

COUNTY OF TULARE
OFFICE OF THE COUNTY ADMINISTRATOR

ADMINISTRATIVE REGULATION NO. 23, Revision #1
(Resolution No. 99-0437 (as amended by Resolution No. 2009-0936))

SUBJECT: RELOCATION EXPENSES

EFFECTIVE DATE: November 3, 2009

DEFINITION

This regulation establishes the guidelines and procedures to be followed to offer a relocation allowance.

PROCEDURE

The Department/Agency Head shall request, in writing, the County Administrative Officer to approve the allowance. The reasons for the request and the benefits to be derived by the County must be included.

An allowance up to \$5,000 may be offered to Professional and Top Managerial Staff for the reimbursement of expenses necessarily and actually incurred in the physical relocation of the household. Relocation expenses may only be paid for a move of 60 miles or more.

Any Reimbursement Agreement must be based upon retaining an employee of Tulare County for a minimum of three years or there must be a pro-rated repayment.

The Reimbursement Agreement will be in the form of a County Counsel approved Promissory Note.