



# RELOCATION EXPENSE REIMBURSEMENT POLICY

PM-62-24

Section: 62-00, MISCELLANEOUS PERSONNEL POLICIES

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## **I. PURPOSE AND SCOPE**

For the purpose of securing the most competent executive-level personnel, the City recognizes that relocation is sometimes necessary. This policy describes the practice for relocating professional, executive-level hires who have specific experiences and skills needed and must be relocated to meet the City's residency requirement. This policy applies only to executive-level, appointed positions.

## **II. POLICY**

It is the policy of City of Memphis Government to employ residents of the City of Memphis, Tennessee for positions within its authority.

In addition, City of Memphis Government complies with any and all provisions set forth in the City of Memphis Charter and/or Code of Ordinances as they define positions within their authority which only residents of the City of Memphis may hold.

However, it is recognized that it may be necessary to recruit executive-level personnel who hold particular expertise and who reside outside Shelby County, and/or the State of Tennessee. It is further recognized that any recruited individual employed shall be required to meet the residency requirement to reside within the Shelby County, Tennessee limits within six months of hire.

All relocation expense reimbursement requires the prior approval of the Mayor.

## **III. GUIDELINES**

The City sets forth the following guidelines relevant to relocation expense reimbursement:

- A.** In order to minimize the expenses of the relocating executive to relocate his/her family, the City will assist with the following relocation expenses:



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### 1. Travel

- a. Travel to and from the new location by public transportation (tourist class fare) or by personal car at the City approved mileage rate plus toll charges.
- b. Reasonable costs of meal and lodging en route.

### 2. Movement of Household Good

This following practice describes the movement of an executive professional new hire's household goods and personal effects:

- a. Household goods and personal effects will consist of new or used furniture, appliances, books, linens, china, glassware, cutlery, wearing apparel, and other personal items.
- b. The City will pay for the rental of trailers/trucks if used instead of a van line. The City will not pay expenses incurred by anyone other than the newly hired executive in connection with the use of the trailer/rental truck in moving the household goods.
- c. The City does not pay to move anything not classified as household goods, such as but not limited to:
  - Pets
  - Firearms and ammunition, including firearm collection
  - Hazardous material such as paints, oils, gasoline cleaning materials, etc.
  - Frozen Foods
  - Livestock
- d. The City will not pay excessive handling and/or transportation charges and/or insurance on:
  - Aircraft of all types, including hot air balloons,
  - Gliders, hang gliders
  - Antique autos



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- Farm implements
- Motorcycles
- Snowmobiles

## **B. Termination**

If the employee is released from employment by action of the City or separated of his/her own accord, the City will not be responsible for any additional expenses incurred from the date of separation or termination.

## **IV. RESPONSIBILITY AND PROCEDURE**

- A. All relocation expense reimbursement requires the prior approval of the Mayor.
- B. Any deviation from this policy must be approved by the Mayor.
- C. The division extending the offer of employment to the relocating executive will absorb all costs associated with relocation.
- D. The City's Human Resources Division is responsible for making available copies of the City's practice relating to relocation and counseling the executive to affect the move at reasonable cost with minimum delay.

## **V. COUNSEL**

Questions concerning the administration of the relocation policy should be directed to the Director of Human Resources or designee.

**REFERENCE CORRESPONDING POLICY**  
PM-14-02, RESIDENCY REQUIREMENTS