

CITY OF MINNEAPOLIS
Relocation Expense Policy (Last updated 05.24.2012)

Applies to: The Relocation Expense Policy applies to all appointed positions including Charter Department Head positions and positions in the Unclassified Service located under the jurisdiction of the Mayor and City Council. This policy also applies to positions identified as having limited qualified applicants. The Relocation Expense Policy does not apply to Politically Appointed positions.

Synopsis: Establishes policy, roles, responsibilities and conditions for when new employees appointed to certain positions may be eligible to receive payment/reimbursement of allowable relocation expenses of up to \$15,000.

History - Previous Council Approval: October 9, 1992 and December 29, 2003

Department Approval: May 23, 2012

Effective Date: Upon Council Approval

Related Links: 1) [Procedures](#) and 2) [Relocation Request Expense Reimbursement Form](#)

Administering Departments: Human Resources and Finance and Property Services

Contacts:

1. Human Resources: [HR Manager \(Administration\)](#), 612.673.3103

2. Finance and Property Services: [Manager, Administrative Services](#), 612.673.2004

PURPOSE – The policy outlines requirements and guidelines regarding those cases where relocation costs are necessary for an individual to accept employment with the City of Minneapolis and to reimburse the new employee for allowable relocation expenses consistent with good business practices and budgetary limitations. The policy establishes roles, responsibilities and conditions for when new employees appointed to certain positions may be eligible to receive payment/reimbursement of expenses for relocation.

POLICY STATEMENT –The City will allow relocation expense payment/reimbursement up to \$15,000 for all appointed positions including Charter Department Head positions, positions in the Unclassified Service and positions identified as having limited qualified applicants under the jurisdiction of the Mayor and City Council. Appointing authorities, Department Heads and Assistant City Coordinators may, at their discretion, approve the payment/reimbursement of relocation expenses for appointed positions and positions identified as having limited qualified applicants for employees being hired in their departments. Employees covered by this policy will be eligible to receive reimbursement of relocation expenses during the first year of employment, subject to documentation. Employees who voluntarily separate from employment with the City before completing 12 months of service must repay the City for any relocation expense payments and reimbursements.

Authorizations for reimbursement of relocation expense payments/reimbursements shall be approved in a manner that protects the assets of the City of Minneapolis, and in accordance with existing City policies and procedures including, but not limited to, the Travel Policy, and in accordance with applicable IRS regulations. Relocation expenses beyond \$15,000 need approval from the City Council.

The Human Resources Director and Chief Finance Officer are directed to develop and maintain procedures to implement and support this policy.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Eligible Employees	Comply with the City of Minneapolis Relocation Expense Policy and Relocation Expense Procedures.
Appointing Authority	<ol style="list-style-type: none">1. Comply with the City of Minneapolis Relocation Expense Policy and Relocation Expense Procedures.2. Authorize payment/reimbursement of covered expenses up to \$15,000 for employees covered by this policy.
Chief Finance Officer	Work with the appropriate City staff to establish, manage and modify procedures necessary to carry out and comply with the City of Minneapolis Relocation Expense Policy in accordance with applicable laws, City ordinances, policies and rules.
Human Resources Director	Work with the appropriate City staff to establish, manage and modify procedures necessary to carry out and comply with the City of Minneapolis Relocation Expense Policy in accordance with applicable laws, City ordinances, policies and rules.