
King County Regional Homelessness Authority Relocation Reimbursement

POLICY

Applies to: Staff Relocating for Employment at the RHA

Approved Date:

The purpose of this policy is to provide a standard procedure to reimburse newly hired exempt level staff for costs to relocate to the Seattle, Washington location. Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the new hire. The provisions of this policy will apply only to relocations that are planned to exceed 12 months.

King County Regional Homelessness Authority (RHA) will reimburse reasonable amounts or provide advance relocation assistance for expenses incurred as a result of the relocation of new hires for distances that exceed 100 miles from their current place of residence and assigned work location.

The RHA will audit expenses against relocation agreements and employees must document expenses claimed for reimbursement with itemized receipts.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the Chief Executive Officer.

All relocation expenses must be incurred within 180 days of the date the written relocation agreement is signed. Expenses incurred after this period will not be reimbursed. For all reimbursement expenses, the employee must obtain receipts for incurred expenses and submit them along with company reimbursement request forms.

Unless authorized by the Chief Executive Officer, employment will not begin before the employee is fully relocated.

Eligibility. Exempt employees being hired to work at a locations more than 100 miles away from their former home may be eligible for relocation assistance. Limited relocation assistance will be approved on a case-by-case basis to nonexempt employees and will be capped at the equivalent of one month of the employee's salary. Provisions of any agreement will require the approval of the Chief Administrative Officer.

Duration. Any assistance provided under the terms of this policy will be provided within six months of the date the employee is hired.

Advance Relocation Assistance. Up to half of the approved reimbursement amount can be received as an advance relocation assistance payment for related relocation expenses. New hires receiving advance relocation assistance will need to submit itemized receipts for costs similar to business travel expenses and advance relocation assistance must be reconciled within 60 days of relocation. Advance relocation assistance amount and approved expenses will be identified in the employee's relocation agreement.

Reimbursement. All related expenses will be handled as a reimbursement item similar to business travel expenses. These will be identified in the employee's relocation agreement.

Repayment Provision. If the employee voluntarily leaves the company within 12 months of relocation, the employee must agree to reimburse the company for all relocation costs paid by the RHA.

Taxes. Reimbursements will be handled through payroll and will be reported as taxable income. Reimbursement request amounts will be grossed up so that the net amount received through payroll equals actual costs incurred.

Agreement. Each relocating employee will be provided with a relocation agreement that will set forth the specific obligations of both the company and the employee. When possible, such agreements will be approved and provided to the employee at least 10 days in advance of the relocation.

Categories of Approved Relocation Expenses and Limitations. The following categories of expenses will be provided by the RHA:

1. **Preassignment site visit.** The employee will have the opportunity to do a site and local area visit. The company will reimburse up to the following maximum amounts:

- Transportation: \$500
- Lodging: \$600
- Meals: \$500

The employee will maintain itemized receipts for expenses incurred and will submit them for reimbursement to the Finance Department.

2. **Relocation of household goods.** The relocating employee will be responsible for obtaining three estimates from residential movers and submitting them to the Chief Administrative Officer prior to accepting any moving proposal. Upon approval, the employee is responsible for payment of moving expenses. Employee will be responsible for providing documentation, such as itemized receipts, to reconcile their advance relocation assistance or request

reimbursement. All requests will need to be accompanied by the approved estimate.

3. **Miscellaneous associated expenses.** The RHA will provide assistance for costs incurred with the move, including lease breakage/lease closeout, utility costs for service hookups and related service charges, up to the approved reimbursement amount. Expense records must be obtained and submitted to the Finance Department for reimbursement.