

# CITY OF ROCHESTER ORGANIZATIONAL POLICY

## RELOCATION

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### **Application**

This policy applies to all newly-hired exempt regular full-time employees whose new position with the City of Rochester involves at relocation greater than fifty (50) miles. Relocation costs are applicable to the employee, his or her spouse, dependents, personal and household goods, provided the following criteria are met.

All relocation expenses covered by this policy must be approved in advance by the Director of Human Resources. Payment for moving expenses exceeding the policy maximum or not covered by this policy may be made with the approval of the Director of Human Resources or the Rochester Public Utility General Manager for utility positions.

### **Arrangement for Relocation**

Moving arrangements shall be made in coordination with the City of Rochester Human Resources Department which will work closely with the employee in establishing the time of the move.

Personal and household goods can be shipped by a carrier authorized by a state or federal regulatory agency to conduct household goods transportation services, or an employee may elect to use an alternative method of shipping personal and household goods to a new location. However, in either case the City of Rochester will not be held responsible for damages, loss or additional insurance coverage, above the basic amount provided by the carrier, for relocating personal and household goods.

Should an authorized carrier be selected, two (2) bids will be obtained and submitted to the Director of Human Resources. Unless extenuating circumstances prevail, the lowest carrier bid submitted shall be selected.

### **Allowable Costs for Relocation**

The actual costs for approved relocation expenses shall not exceed fifteen percent (15%) of the new employee's starting annualized salary. Housing search expenses, as provided for by this policy, as well as the thirty percent (30%) add-on noted below are not included in the fifteen percent (15%) maximum.

The City of Rochester will reimburse the employee for relocating personal and household goods, which includes:

1. Packing, loading and unloading of personal and household goods.
2. Transportation of personal and household goods.
3. Basic insurance coverage provided by carrier in their submitted bid.

Any items or services not covered by this policy shall be the financial responsibility of the new employee. Relocation expenses shall be charged back to the department hiring the new employee.

### **Items Not Covered During Relocation**

The City of Rochester will not pay for moving, or in any way assume responsibility for loss of or damage to: automobiles; automobile trailers; vehicle mounted campers; motorcycles; airplanes; snowmobiles; sailboats; motorboats; pets; house plants; livestock; merchandise for sale or exhibition; legal, technical or personal papers; currency; notes and securities; negotiable or commercial paper; combustible items; perishable foods; or firewood.

### **Services Not Covered During Relocation**

The City of Rochester will not pay for costs incurred for: removal of draperies, rods, mirrors, or other items which may be attached to walls, disassembly/reassembly of playground equipment or shop equipment; removal of electrical equipment, light fixtures, T.V. antennas, air conditioners, stereo equipment or televisions; modifications to structures,

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plumbing, electric services or venting; or services performed by the carrier on an overtime basis unless approved in writing by the Director of Human Resources.

### **Mobile Home Transportation**

The City of Rochester will pay the costs for mobile home transportation in lieu of shipment of personal and household goods but such costs do not include plumbing, electrical and gas hookups, permits, skirting, damage to the trailer structure during the move, replacement of blown/damaged tires, tie-down fees, entry fees, utility conversions, or antenna hookups.

The allowance to relocate a mobile home cannot exceed the cost of transporting personal and household goods using a carrier authorized by a state or federal regulatory agency to conduct household goods transportation services. For this purpose, two comparative bids must be submitted to the Director of Human Resources.

### **In-Route Travel Expenses**

The employee, spouse and dependents are eligible for travel allowance for reasonable expenses from point of origin to destination based on a minimum travel of three hundred and fifty (350) miles per day. Reimbursement will be for reasonable expenses incurred for meals, lodging, and incidental expenses (as confirmed by receipts obtained by the employee).

Mileage for the use of two (2) automobiles is authorized when used in conjunction with relocation and will be compensated at the City's allowable mileage rate effective at the time.

Origin to destination mileage is that mileage specified in the "Official Household Goods Transportation Mileage Guide No. 19", issued by the American Moving and Storage Association (AMSA) and Rand McNally-TDM, or similar industry guideline with special allowance not to exceed ten percent (10%) for road construction, severe weather, or health conditions.

### **Temporary Living Expense**

The employee, spouse and dependents are eligible for temporary living expenses actually incurred for lodging, for a period not to exceed three (3) days after arrival at the destination, beginning the morning after arrival at the new location. Receipts for all expenses are required.

### **Expenses Related to Selling/Purchasing a Home**

No expenses related to the actual sale or purchase of a home or mobile home will be reimbursed by the City of Rochester.

### **Housing Search at New Location**

A new employee, with both the approval of the Director of Human Resources and the City Administrator or the General Manager for Utility positions, will be reimbursed for one (1) round-trip airline (coach) trip for him/her and his/her spouse to select or approve a residence. The duration of such trip is limited to not more than five (5) consecutive days. Should the employee elect to use his/her personal automobile for the trip, reimbursement will be at the City's allowable mileage rate effective at the time up to a maximum amount of the cost, including tax, that would have been incurred for airline (coach) travel at the time such automobile trip is made.

Reimbursement for expenses incurred during a trip to select or approve a residence will be for reasonable expenses incurred for meals and lodging (as confirmed by receipts obtained by the employee).

### **Expense Reporting**

The employee shall account for all funds spent by completing a Personal Expense Reimbursement report within thirty

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(30) days of the completion of the move. Upon completion and submission of this form to Human Resources along with all related original receipts, the reimbursement will be paid to the employee.

With the implementation of the Tax Cuts and Jobs Act in 2018, moving expenses were suspended as a qualified federal tax deduction for non-military employees until December 31, 2025. To offset this new expense for employees, the City will add thirty percent to the total cost of the moving expenses reimbursed for non-military employees until December 31, 2025.

**Relocation Agreement**

Employees relocated by the City of Rochester are required to sign a relocation agreement. The relocation agreement states the employee is obligated to repay the City for all relocation expenses paid on their behalf should they voluntarily terminate employment within one year of relocation to the City.

Policy revisions revised and approved by City Administrator:



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Steve Rymer, City Administrator  
September 29, 2020

**Related Forms:**

- Relocation Agreement

The above related forms associated with this policy can be found on Rochester@Work - Human Resources -Forms