



# 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, 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 who are required to relocate because they seek to establish their careers with Duchesne. This applies to new employees who must relocate fifty (50) miles or farther from their present residence or in times of special circumstantial hiring.

### Relocation Assistance Maximum

The Relocation Assistance is a one-time benefit which must be used within the first 90 days of hire. This provision may be adjusted during times of special circumstantial hiring. Relocation Expenses are not to exceed \$3,600.00 and must be requested during the offer of employment for approval by the Duchesne County Commission and Human Resources.

### Limitations

Any assistance provided under the terms of this policy will not exceed a period of twelve (12) months unless otherwise specified for circumstantial hiring.

### 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.

## Agreement

Each newly hired employee will be provided with a Relocation Agreement that will set forth the specific obligations of both the County and the newly hired. Where possible, such agreements will be approved and provided to the incoming employee at least 10 days in advance of the relocation.



## 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:

1. The County and the Employee are mutually desirous that the Employee's residence be located within the Duchesne County boundaries in order to allow for the Employee's employment and timely response to meet the business need of the County. As such, the County and Employee agree to all terms set forth in the Relocation Assistance Policy.
2. The County, Offices or Departments requiring the employment of key personnel to fill open positions, agree to pay on behalf of the Employee for moving/relocation expenses incurred as a result of the residence relocation. Relocation Assistance Expenses are incorporated herein by reference. It is agreed that total lump sum payment will be limited to \$ \_\_\_\_\_.
3. Employee agrees that if the Employee resigns his/her employment or is terminated for cause, including poor performance, or failure to satisfactorily complete the probationary period within 12 months of employment 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 Duchesne County Official/Dept Head

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature