


CITY COMMISSION POLICY

 GRAND RAPIDS MICHIGAN	NUMBER: 600-05	HISTORY	
		FILE #	DATE
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	DEPARTMENT: ADMIN. SERVICES	47776	12/23/86
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SUBJECT: POLICY ON PAYMENT OF RELOCATION EXPENSES

PURPOSE: To provide guidelines under which the payment of relocation expenses for certain City employees will be authorized.

POLICY:

The City Manager is authorized, at his/her discretion, to commit the City to pay all or any part of the relocation expenses for individuals hired as Executive class employees, assistant department heads, office directors, and others in high level management or difficult to recruit positions, subject to the following guidelines:

1. Transportation of Household Goods
An employee approved for transportation of household goods will contact the Purchasing Department who will solicit bidders for the move. The lowest acceptable bid shall be awarded in accordance with normal Purchasing procedures.

2. Temporary Lodging
Employees required to move into the City from beyond reasonable commuting distance may receive payment for expenses incurred for temporary lodging (e.g., hotels/motels). Lodging will be reimbursed at actual and reasonable costs for all family members for a maximum period of two months. With agreement of the City Manager, employee may receive reimbursement for mileage in lieu of lodging expense if commuting from beyond a reasonable commuting distance, provided costs are not more than costs for lodging (e.g., 60 miles or more one way).

3. Transportation for Employee and Members of Employee's Family
 - a. Direct common carrier transportation will be provided in full for all family

members; or

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- b. Automobile expenses will be provided at established City rates for up to two vehicles.
 - 1) Employee, spouse, and children are eligible for actual and reasonable costs for food and lodging.*
 - 2) Travel days allowable will be based on 350 miles per day.
4. Travel to Settle Personal Affairs

In order to complete certain personal affairs directly related to moving (e.g., closing on the sale of a house) an employee, and spouse, eligible under this policy may be paid expenses for one trip to and from their former residence which shall be paid in accordance with the City transportation allowance currently in effect.
5. House Hunting Expenses

The City may provide or reimburse expenses for one house hunting trip for the employee and spouse. Travel expenses will be restricted to the lesser of common carrier rates or established City mileage reimbursement rates. House hunting trip will be limited to seven (7) days. Children are not eligible for a house hunting trip.
6. Informational Services

Counseling will be provided as necessary with respect to schools, housing, shopping, community facilities, health care facilities, etc.
7. Other Expenses

Any additional expenses related to relocation are not eligible for payment without the direct approval of the City Commission.

NOTE: All expenses incurred under this policy will be charged to the department filling a vacancy in key administrative positions.

* The Runzheimer Meal-Lodging Index will be used to establish reasonable cost of meals and lodging.