

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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EFFECTIVE DATE: 08/19/93
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03/16/23
AUTHORITY: BOC
COUNTY MANAGER: 

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SUBJECT: INTERVIEW AND RELOCATION EXPENSE REIMBURSEMENT

- I. PURPOSE:** To establish standard guidelines for reimbursement of expenses related to interviews and relocation.
- II. SCOPE:** This policy applies to applicants who are invited for an in-person interview who may incur significant cost to participate in the recruitment process as well as candidates selected for certain positions who must relocate to begin employment with Douglas County.
- III. POLICY:** Interview and relocation expense reimbursement may be provided consistent with this policy at the discretion of the appointing authority if funds are available in the department budget. Reimbursement will be paid after the applicant/selected candidate has provided receipts and related documentation to support the reimbursement.

The following will be considered when deciding which positions and circumstances indicate reimbursement is in the best interest of the County:

- Operational impacts of the position remaining vacant;
 - Job market supply and demand for the desired skills of the prospective employee;
 - Incentive for prospective applicants to interview for the position with or without reimbursement; and
 - Location of the applicant/selected candidate relative to local qualified candidates.
- IV. INTERVIEW EXPENSE REIMBURSEMENT:** When it is determined by the appointing authority, in consultation with Human Resources, that a position is eligible as outlined in Section III of this policy, and applicants are required to travel to participate in an in-person interview, reimbursement of travel costs may be considered. Such costs will be paid by the hiring department.
- A. Applicants will be reimbursed and not provided advance payment or stipend.
 - B. Applicants must provide all relevant receipts and other reimbursement documentation to Human Resources no later than 30 days after the scheduled interview date to receive reimbursement.
 - C. Expenses related to the trip to the interview location are eligible for reimbursement. Reasonable expenses in this category include:
 - Travel fare or mileage,
 - Rental vehicles, including fuel expense,
 - Parking or tolls,
 - Meals, or

- The cost of the applicant's lodging near the interview location.

- D. Eligible reimbursements are based on current U.S. General Services Administration (GSA) Guidelines up to \$1,500, or a cap set by the appointing authority in consultation with Human Resources.
- E. Extraneous lodging expenses such as hotel phone charges, room/bar service, or other amenities in excess of the daily room fee will not be reimbursable.
- F. The following is not eligible for reimbursement:
- Expenses incurred by traveling companions including: travel, lodging, and cost of meals.
 - Extraneous lodging expenses such as hotel phone charges, room/bar service, tips, etc.
 - Costs incurred by third parties (e.g., placement firms) in interviewing candidates.

V. RELOCATION EXPENSE REIMBURSEMENT: When it is determined by the appointing authority, in consultation with Human Resources, that a position is eligible as outlined in Section III of this policy, and the selected candidate must relocate, reimbursement of relocation expenses may be considered. Relocation expense reimbursement is taxable as income consistent with IRS standards and such costs will be paid by the hiring department.

- A. The selected candidate, who has signed a written offer of employment with Douglas County, will be reimbursed and not provided advance payment or stipend. The selected candidate must provide all relevant receipts and other reimbursement documentation to Human Resources no later than 30 days after the relocation is completed.
- B. The following expenses are eligible to for reimbursement:
- i. Expenses related to moving and storing of household items (e.g., moving van rental, moving service, storage unit, boxes and other moving supplies);
 - ii. Travel costs related to the relocation. Reasonable expenses in this category include:
 - Travel fare or mileage,
 - Rental vehicles, including fuel expense,
 - Lodging, or
 - Parking or tolls.
 - iii. Extraneous lodging expenses such as hotel phone charges, room/bar service, or other amenities in excess of the daily room fee will not be reimbursable.
- C. Eligible reimbursements are based on current U.S. General Services Administration (GSA) Guidelines, where applicable, up to \$3,000 or a cap set by the appointing authority in consultation with Human Resources.

VI. APPLICANT/SELECTED CANDIDATE RESPONSIBILITIES: Selected

candidates seeking reimbursement must agree in writing to repay the full relocation expense reimbursed amount if they voluntarily leave (i.e., tender resignation) Douglas County for any reason, within one year from the date of employment. Employment must be full time for a 12-month continuous period. If the selected candidate does not remain employed with Douglas County for this period, the employee will be required to repay the reimbursed amount or it will be paid from the employee's final paycheck. This section does not apply to any employee who is released from employment for failure to successfully pass their probationary period.

- VII. RESPONSIBILITY FOR REVIEW:** The Internal Review Committee shall review this policy as needed or at least once every 5 years.