

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 101.05
SUBJECT: EMPLOYEE RECRUITMENT	INITIAL EFFECTIVE DATE: 12/17/85
TITLE: RECRUITMENT/RELOCATION EXPENSES	LAST REVISION DATE: 11/19/18

ADMINISTRATIVE DIRECTIVE:

The City of Denton may reimburse applicants for expenses incurred during personnel recruitment. Such reimbursement will typically be for executive, highly competitive, or difficult to fill positions. The Department head (or above) must approve all reimbursements incurred for interview expenses and may restrict the reimbursement of all unreasonable expenses. In order to be reimbursed for interview expenses, all expenses must be submitted on an expense report form, along with all receipts, to the Human Resources Department. The Human Resources Department will verify the person reimbursed is an applicant.

The City of Denton may reimburse or pay employees for relocation and moving expenses in sections II and III below. Such reimbursement will typically be for executive, highly competitive, or difficult to fill positions. Considerations for reimbursement should be discussed with the Director of Human Resources or designee and may require higher level approval. For any relocation or moving expenses, the Department head (or above) must formalize in writing the specifics of the agreement prior to the employee's start date.

Any exceptions to this directive will be made at the discretion of the City Manager or designee. For Council appointed positions, the City Council may make exceptions to this directive.

I. RECRUITMENT EXPENSES

The City may reimburse applicants for the following expenses:

A. Interview Trip Expenses (per interview)

1. *Travel:* The City may reimburse the applicant for one round-trip economy air fare (and associated fees) and economy car rental to and from the airport (or shuttle, taxi, train, or rideshare); or, for personal car mileage based upon the IRS mileage reimbursement rate, not to exceed the cost of an economy air fare.
2. *Lodging:* The City may reimburse the applicant for up to three nights, reasonable lodging on the interview trip.
3. *Meals:* The City may reimburse the applicant for meals associated with the interview trip at the GSA per diem rate for the Arlington/Fort Worth/Grapevine area.

B. Reimbursement of interview expenses for non-executive positions will be for the applicant

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only, unless an exception is granted by the City Manager or designee. If a second interview trip is necessary for executive positions, expenses for one additional person may be reimbursed in accordance with this directive.

II. RELOCATION

Relocation expenses may be made available for executive positions, positions that are highly competitive or difficult to fill. The activities outlined below may be paid. Some of these expenses may be taxable income to the employee based on IRS regulations at the time of reimbursement.

A. Travel for Employee and Family

1. *"House Hunting"*: Travel expenses for employee and one additional person for "house hunting" at new location—includes one round-trip per person, not to exceed seven days including travel. This includes transportation and reasonably priced lodging. It also includes food and incidental expenses using the Arlington/Fort Worth/Grapevine GSA per diem rate.
2. *Family Move*: Travel expenses for employee and family to move from former location to new location—includes transportation and reasonably priced lodging. It also includes food and incidental expenses using the Arlington/Fort Worth/Grapevine GSA per diem rate. The City will reimburse the IRS standard mileage rate for *moving* only one automobile.
3. *Close of Sale of Home*: Travel expenses for employee to return to former location to "close" sale of former home—includes one round-trip. Includes transportation and reasonably priced lodging. It also includes food and incidental expenses en route at the applicable GSA per diem rate.

B. Temporary Living Expenses at New Location

The City may pay reasonable lodging expenses for an employee at their new location for a maximum of 90 days.

III. MOVING EXPENSES

Moving expenses may be paid for executive, highly competitive, or difficult to fill positions. Moving expenses will include all reasonable expenses in connection with packing, moving, unpacking, and insuring of household furniture.

When using a moving company, three quotes will typically be required. If authorized in accordance with this directive, the lowest of three quotes will be reimbursed, unless a lesser amount is specified in writing.