

## CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL 4. FINANCIAL

2. ADMINISTRATIVE 5. PUBLIC WORKS

**3. PERSONNEL** 6. PARKS AND RECREATION

CHAPTER: Affirmative Action and Equal Employment Opportunity

SUBJECT: Moving Expense Reimbursement

POLICY NUMBER: 3.170

PAGES: 1

APPROVAL DATE: August 25, 1998

REVISION DATE: January 1, 2012

DEPARTMENT OF PRIMARY RESPONSIBILITY: City Administrator's Office, Finance

Department

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

## **POLICY:**

Moving expense incurred by newly hired Department/Division Heads (as defined in the Administrative Policy and Procedure Manual under Personnel Policy No. 3.135, will be reimbursed as determined by the Finance, Budget and Personnel Committee on a case-by-case basis. Incurred expenses will be limited to the movement of household goods. The City reserves the right to select the moving company.

## PROCEDURES:

Request for moving expense reimbursement will be submitted by the City Administrator's Office to the Finance, Budget and Personnel Committee for consideration. If approved, the City Administrator's Office will notify the Finance Department to have the necessary funds made available. All requests for reimbursement will be accompanied by receipts. Determination as to reimbursability to moving expenses incurred by the newly hired employees will be made by the City Administrator's Office.