SUBJECT: RELOCATION ASSISTANCE

DEPARTMENT RESPONSIBLE: Human Resources Department

I. PURPOSE

To ensure Pima County is successful in recruiting high-caliber, talented professionals, a Relocation Stipend of up to $10,000 may be deemed available to a Qualified Individual.

II. DEFINITIONS

A. Relocation Stipend: An amount of money that is paid to a qualified individual to facilitate their relocation to Pima County from outside of Pima County, for the purposes of working for Pima County.

B. Qualified Individual: As determined by the County Administrator, this is an individual whose employment will be of significant benefit to Pima County.

III. PROCEDURE

A. An Appointing Authority identifies a candidate believed to meet the criteria of a Qualified Individual who is eligible for a Relocation Stipend.

B. The Appointing Authority requests a Relocation Stipend approval from the County Administrator. The Appointing Authority will request a dollar amount not to exceed $10,000 based on consideration of relevant factors, which may include but are not limited to:

1. The distance between Pima County and the home address of the Qualified Individual at the time a conditional job offer is made.

2. The difficulty in filling the vacant position to which the Qualified Individual will be appointed.

3. The unique and/or significant qualifications of the Qualified Individual.

4. The unique and/or significant minimum/preferred qualification requirements of the vacant position.
C. The County Administrator will make a final determination as to (1) whether or not a Relocation Stipend will be approved for the Qualified Individual, and (2) the dollar amount approved for the Relocation Stipend. Copies of the final determination will be provided to the Appointing Authority and Finance/Payroll.

D. The amount approved by the County Administrator will be included in the Qualified Individual’s first paycheck from Pima County.

IV. COVERED EXPENSES

A. Employees are not required to submit receipts for reimbursement but should retain the costs associated with travel and household moving expenses which may include any of the following items:

1. Packing and/or unpacking services.
2. Transport of household items, including insurance costs.
3. One visit to Pima County by the Qualified Individual for the purposes of seeking temporary or permanent accommodation.
4. Temporary housing for up to 30 days.
5. Transportation to Pima County for the Qualified Individual and members of their household.
6. Automobile transport.
7. Moving container services.
8. Up to $500 for miscellaneous fees, such as Arizona driver’s license fees, utility services fees, cleaning and residential services fees.
9. Other relocation related expenses as approved by the Appointing Authority.

V. PAYBACK PROVISIONS

A. The Qualified Individual will lose Qualified Individual status, and be required to return to Pima County 100% of any funds provided to them as a Relocation Stipend, should they:

1. Fail the background screening process utilized by Pima County, as determined by the Director of Human Resources.
2. Fail any required post-job offer (PJO) physical examination provided via HR Occupational Medicine.
3. Fail any required PJO drug or alcohol test provided via HR Occupational Medicine.
B. The Qualified Individual shall pay back to Pima County the Relocation Stipend as below should they not successfully complete employment past the following benchmarks:

At or before six (6) months: Pay back 75% of Relocation Stipend

At or before one (1) year: Pay back 50% of Relocation Stipend