

COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

<b>Subject:</b>  <b>RELOCATION REIMBURSEMENT</b>	<b>Policy Number</b> E-6	<b>Page Number:</b> 1
	<b>Date Adopted:</b> 5/9/2006	<b>Revised Date:</b> <b>DRAFT</b>
	<b>Corrected:</b>	

**BACKGROUND:**

Recent recruitment activity has highlighted the need to offer additional incentives to those classifications designated as hard to fill. The Relocation Reimbursement Program is commonly used in the recruitment industry to attract experienced candidates in a labor market where a shortage for qualified candidates exist.

**POLICY:**

The policy is intended to improve the County of El Dorado’s ability to successfully recruit well-qualified candidates by providing for reimbursement of moving expenses in an amount not to exceed \$5,000 for classifications designated as hard to fill. The Board of Supervisors may consider exceptions to this amount on a case-by-case basis due to special circumstances. Candidates for those recruitments designated as hard to fill by the Chief Administrative Officer (CAO) ~~where the selected candidate lives over 100 miles from the assigned work location~~ will be eligible for the reimbursement. Reimbursement will only be made for relocations that are over 100 miles from the assigned work location using the shortest of the more commonly traveled routes. Expenses may include but are not limited to personal transportation and moving expenses for actual household goods. Receipts must be provided for reimbursement and are subject to review and approval by the Auditor-Controller.

**PROCEDURES:**

For appointments made by a Department Head:

Prior to appointment, the Department Head shall make a request for approval in writing to the CAO. Such request shall state the reasons for the request and the benefits to be realized by the County. An agreement in the form of a County Counsel approved Promissory Note shall be signed by the prospective employee stating that they shall repay the full amount should their employment with El Dorado County be severed prior to completion of two full years of service.

Appointments by the Board of Supervisors:

Board appointees shall complete an agreement in the form of a County Counsel approved Promissory Note stating that they shall repay the full amount should their employment with El Dorado County be severed prior to completion of two full years of service.

Recruitments designated as hard to fill must have been advertised in at least ~~seven~~ five or more venues approved by Human Resources and one of the following:

- Two or more failed recruitments have occurred for that classification (less than five qualified applicants were received).
- An open until filled recruitment has received less than three qualified applicants per month for at least three months.

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- A recruitment for a classification was open for at least three months without receiving five or more qualified applicants.
- The classification is considered critical to the operation of a program or facility (e.g. minimum of mandated staffing levels are not being maintained, there is a strong possibility that loss of grant funding will occur, there is a risk that closure of programs or facilities will occur).
- The Department has experienced a 25% or higher vacancy rate for six or more months for a classification with multiple allocated positions (excluding new allocations).
- The Department has unsuccessfully explored alternate means of accomplishing the work.
- At least 75% of the applicants have not met the minimum qualifications established for the class.