

# CITY OF MANITOWOC

## RELOCATION PACKAGE POLICY

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<b>Special Instructions:</b>		
<b>Distribution: City of Manitowoc Employees</b>		

### I. PURPOSE

To assist with recruitment strategy, the City of Manitowoc may authorize relocation assistance to new employees, who move and will be residing within the City of Manitowoc limits.

### II. POLICY

Eligible employees include those being hired for exempt positions, unless the Personnel Committee makes an exception for non-exempt positions which may be difficult to fill. Relocation allowances may be provided to newly hired employees, who choose to relocate to the City of Manitowoc.

Expenses that are reimbursable include the following:

- Packing, moving, and delivery of household items by a bonded, licensed moving company
- Cost of appliance hookup
- Moving insurance on personal effects of employee and immediate family members (ex: furniture, clothing, household appliances, etc.)
- Temporary housing and/or hotels for up to 90 days for an employee moving from a distance further than 90 miles

Expenses not reimbursable include the following:

- Rental cars or meals
- Expenses related to the sale or acquisition of real estate

Employees receiving relocation allowances must remain employed with the City of Manitowoc for at least three years. Failure to meet this requirement will result in repayment of the moving expenses on a pro rata basis.

Relocation allowance amounts are as follows:

- For an exempt employee moving into the City of Manitowoc (within the city limits), up to \$5,000 toward reimbursable expenses.
- For any other positions, the approval and amount will be at the discretion of the Personnel Committee.

Relocation allowances must be approved by the Department Head and documentation of expenses should be forwarded to Finance for reimbursement to employee.