with Internal Revenue Service (IRS) regulations.

## 6. RESPONSIBILITY

- It is the responsibility of supervisors and managers to uniformly administer, communicate, and ensure compliance.
- It is the responsibility of the Human Resources Department to interpret, monitor, and update the policy content.
- It is all employees' responsibility to comply with policy guidelines.
- Any violation or policy misuse will result in disciplinary action up to and including dismissal.

## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
v.1.0-2014	01-20-2014	Human Resources	Adopted
v.2.0-2025	07-01-2025	Human Resources	Reformat