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**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY  
TAMPA, FLORIDA 33601**

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**BOARD POLICY - SECTION NUMBER: 01.24.00.00**

**SUBJECT: EXPENDITURE OF COUNTY FUNDS  
FOR RELOCATION RELATED EXPENSES**

**EFFECTIVE DATE: October 3, 2007**

**SUPERSEDES: NEW**

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**Purpose:**

To make a legislative finding of a public purpose to pay interviewees' travel expenses and reasonable and customary expenses related to relocation, when necessary, for the public benefit, to recruit a highly qualified employee.

**Policy:**

Because of the requirements of certain positions under the County Administrator, County Attorney and Internal Performance Auditor, it may be necessary to recruit applicants outside the local area. The BOCC hereby makes a legislative finding that it serves a public purpose, when such recruitments are necessary, to pay interviewing candidates' travel expenses and per diem for candidates who travel to Hillsborough County to interview. The BOCC hereby makes a legislative finding that it serves a public purpose, when such recruitments are necessary, to pay for reasonable and customary expenses related to relocation for successful candidates for certain positions under the County Administrator, County Attorney and Internal Performance Auditor. For purposes of this Policy, "Agency Head" refers to the County Administrator, County Attorney, or Internal Performance Auditor.

Such payment may include expenses incident to travel and per diem for the successful candidate and his/her spouse one time for the purpose of finding a residence prior to or at the time of commencement of employment with Hillsborough County.

Such payment may also include expenses required for the successful candidate and his/her spouse to relocate their household goods.

Such payment may be made to those in Senior Management positions. Such payment may also be made to those in management positions below the Senior Management level as the Agency Head deems appropriate based on the need to recruit applicants outside the local area because of the requirements of those positions.

### **Responsibilities:**

The BOCC hereby delegates the implementation and ongoing administration of this policy to the Agency Head. Accordingly, each Agency Head shall develop procedures for payment of expenditures reasonably and customarily related to relocation.

The Agency Heads may honor any commitments made prior to the date of this policy to pay amounts allowable under this policy.

### **General Guidelines for Reimbursement:**

1. Expenditure of public funds must comply with this policy and all laws, statutes and regulations.
2. Payment of expenses for relocation of household goods shall be limited to packing, shipping, unpacking and, when necessary, a maximum of six months' storage of goods constituting personal effects and property used, or to be used, in the employee's residence.
3. Payment for relocation expenses shall not exceed the actual expenses incurred.
4. The County will have no responsibility to pay any expenses related to relocation unless the person actually begins employment with the County.
5. Any person who voluntarily leaves County employment within one year of his or her hire date with the County, must repay Hillsborough County the amounts related to relocation the County paid on his/her behalf. Repayment may be prorated based on the number of months the person served the County. The Agency Head has the discretion to accept a payment plan in these circumstances.

**Approved by:** Board of County Commissioners

**Approval date:** October 3, 2007