



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/07

SECTION 314	SUBJECT MOVING EXPENSE REIMBURSEMENT
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I. POLICY STATEMENT

The City of Newport News may reimburse certain regular full time employees for the movement of their household goods when they are required to relocate in order to accept employment with the City. To qualify for reimbursement, an employee must move within one year of the employee's date of employment. Extension of this time limit may be approved by the City Manager.

Moving expense reimbursement for the movement of household goods will be extended to those applicants hired in the following categories of the General and Management/Executive Staff Schedules.

- A. Department Directors and Comparable Level Positions – The City shall pay 100% of the cost of moving household goods.
- B. Assistant Director, Division Head or Comparable Senior Professional or Management Level Positions - The City shall pay moving expenses not to exceed \$5,000.

The City Manager may extend the moving expense reimbursement to other employees on an individual basis.

II. SPECIAL CONDITIONS

- A. The movement of household goods shall be limited to those goods normally accepted as part of the household, excluding household pets, animals, automobiles, boats, trailers, airplanes, machinery, and any other item not normally considered as part of the household.
- B. The movement of household goods may include packing and unpacking; however, excluded will be the fees for the disconnection and connection of appliances and utilities, and the breakdown and reassembly of equipment.
- C. A one-time temporary storage charge for up to three (3) months associated with the move may be allowed with the written approval of the City Manager.

AMENDS/SUPERSEDES SEC. 314, DATED 9/1/99	REFERENCES	APPROVAL
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III. PROCEDURES

- A. The employee will be responsible for presenting a minimum of four (4) written estimates to the hiring manager.
- B. The estimates shall list the itemized charges associated with the move.
- C. Prior to the move, the employee will obtain written approval from the hiring manager. The written approval shall describe the circumstances and the maximum amount approved for the move.
- D. The employee shall make all moving arrangements according to the hiring manager's written approval.
- E. The employee will be reimbursed by the department for the actual approved expenses following completion of the move.

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