



ADMINISTRATIVE DIRECTIVE

SUBJECT NEW EMPLOYEE RELOCATION EXPENSES	NUMBER 2.01-17	PAGE 1 of 4
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I. **PURPOSE**

The purpose of this directive is to provide more standard guidelines to City departments for expenses that may be paid to relocate new employees. City departments have the authority to determine the type and amount of expenses they will incur to relocate new employees upon approval by the City Manager. The application of these guidelines is applicable to Executive Staff positions including Deputy City Manager, Assistant City Manager, Department Director, Deputy Director, and others as approved by the City Manager's Office.

II. **AUTHORIZATION**

Payment of relocation expenses will only be provided by specific authorization of the City Manager. Exceptions to specific provisions of this regulation may be approved by the City Manager's Office for unusual circumstances. All arrangements will be facilitated through the Procurement Department.

III. **EXPENSES THAT MAY BE PAID BY THE CITY**

All relocation costs will be charged to the hiring department who will determine actual services provided and costs covered in conjunction with the Procurement Department.

A. The following is a list of services, which may be covered as a part of relocation expenses.

1. **House Hunting Trips**

The City may provide for payment of transportation, lodging and meals for the new employee and spouse for the purpose of house hunting. The total amount to be covered for this purpose is to be determined by the hiring department and will be reimbursed to the employee separate from other moving expenses.

2. **Transportation**

The City may provide for transportation of the new employee and his/her family members to Tucson. The City may reimburse the employee at the rate of \$.32 per mile, or at the current rate as prescribed in City policy, or a one-way ticket using the most economical commercial air transportation available for the employee and the employee's family.

3. **Household Goods**

The City may provide for the movement of an employee's household goods, limited to the provisions in this policy.



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B. Allowable Moving Expenses that may be Paid

The following is a list of expenses that may be authorized and covered by this policy. Actual expenses and services provided will be determined on an individual basis by the Procurement Department.

1. Shipment
Actual cost of shipment weight or portion thereof not to exceed 15,000 pounds (plus 1,000 pounds per child) of personal household goods, excluding items listed in this policy, may be covered by the City from the city of origin to Tucson, Arizona.
2. Packing and Unpacking
Actual cost of packing and partial unpacking (wardrobes, mattresses, and mirror containers) of household goods to the maximum weight limitation specified in Shipment may be covered.
3. Storage at Destination
Storage in Tucson is authorized for up to 30 days, if preauthorized.
4. Transportation of Automobiles
The transportation of up to two cars at a flat rate up to \$1,100 (maximum) per car may be authorized for moves over 500 miles.

C. Expenses not Covered by the City

1. Packing, unpacking, or shipping of household goods in excess of the maximum weight limitation.
2. Storage at point of origin unless otherwise preauthorized.
3. Exclusive use of van.
4. Shuttle service.
5. Expedited service.
6. Housecleaning or maid service.
7. Transportation or storage of boats, trailers, camping trailers, vans, trucks, utility trailers, pickup-type camping units, or airplanes.
8. Disassembly or assembly of storage sheds, playhouses, portable swimming pools, or items of a similar nature.



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9. Removal or installation of TV antennas, satellite dishes, telephones, intercoms, stereos, mailboxes, light fixtures, clothes posts, basketball goals, garbage can racks, gas barbecue grills, and/or other house attachments.
10. Removal or installation of paneling, shelving, draperies, or wall-to-wall carpeting.
11. Installation of air vents for dryers, electrical circuitry, or plumbing to accommodate appliances in the new home.
12. Shipping of firewood, driftwood, dirt, sand, glass, bricks, lumber, patio blocks, rocks, gravel, or other building materials.
13. Additional labor charges.
14. Overtime packing, loading or unloading charges.
15. Excessive waiting time.
16. Debris removal charges.
17. Additional pick up at origin.
18. Preparation for transportation or transportation of pets or any other type of animal.
19. Shipment of articles of extraordinary value – furs, jewelry, collectibles, legal documents, stocks, or other articles.
20. Packing or unpacking of live plants, flowers, or shrubs.
21. Articles requiring refrigeration or other perishable items.
22. Damage charges in excess of carrier liability.



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Appendices None.

References None

Review Responsibility and Frequency The Director of Human Resources will review this directive annually, based on date of publication.

Authorized



City Manager

12/6/06
Date