



# CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective: 12/01/2007

SECTION <b>316</b>	SUBJECT <b>RESIDENCY REQUIREMENTS FOR DEPARTMENT HEADS</b>
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The City Manager, the City Attorney, and Assistant City Managers shall establish and maintain residency in the City of Newport News within one year of appointment.

All Department Heads are required to establish and maintain residency in Newport News within one year of appointment. However, the City Manager may extend the one year relocation requirement for temporary periods for Department Heads who are promoted from within the City organization. Such determination will be made on an individual case-by-case basis in consideration of compelling temporary need such as family illness, or a child in high school. Should an extension be granted, the Department Head is required to establish residency within Newport News upon resolution of the situation for which the extension was granted, or when the City Manager determines the extension is no longer appropriate. Extension of the relocation period shall not exceed four years from the date the Department Head was appointed to the position.

To meet the test of residency, the incumbent must, at a minimum, have clearly established his/her and, in appropriate cases, his/her family's principal residence in Newport News, utilize Newport News as his/her place of residence for income tax and personal property purposes, and register all motor vehicles titled solely in the name of the Department Head, if any, in the City.

Exceptions to this residency requirement are made for Department Heads appointed prior to July 1, 1995 who are governed by the policy in effect at the time of their appointment.

Department Heads who reside in Newport News may not relocate their residency to another jurisdiction during their tenure and those who reside in another jurisdiction under applicable policy may not change residences during their tenure unless they establish residency in Newport News.

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AMENDS/SUPERSEDES SECTION 316, 09/01/99	REFERENCES	APPROVAL
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