

**YAKIMA COUNTY  
MOVING EXPENSE REIMBURSEMENT POLICY  
POLICY NO. HR 033**

**1. Statement of Policy:**

The reimbursement of moving expenses, as described in this Policy, establishes criteria for the authorization of certain moving expenses associated with the hiring of new employees in selected professional and management level positions. This policy supersedes all previous Moving Expense Policies prior to this version. Provisions of negotiated labor contracts which conflict with this policy take precedence over this policy to the extent applicable.

**2. Purpose of Policy:**

This policy states the official guidelines for the reimbursement of moving expenses for new hires.

**3. Definitions:**

- a. New Hire – refers to an individual who has been offered, and has accepted, a professional or management position.
- b. Professional and Management Staff include:
  - i. County job classifications in the C-level Pay Band
  - ii. County job classifications in the D-level Pay Band
  - iii. County job classifications in the E-level Pay Band
  - iv. Board of Yakima County Commissioners Direct Reports
  - v. Yakima County Judiciary Direct Reports
  - vi. YSO or DOC Lieutenant and Chief classifications
  - vii. Any special circumstances as approved by the Board of Yakima County Commissioners.
- c. Eligible Moving Expenses – include reasonable expenses associated with the circumstances of the move, including:
  - i. Mileage reimbursement for the shortest, most direct route available for travel by vehicle.
  - ii. Cost of packing, crating, and transporting household goods and personal effects.
  - iii. Transporting vehicles and non-standard items (e.g., boats, trailers, machinery.
  - iv. Travel costs during the transitional period.
  - v. First month's rent.

**4. Policy:**

- a. Yakima County may, at the discretion of the Elected Official or Department Head reimburse reasonable and eligible moving expenses (e.g., moving household goods and personal effects) for new hire, full-time professional and management staff. Moving expense reimbursement will be limited to actual cost, not to exceed \$10,000.00.

- b. Reimbursements of moving expenses apply only when all four (4) of the following are true:
- i. The full-time professional or management new hire relocates their household as a direct result of accepting employment with Yakima County.
  - ii. The full-time professional or management new hire would have to increase their commute from previous residence to new place of work by at least 100 miles over his or her commute to previous place of work, except in cases where the Board of Yakima County Commissioners makes a written exception to this rule.
  - iii. The Board of Yakima County Commissioners specifically authorizes reimbursement or payment of the employee's moving expenses, in writing, at the time employment is offered.
  - iv. The employee acknowledges and signs the Employment Relocation Agreement.
- c. All moving expenses will be the responsibility of the hiring Department.
- d. Income Tax Requirements: Employee reimbursed moving expenses will be processed in compliance with the latest federal, state, and local mandates.
- e. Repayment Requirements: The employee receiving the moving expense reimbursement must remain employed by the County for two (2) years. If the employee voluntarily terminates employment prior to serving two (2) years from the date of hire, the employee shall be responsible for repayment to the County for the full amount requested for reimbursement.
- f. The County shall only reimburse for moving expenses after proper submission of receipts and completing the expense request in the County system of record.

Signed Copy Available at  
Yakima County Human Resources  
128 N. 2<sup>nd</sup> Street, Room B27  
Yakima, WA 98901

# Yakima County Employment Relocation Agreement

This agreement is made and entered into between Yakima County and \_\_\_\_\_  
*Employee Name*

(hereinafter called "Employee"), as of \_\_\_\_\_  
*Hire Date*

\_\_\_\_\_ is a suitable candidate for the position of \_\_\_\_\_ in  
*Employee Name* *Position*

\_\_\_\_\_ and has accepted Yakima County's offer of employment in this position.  
*Department*

Yakima County agrees to reimburse reasonable and eligible moving expenses for new hire, full-time professional and management staff. Moving expense reimbursement will be limited to actual cost, not to exceed \$10,000.00 as defined in Yakima County Human Resources Policy No. XXX – Moving Expense Reimbursement Policy.

Reimbursements of moving expenses apply only when all four (4) of the following are true:

1. The full-time professional or management new hire relocates their household as a direct result of accepting a job with Yakima County.
2. The full-time professional or management new hire would have to increase their commute from previous residence to new place of work by at least 100 miles over his or her commute to previous place of work, except in cases where the Board of Yakima County Commissioners makes a written exception to this rule.
3. The Board of Yakima County Commissioners specifically authorizes reimbursement or payment of the employee's moving expenses, in writing, at the time employment is offered.
4. The employee acknowledges and signs this Employment Relocation Agreement.

All moving expenses will be charged to the hiring Department.

Income Tax Requirements: Employee reimbursed moving expenses will be processed in compliance with the latest federal, state, and local mandates.

Repayment Requirements: The employee receiving the moving expense reimbursement must stay employed by the County for two (2) years. If the employee voluntarily terminates employment prior to serving two (2) years from the date of hire, the employee shall be responsible for repayment to the County for the full amount requested for reimbursement.

Yakima County shall only reimburse for moving expenses after proper submission of receipts and completing the expense request in the Yakima County system of record.

This agreement is not an employment contract or an agreement for a term of employment. Nothing in this agreement shall modify the Employee's status as an employee-at-will. Accordingly, either the Employee or Yakima County may terminate the employment relationship at any time with or without cause. The parties have executed this Agreement as of the day stated in paragraph one on the preceding page.

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Elected Official/Department Head Signature and Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Elected Official/Department Head Printed Name