EVERETT ROEHL MARSHFIELD PUBLIC LIBRARY POLICY NUMBER: 4.170

POLICY TITLE: Moving Expense Reimbursement

ADOPTION/LAST REVIEW: Revised 3-10-98, 3-15-98, 6-13-00, 4-16-19 03/10/1998, 03/15/1998, 06/13/2000, 04/16/2019, 11/19/2026

Moving expenses up to $2,500 that are incurred by a newly hired Library Director or full-time employee relocating more than 100 miles may be partially reimbursed as determined by the Library Board. Incurred expenses will be limited to the movement of household goods. The Library Board reserves the right to select the moving company.

Procedures:

a. Employees approved for moving expense reimbursement must utilize the benefit within the first 60 days of employment. Any expenses incurred after 60 days will not qualify for reimbursement.

b. Employees must submit all receipts and documentation related to the moving expenses to the Library Director or Assistant Library Director.

c. Final determination and approval of expenses will be made jointly by the Library Director and Library Board.

d. All approved expenses will be paid out to the employee on their six-month anniversary via payroll direct deposit. If the employee resigns or is terminated from their position prior to their six-month anniversary, or fails to submit expenses within 60 days of incurring the expense(s), forfeits their moving expense reimbursement.

Reference: City Policy 3.170