



# County of El Dorado

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## Legislation Details (With Text)

**File #:** 07-1107 **Version:** 2  
**Type:** Agenda Item **Status:** Adopted  
**File created:** 6/15/2007 **In control:** Board Of Supervisors  
**On agenda:** 9/18/2007 **Final action:** 9/18/2007  
**Title:** Chief Administrative Office recommending the Board approve revisions to Board of Supervisors Policy E-6, "Relocation Reimbursement" and Board of Supervisors Policy E-7 "Recruitment Signing Bonus".  
(Cont'd 7-17-07, Item 61)

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. E6 Relocation Reimbursement Revision July 2007.pdf, 2. E7 Signing Bonus Revision July 2007.pdf

Date	Ver.	Action By	Action	Result
9/18/2007	2	Board Of Supervisors	Adopted As Amended	Pass
7/17/2007	1	Board Of Supervisors	Approved	Pass

Chief Administrative Office recommending the Board approve revisions to Board of Supervisors Policy E-6, "Relocation Reimbursement" and Board of Supervisors Policy E-7 "Recruitment Signing Bonus". (Cont'd 7-17-07, Item 61)

BUDGET SUMMARY:		
Total Estimated Cost		\$0.00
Funding		
Budgeted	\$0.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$0.00	
Change To Net County Cost		\$0

### Fiscal Impact/Change to Net County Cost:

There is no fiscal impact associated with the policy revisions.

### Background:

The Board of Supervisors approved Policies E-6 and E-7 on May 9, 2006, establishing hiring incentives for job classifications designated as hard to fill. At its July 17, 2007 meeting, the Board continued this item to its September 18 meeting and approved the immediate reimbursement for relocation expenses and payment of signing bonuses to two candidates in the Department of Transportation.

**Reason for Recommendation:**

The proposed revisions provide flexibility for the Board to consider exceptions to the Relocation Reimbursement Policy and provide clarification to the Departments regarding policy criteria and requirements for both policies.

**Policy E-6 Relocation Reimbursement**

- Allow for exceptions to the reimbursement limit of \$5,000 to be considered by the Board on a case-by-case basis. The Board has approved two appointments with relocation reimbursements that exceeded the \$5,000 limit.
- Clarify language on the distance calculation. The Internal Revenue Service has two tests that a taxpayer must meet - distance and time - in order for moving expenses to be eligible as a deductible expense on a taxpayer's income tax return. The IRS provides the following guideline under "Topic 455 - Moving Expenses" concerning the distance test:

Your move will meet the distance test if your new main job location is at least 50 miles farther from your former home than your old main job location was. Use the shortest distance of the most commonly traveled routes between these points.

The revised policy incorporates the IRS guideline to "use the shortest distance of the most commonly traveled routes" in determining eligibility for relocation reimbursement.

- Revise criteria for hard to fill designation advertisements from seven to five venues. Since the policy was first adopted in May 2006, the Human Resources Department has discontinued the use of two general internet-based job availability sites. The department still uses industry-specific and government-specific sites to advertise position vacancies.

**Policy E-7 Recruitment Signing Bonus**

- Require CAO approval of the amount of each signing bonus offered to an applicant. Under the current policy, the department may offer a signing bonus up to the maximum amount without CAO review and approval.
- Allow for conversion of signing bonus payments to vacation leave with CAO approval. Upon the appointment of the Human Resources Director, the Board directed the CAO to modify Policy E-7 to allow for the flexibility to provide leave in lieu of signing bonus payment.
- Revise criteria for hard to fill designation advertisements from seven to five venues. Since the policy was first adopted in May 2006, the Human Resources Department has discontinued the use of two general internet-based job availability sites. The department still uses industry-specific and government-specific sites to advertise position vacancies.

**Action to be taken following Board approval:**

The CAO will distribute the revised policies to all departments for compliance and work with Human Resources on revising procedures, forms and future recruitment notices.