

## RESOLUTION 1330

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A RELOCATION ASSISTANCE POLICY

**WHEREAS**, the City of Gig Harbor recognizes that its employees are the organization's most important asset and resource for providing quality public services to the residents of Gig Harbor; and

**WHEREAS**, the absence of a relocation assistance policy has hindered the city's ability to recruit candidates at times in an increasingly competitive market; and


**WHEREAS**, in accordance with practices established by many other public and private sector employers, the city desires to provide for modest reimbursement of relocation expenses for critical, hard-to-fill positions; and

**WHEREAS**, city staff believe the relocation assistance policy will serve the city well on the rare occasion that it is needed;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Gig Harbor:


**Section 1.** The Gig Harbor City Council hereby adopts the relocation assistance policy as set forth in Exhibit A.

**ADOPTED** by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 10th day of February, 2025.

  
\_\_\_\_\_  
Mary K. Barber  
Mayor

Attest:

  
\_\_\_\_\_  
Joshua Stecker  
City Clerk

	<b>CITY OF GIG HARBOR – POLICIES AND PROCEDURES</b>	
	<b>TITLE: RELOCATION ASSISTANCE POLICY</b>	
<b>POLICY MANUAL SECTION &amp; NO.</b>	<b>EFFECTIVE DATE:</b>	<b>APPROVED:</b>

**PURPOSE:**

To provide modest financial assistance for newly hired employees relocating to the area for critical positions in order to mitigate financial burdens that may be associated with relocation.

**SCOPE:**

Relocation assistance may be granted to newly hired employees who are required to relocate from greater than 100 miles outside of city limits, subject to the approval of the city administrator or mayor.

**POLICY OVERVIEW:**

**REIMBURSEMENT DETAILS:**

- A maximum reimbursement of up to \$5,000 will be provided for eligible relocation expenses.
- Relocation expenses may include moving costs, travel expenses, temporary lodging, and other reasonable relocation-related expenses.
- The transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature will not be reimbursed by the city.
- Reimbursement is only authorized upon submission of valid receipts and proof of expenses incurred during the relocation process.

**APPROVAL PROCESS:**

- Pre-authorization of relocation assistance must be established in an employment offer letter or official city memo from the city administrator or mayor prior to hire.

**CONDITIONS:**

- Relocation assistance must be processed within six months of the employee's start date in the new location.
- Any unused portion of the pre-established relocation allowance will not carry over or be reimbursed.
- If the employee terminates or causes termination with the city, for reasons other than layoff, disability separation, or other good cause as determined by human resources, within one year of the date of the employment, the city is entitled to

reimbursement of the lump sum compensation.

**RESPONSIBILITY:**

It is the responsibility of the employee to ensure that all expenses comply with this policy and are within the approved limits. Unauthorized expenses or failure to submit timely reimbursement requests may result in denial of the relocation assistance.

This policy is subject to change at the discretion of the city council, city administrator, or mayor.