

TO: ALL COUNTY PERSONNEL
FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR
PREPARED BY: HUMAN RESOURCES
SUBJECT: MOVING EXPENSE REIMBURSEMENT
PPM #: CW-F-012

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ISSUE DATE
July 16, 2018
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EFFECTIVE DATE
July 16, 2018
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PURPOSE:

To provide guidelines for reimbursement of moving expenses for employees hired for executive, administrative, and professional positions.

UPDATES:

Future updates to this PPM are the responsibility of the Director of Human Resources.

AUTHORITY:

- Florida Statutes Chapters 112.061, 125.0104, 159.47, as may be amended.
- Administrative Code, Section 305.11, as may be amended.

POLICY:

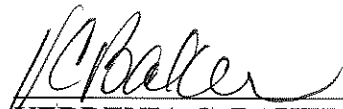
Employees hired for position in Pay Grade 46 or higher may be reimbursed up to 75% of their moving expenses, not-to-exceed \$5,000, unless provided otherwise in a written employment contract. Approval will be obtained from the County Administrator prior to any payment of moving expenses.

Employees who have been reimbursed for moving expenses and who, for any reason other than layoff, terminate their employment with Palm Beach County within one year from the date of employment must reimburse the County the full amount of the moving expenses originally paid.

PROCEDURE:

Employees will submit three (3) written estimates and a paid invoice to the hiring Department Head who will recommend to the County Administrator the amount of payment to be made for moving costs. Acceptance of less than three estimates will be to the discretion of the County Administrator.

It is the Department Heads' responsibility to ensure that adequate funds are available in their budgets for moving expenses.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. A.O. 7-4 effective 7/85
2. PPM#CW-F-012, effective 7/1/88
3. PPM#CW-F-012, effective 10/16/98
4. PPM#CW-F-012, effective 9/17/07
5. PPM#CW-F-012, effective 12/17/12