

## CITY OF MINNEAPOLIS Relocation Expense Policy

**Applies To:** This policy applies to Charter Department Head positions, positions appointed by Charter Department Heads and positions identified as having limited qualified applicants under the jurisdiction of the Mayor and City Council.

**Synopsis:** Establishes policy, roles, responsibilities and conditions for when new employees appointed to certain positions may be eligible to receive reimbursement of allowable relocation expenses of up to \$10,000.

**Council Approval Date:** October 9, 1992, December 29, 2003

**Department Approval:** March 3, 2011

**Administering Department:** Human Resources      **Contact:** Joe Hatch      **Phone:** 612.673.2030

**POLICY STATEMENT** – The City of Minneapolis will allow expense reimbursement up to \$10,000 for [Charter Department Head positions](#), positions appointed by Charter Department Heads and for positions having limited qualified applicants as described below. Relocation expenses beyond \$10,000 need approval from the City Council.

1. **Charter Department Heads Appointed by Executive Committee** - Eligible for reimbursement of relocation expenses to move into Minneapolis of up to \$10,000 during the first year of employment, subject to documentation. (Resolutions 92R-075 (Petition 255715) and 2003R-652) Allowable expenses include:
  - a. Expenses related to house hunting trips to Minneapolis (travel, lodging and meals) for the employee and members of the employee's household,
  - b. Moving costs of household goods for immediate family,
  - c. Trips required to complete business at former location which are not covered by former employer,
  - d. Real estate fees associated with the sale of a former home, and
  - e. Temporary housing expenses. (Resolutions 92R-075 (Petition 255715) and 2003R-652)
2. **Positions appointed by Charter Department Heads and Positions having Limited Qualified Applicants** - Eligible for reimbursement of relocation expenses of up to \$10,000 during their first year of employment, subject to documentation. (See Resolutions 92R-075 (Petition 255715) and 2003R-652)

Reimbursement of relocation expenses is provided only if the employee moves into the city of Minneapolis. The employee must repay the City for reimbursed relocation expenses if they do not remain a City employee for at least 12 months. (See Petition 256776)

1. Reimbursable moving expenses include:
  - a. Packing and unpacking,
  - b. Loading,
  - c. Transporting household furnishings and personal effects,
  - d. Insuring, and
  - e. Temporary storage.
2. Reimbursable Moving expenses will not include:
  - a. Aircraft and larger watercraft,
  - b. Items of property that in the usual sense are considered attachments of realty, such as brick, stone, lumber, top soil, shrubbery and trees,
  - c. Valuable jewelry, alteration of draperies, rugs and/or carpet; and
  - d. Animals.

Also, personal travel expenses are reimbursable, which include actual expenses (transportation, lodging, meals) for the employee and the members of their household enroute to Minneapolis. Transportation reimbursement may not exceed economy-class air fare and should consider the most direct or least expensive route for the employee, spouse, dependent children and/or members of the employee's household. If part or all of the moving expenses involve driving, reimbursement may not exceed the current City mileage allowance. (See Petition 256776)

**ROLES AND RESPONSIBILITIES**

<b>Role</b>	<b>Responsibility</b>
Covered Employees	Comply with the City of Minneapolis Relocation Expense Policy.
Department Heads	Comply with the City of Minneapolis Relocation Expense Policy and authorize reimbursement of covered expenses up to \$10,000 for employees covered by this policy.
Human Resources Director	Work with the appropriate City staff to establish, manage and modify procedures necessary to carry out and comply with the City of Minneapolis Relocation Expense Policy in accordance with applicable laws, City ordinances, policies and rules.

IRS regulations require certain reimbursements to be included on individual taxable earning. The hiring department is responsible for notifying the Finance Department of reimbursements so appropriate taxable earnings can be included in employee's W-2.