

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-11-51 LGL 2006-0010
TITLE: MOVING EXPENSES EFFECTIVE DATE: July 10, 1985 REVISION EFFECTIVE DATE: October 17, 2011	

1.0 GENERAL

1.1 This policy outlines the moving expense allowance for out-of-town individuals who are hired to become new employees of the City of Spokane.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy applies to all City divisions and departments.

3.0 REFERENCES

SMC sections 3.07.010 and 3.07.020

4.0 DEFINITIONS

4.1 "Household goods" mean the employee's furniture, garden tools and miscellaneous items considered as being a part of the household.

5.0 POLICY

5.1 This policy applies to exempt and exempt-confidential City job classifications. Classified job classifications may be considered on a case

by case basis when there is an inability to fill the position and the payment of moving expenses is used as a recruiting aid with prior approval by the Mayor.

- 5.2 The City of Spokane may pay the costs for moving new employee's household goods not to exceed the equivalent of two times the employee's monthly salary or up to \$20,000, whichever is less.
- 5.3 In order to be eligible for receiving the moving expense allowance, the employee must comply with all provisions of this policy as specified herein.

6.0 PROCEDURE

6.1 Eligible Expenses.

6.1.1 The only eligible expenses covered by this policy will be those incurred in moving the employee's household goods.

6.1.2 Eligible expenses include:

- a. Packing and unpacking of breakable items;
- b. Insurance on goods in transit; and
- c. Reweigh at final destination.

6.2 Ineligible Expenses.

6.2.1 Any item not considered as part of the household shall not be considered for the moving allowance.

6.2.2 The following items shall not be considered as eligible expenses:

- a. Fireplace wood or Pres-to-Logs.
- b. Boats, trailers and mobile homes.
- c. Automobiles, airplanes and other vehicles.
- d. Costs of visas, permits or related expenses for crossing borders from another country.
- e. Building materials such as lumber, brick, stone and similar items.

- f. Storage of household goods.
- g. Pets or other animals.
- h. The cost of labor for removal of any item such as aerials, antennas, playground equipment, air conditioners or other fixtures, carpeting and equipment.
- i. Any item forbidden by law.

6.3 Moving Expense Agreement.

6.3.1 The new employee must sign a Moving Expense Agreement before authorization is granted to move the household goods.

6.3.2 The Moving Expense Agreement provides that if the new employee terminates employment with the City of Spokane by the employee's own volition prior to completing one year of service the moving expense allowance must be reimbursed to the City of Spokane within sixty (60) days of separation.

6.4 Van Line Authorization.

6.4.1 The involved department shall provide the new employee with a copy of the approved "Instructions to Moving Company" prior to the employee contacting the van line and making arrangements for the move. The employee should contact the department for any other instructions.

6.4.2 The new employee shall provide a copy of the City's authorization letter "Instructions To Moving Company" to the van line.

6.5 Payment of Eligible Expenses.

6.5.1 The moving company shall submit the required invoices and papers specified in the authorization letter to the Human Resources Department.

6.5.2 The Human Resources Department will review the claim and submit authorization for payment to the department involved.

6.6 Claims For Lost Or Damaged Goods.

6.6.1 In the event the employee's goods are lost or damaged in transit, it will be the responsibility of the employee to file a claim with the moving company.

6.6.2 The City shall assume no responsibility for lost or damaged goods for the move other than the possibility of withholding payment for the move until the claim is settled.

7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

Moving Expense Agreement
Instructions To Moving Company

APPROVED BY:



City Attorney (Asst)

9-19-11

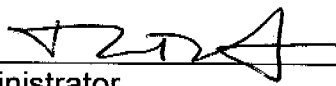
Date



Director - Human Resources

9-30-11

Date



City Administrator

9-30-11

Date

MOVING EXPENSE AGREEMENT

CITY OF SPOKANE

NAME: _____

JOB TITLE: _____

DEPARTMENT: _____

The City of Spokane agrees to pay an allowance up to the equivalent of two months salary or up to \$20,000, whichever is less, toward the expense of moving your household goods as specified in the City of Spokane's Administrative Policy.

It is understood that should you terminate your employment with the City, by your own volition, before completing one year of service that the money paid for the moving allowance must be reimbursed to the City of Spokane within sixty (60) days of separation.

I, _____, have read the above provisions and agree to the terms stated.

SIGNED: _____

DATE: _____

CITY OF SPOKANE
INSTRUCTIONS TO MOVING COMPANY
AUTHORIZATION LETTER

To Whom It May Concern:

This is your authorization to move the household goods of the employee listed below. The City of Spokane will pay \$ _____ for the moving of eligible items as herein stated. The employee shall be responsible for the payment of other items and the amount of the excess over the amount herein specified.

Name: _____ Phone _____

Home Address: _____

From: _____ To _____

National Moving Affiliate: _____

Payment for the following will be considered as eligible expenses:

1. All normal and reasonable charges for moving expense connected with the employee's personal and household goods.
2. Packing of breakable household items.
3. Full value insurance on household goods while in transit.
4. Reweigh at final destination.

The City of Spokane will not assume the cost for the following services:

1. Transportation of animals, firewood, building materials, shrubbery, vehicles, airplanes, mobile homes, boats and trailers, or other similar items.
2. Housecleaning or maid service.
3. Charges for removal of carpeting, draperies or related items.
4. Assembly or disassembly of playground equipment, swimming pools, playhouses, antennas and similar type items.

5. Storage charges.
6. Tariffs, visas and similar charges of crossing borders from one country to another.

If the employee wishes to have items moved or services performed which are not authorized as eligible expenses, a separate billing shall be made on those items and submitted to the employee.

INVOICE TO: Heather Lowe
Human Resources Director
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3327

Your billing must include the following:

1. Duplicate invoice.
2. One copy of packing list.
3. Copy of bill of lading.
4. Certified weight certificate.

If you require any further information, please contact the Human Resources Department at (509) 625-6363.

Sincerely,

Heather Lowe
Human Resources Director