



# Relocation Policy & Agreement Duchesne County

## **Purpose and Objective**

To provide financial relocation assistance to newly hired employees ("Employees") in order to maximize their performance and minimize their inconvenience during the relocation to Duchesne County ("County").

## **Relocation Assistance Scope**

When it is in the best interest of the County to facilitate the relocation of new employees, and as authorized by the County Commission and Human Resources Director, the County will provide relocation assistance to employees in accordance with the provisions of this policy for moving/relocation expenses.

### Eligibility

This policy applies to external key personnel, special circumstantial hiring, and management level new hires that are required to relocate because they seek to establish their careers with Duchesne County.

### Relocation Assistance Maximum

The Relocation Assistance is a one-time benefit. Request for relocation assistance must be made by the hiring manager prior to the offer of employment for approval by the Duchesne County Commission and Human Resources Director.

### Benefits

Benefits under this policy will cease if the employee resigns his/her employment or is terminated for cause within 12 months of employment, at which time the employee will be required to reimburse the County at 100% for relocation expenses paid for by the County under this policy.

### Non-Contractual Employment

*Nothing in this policy should be construed as a contract for employment for any period of time or as altering the at-will nature of the employment relationship. The County has the right to terminate employees for any or no reason at all, at any time.*

### Policy Administration

This policy is administered by the Human Resources Office. The County will not be responsible for any action taken which is beyond the scope of this plan.

## **Taxes**

An IRS 1099 Tax Form will be provided to each employee at the end of the current year in which the employee elects relocation assistance for the purposes of income tax reporting.



## EMPLOYMENT RELOCATION ASSISTANCE AGREEMENT

THIS AGREEMENT, is made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between Duchesne County (hereinafter "County") and \_\_\_\_\_, a prospective employee of the County.

### WITNESSETH:

That for and in consideration of the mutual promises and covenants herein contained, the County and the Employee agree as follows:

The County and the Employee mutually agree that the Employee's residence be located within the Duchesne County boundaries as requested by the Employee's supervisor, department head or elected official. The Employee agrees to do so within the first 90 days of employment with the County. As such, the County and Employee agree to all terms set forth in the Relocation Assistance Policy.

The Human Resources Department will oversee and pay the agreed upon relocation assistance to the Employee. It is agreed that the total lump sum payment will be \$ \_\_\_\_\_.

Employee agrees that if the Employee resigns his/her employment or is terminated for cause, or does not comply with the residency requirements, or other policy infractions including poor performance, or failure to satisfactorily complete the probationary period within 12 months of employment as outlined in the Duchesne County Personnel Policy Manual the employee will be required to reimburse the County at 100% for relocation expenses paid for by the County under this policy.

IN WITNESS thereof, the parties have on the date first above written agreed to the terms of this policy.

\_\_\_\_\_  
Printed Name Human Resources Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name Commission Representative

\_\_\_\_\_  
Signature