

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

Topic: Submitting Requests for Relocation Expenses for New County Employees	
Subject: Benefits	Revised: August 2004
CSC Rule: n/a	Approval: _____
Location: P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\BENEFITS\Submitting Requests for Relocation Expenses.doc	Date: _____
	Note: Original signed copy on file in Personnel Department.

When recruiting for difficult to fill classifications, Department Heads may find it necessary to offer reimbursement for relocation expenses in order to secure qualified personnel. This will certainly be more likely in technical and professional positions for which there is considerable competition with the private sector for a limited number of trained and experienced candidates. **Before Department Heads make commitment of such incentives to their selected candidate, and before the employee is hired, requests for such reimbursement must be reviewed and a determinations be made as follows:**

- If the request for reimbursement is less than or equal to \$2,000, the request will be submitted to the Personnel Director for review and determination.
- If the request for reimbursement is greater than \$2,000, but equal to or less than \$5,000, the request will be submitted to the County Administrator for review and determination.
- Requests exceeding \$5,000 will be submitted to the Board of Supervisors for consideration.

All requests will include a justification demonstrating that the selected candidate is specialized in a needed skill and/or has superior experience when compared to candidates living within commuting distance. A demonstrated lack of qualified local candidates may also justify the payment of this reimbursement.

Review and determination of a department's request will be completed and departments notified within three (3) business days of receipt.

PERSONNEL DEPARTMENT POLICY
San Luis Obispo County

REQUEST FOR APPROVAL TO REIMBURSE RELOCATION EXPENSES

**POLICY FOR SUBMITTING REQUESTS FOR
RELOCATION EXPENSES FOR NEW COUNTY EMPLOYEES**

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Department: _____ Date: _____

Name of Proposed Hire: _____

Classification: _____ Amount Requested: _____

Justification: _____

Department Signature: _____

Approved Disapproved

Personnel Department/Administrative Office: _____

Date: _____