

## RELOCATION REIMBURSEMENT PROGRAM

This program is established as an alternative for newly hired police officers who do not have outstanding student loan(s) in order to qualify for the City of Austin's Student Loan Reimbursement Program. The City of Austin will provide new police officers, who do not have outstanding student loan(s), a relocation allowance of up to \$5,000, based on actual expenses.

This reimbursement program is for police officer candidates who are successfully hired and become employed with the City of Austin as a police officer. In order to qualify, newly hired police officers must receive prior approval and meet and comply with the terms and conditions as set forth below.

- Employee requesting reimbursement, must move or relocate within the City of Austin.
- Employees are eligible to participate in this program anytime within the first three years of employment with the City of Austin. No request for reimbursement will be accepted prior to active employment.
- Employee requesting relocation reimbursement under this program, must do so by completing and submitting a relocation reimbursement request form, or per the method established by the City and providing appropriate documentation. Employees must submit reimbursement requests within six (6) months of incurring eligible expenses.
- The City of Austin shall reimburse moving expenses and miscellaneous expenses, as outline below. Any deviation from this list, will require prior approval and is at the discretion of the City Administrator, on a case-by-case basis.
  - Travel expenses – standard travel expenses of fuel and meal reimbursement for the employee and immediate family, for the purpose of researching housing options (house hunting) for a maximum of two (2) trips from an employee's permanent residence to Austin and return to permanent residence.
  - Housing expenses – an employee may be reimbursed for rental or purchase of an apartment, house or other residence.
  - Realtor fees – an employee may be reimbursed realtor fees, closing costs or similar incurred fees resulting from the purchase of a new home in Austin.
  - Moving expenses – an employee will be reimbursed for the cost of hiring a moving and/or packing company to transport the employee's household items. The employee shall obtain no less than two (2) bids for packing and/or moving household items. Employees are required to obtain prior approval before engaging in a commitment to a mover to either pack, ship or haul items. Failure to obtain prior approval would render the employee ineligible to receive reimbursement for this expense. This provision is not intended to pay for or reimburse the employee's friends, family or employee directly for personally moving and/or packing items. However, the actual cost for the rental of a moving truck, to personally move items is an allowed expense.

- When an employee makes a good faith effort to complete the change of residence within the first three years of employment, and the employee has not been able to complete the move, despite a good faith effort, the employee will be granted a six (6) month extension, reviewed on a case-by-case basis and allowed with the approval of the City Administrator.
- Employees who have met eligibility requirements and completed the necessary paperwork will receive reimbursement payment within 30-days of submitted request.
- Under no circumstances will a newly hired police officer be eligible to receive reimburse through both the student loan reimbursement program and the relocation reimbursement program, unless the total reimbursement between the two programs is less than the maximum allowed reimbursement payment of \$5,000, per employee.
- The City of Austin reserves the right to discontinue, expand or otherwise alter any details of this program, at its discretion, at any time.
- The student loan reimbursement program is not subject to the grievance or arbitration process.