

Chapter 60 - Moving Expenses

60.10 Moving Expense Policies

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60.10 Moving Expense Policies

60.10.10 Agencies may pay moving expenses under certain conditions

Whenever it shall be necessary to affect the transfer of an official of the State, including promotion, from one official station to another, by direction of the department head, said official shall be reimbursed for reasonable and necessary moving expenses actually incurred.

A Financial Order is required as authority for payment of relocation costs to coterminous department or agency heads. Other individuals appointed to positions within the Executive Branch may be reimbursed for moving expenses provided that the prior approval is obtained from the appointing and salary setting authorities and the State Budget Office.

60.10.20 Qualified employees – Transferred employees

Relocation expenses may be paid to current employees who are being transferred at the request of the agency, and the transfer is made for the convenience of the State and not for the convenience or the request of the employee. The distance from the official's former residence to the new official station is greater than 35 miles. However, the agency is responsible for ensuring that the transfer of a new employee is not used as a means to avoid other aspects of the moving expense regulations.

60.10.30 Qualified employees – New employees

60.10.30.a Any agency may pay the moving expenses of a qualified new employee hired in a permanent position who must move to accept state employment, pursuant to mutual agreement with the employee in advance of such employment. The payment of moving expenses for a new employee is normally limited to executive, professional/technical, or other personnel having both executive and professional status.

60.10.30.b No offer or agreement for payment of moving expenses is to be made for a

new employee in classified service prior to certification from an eligible register, except through appropriate public announcement.

When there is an inability to fill a lower level position, and the filling of the position is essential to carrying out the critical work of an agency, the agency can pay moving expenses as a recruiting aid. The requesting Agency director is accountable for the action and required to have appropriate documentation. The documentation should include:

- Prior recruiting efforts made to fill the position,
- The number of candidates available,
- Salary differences between the state position and comparable positions in industry or other states,
- The distance the applicant needs to move in order to accept state employment,
- Other related evidence which supports the need to pay moving expenses,
- The critical nature of the work, and
- The financial ability of the agency to pay the moving expenses.

60.10.30.c

If a new employee terminates or causes termination of his/her employment with the state within two years of the date of employment, the state shall be entitled to reimbursement for all moving costs which have been paid and may withhold such sum as necessary from any amounts due the employee.

60.10.40 Agency head responsibilities

The *agency* head is responsible for:

1. Authorizing the move and approving the expenses to be allowed by the *agency* under the rules described in this section.
2. Completing and submitting a request to reimburse an employee for a move to the State Controller for review and approval.
 - The Office of the State Controller (OSC) has established an employee W-2 Reportable object code for approved moving expenses.

4238 Employee Moving Expenses – W-2 Reportable

This object code should be used when reimbursing employees for W-2 reportable moving expenses.