

# NEW HIRES

## RELOCATION REIMBURSEMENT FOR PERSONS WHO ARE NEW HIRES TO THE STATE, INCLUDING REINSTATEMENTS AFTER PERMANENT SEPARATION

### REFERENCES:

NO new hires have a RIGHT to any relocation reimbursement. Relocation is offered by the appointing authority only in cases that meet the criteria established in applicable rule 599.723 or 599.723.1.

New hire **TO A REPRESENTED POSITION**: When a new hire meets the criteria established in 599.723(a), and is appointed to a Represented Position, this rule provides:  
Reimbursement for travel from the old residence to the new residence at 6 cents per mile, and  
Reimbursement for the movement of household goods (see rules 599.718 and 599.719) to a maximum of \$1,000 for both mileage and movement of household goods. Receipts are required for the movement of household goods. There are no other reimbursable expenses. (If the expense is to exceed \$1,000, advance approval of the Department of Finance is required.)

### REFERENCES:

G.C. SECTION 19842

DPA RULE 599.723: TRAVEL AND MOVING EXPENSES OF PERSONS WHO CHANGE THEIR PLACE OF RESIDENCE TO ACCEPT EMPLOYMENT WITH THE STATE.

DPA RULE 599.718: EXPENSES FOR MOVING HOUSEHOLD EFFECTS

DPA RULE 599.719: REIMBURSEMENT FOR MOVING HOUSEHOLD EFFECTS

BARGAINING UNIT AGREEMENT: FOR LODGING/MEAL RATES AND TIME FRAMES

New hire **TO AN EXCLUDED POSITION**: When a new hire meets the criteria established in 599.623.1(a), and is appointed to an excluded position, this rule provides:

- Reimbursement for travel from the old residence to the new residence at 9 cents per mile, and
- Reimbursement for the movement of household goods (see rules 599.718.1 and 599.719.1), and,
- If requested by the appointing power and with advance Department of Personnel Administration approval, up to 30 days in meals and receipted lodging at the rates and conditions set forth in Rule 599.619 (a) & (b), and 599.722 (NOTE: "60" days does not apply to new hires), and/or

Up to \$200 in receipted Miscellaneous Expenses as set forth in Rule 599.715.1. There are no other reimbursable expenses. (If the relocation expense is to exceed \$1,000, Advance approval of the Department of Finance is required.)

### REFERENCES:

GC SECTION 19842

DPA RULE 599.723.1: TRAVEL AND MOVING EXPENSES OF PERSONS WHO CHANGE THEIR PLACE OF RESIDENCE TO ACCEPT EMPLOYMENT WITH THE STATE-EXCLUDED

DPA RULE 599.718.1: EXPENSES FOR MOVING HOUSEHOLD EFFECTS-EXCLUDED  
EMPLOYEE

DPA RULE 599.719.1: REIMBURSEMENT FOR MOVING HOUSEHOLD EFFECTS-EXCLUDED  
EMPLOYEE

DPA RULES 599.619: (a) and (b) only for excluded employees, rates and time frames.

64

**FOR ALL NEW HIRES:**

If the total cost of a new hire relocation will exceed \$1,000 payment must be approved IN ADVANCE by the Department of Finance (DOF). No reimbursement for relocation expenses should be paid until after the employee has reported to their position.

Reimbursement for the Movement of Household Goods is subject to the weight and content limitations established by the Department of Personnel Administration. If approval is obtained from DOF to reimburse in excess of \$1,000, *and the approval clearly will cover 100% of the cost of moving the household goods*, the department may issue a STD 255 Moving Service Authorization for and a list of approved movers. This will allow for the movers to relocate the employees goods and bill the State department directly. (The employee is required to pay for excess weight or items not approved for move). There is some risk in issuing the STD 255 prior to the report date for a new employee. If the goods are moved and the individual does not report, the move will be billed to the department, and recovery of costs may be difficult. Do not issue the STD 255 until approval for excess if obtained by DOF.

For self moves, see 599.719(b) and (c), and 599.719.1 (b) and (c). Reimbursement is by receipted claim only.

If the employee does not remain employed by the hiring State department for a period of two years, he/she shall repay the appropriate percentage of relocation reimbursement he/she received for the move (see 599.723 AND 723.1). Further, if the employee remains employed more than 6 months but less than 12 months, and the employment period does not fulfill the 39 week requirement in the Tax Law, the portion of relocation that is un-recovered by the State is taxable income and is subject to withholding.

Provide a memo to the new employee describing exactly what is reimbursable. Do not commit to reimbursements that cannot be made. A conversation or memo to a new employee that overstates the relocation reimbursement for new employees may be misleading and cause disappointment, but will not cause or allow reimbursement for items not specifically provided above.

**RELOCATION PACKAGES FOR PERSONS THAT ARE NEW TO STATE SERVICE**

A new employee who is OFFERED relocation must receive a memo stating exactly the reimbursable that have been approved for the hire. No offer that requires an exception or approval from either the Department of Personnel Administration or the Department of Finance will be committed to until the approvals have been received.

**RELOCATION MEALS AND LODGING REIMBURSEMENTS ARE SUBJECT TO WITHHOLDING TAXES. IN SOME INSTANCES, THE MOVEMENT OF HOUSEHOLD GOODS AND MISCELLANEOUS EXPENSE REIMBURSEMENT MAY ALSO BE SUBJECT TO WITHHOLDING.**