

BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

Topic: Policy Amendment- Candidate Interview and Relocation Assistance

Presented by: Kate Newman, Deputy County Manager

Date: 4/29/2025

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to
Place on Business/
Hearing Agenda

Issue: Amendments to the Relocation Assistance Policy, proposed to be renamed the Candidate Interview and Relocation Assistance Policy, regarding proposed regulations on permissible travel expenses for candidates interviewing for a posted vacancy.

Background: The existing Relocation Assistance Policy helps inform hiring managers on the limitations and reporting responsibilities if relocation assistance is offered in conjunction with an offer of employment at Jefferson County. Human Resources receives frequent questions about travel expenses for candidates the hiring manager would like to interview. Provisions from the Business Related Travel Policy are often used as guidance, but that policy is specific to employees.

Discussion: The proposed amendments to the existing Relocation Assistance Policy include:

- Renaming the policy to Candidate Interview and Relocation Assistance. This way, all policies for candidates are in one document.
- Added definitions of Candidate and Interview Expenses, limiting application of the policy to in-person interviews for a posted vacancy and limiting Interview Expenses to specific costs.
- Added provisions for Meals and incidentals, airfare, mileage reimbursement, and lodging.

Fiscal Impact: ☒ yes ☐ no

Policy allows for reimbursement of expenses consisting of meals/incidentals, airfare, mileage lodging and relocation reimbursement.

- Year(s) of impact: 2025 onward

- Existing grant or project: No
- New grant or project: No
- Requested in adopted budget: Yes
- Ongoing or one-time: On-going
- General Fund impact: Yes
- Staffing impact: No
- Match requirements: N/A
- Mandate/Contractual obligation: N/A

SPA Review: Support, no concern. Brett Deady 4/14/2025

County Attorney Review: Carey Markel, Deputy County Attorney, 4/7/25

Facilities Review: Support, Mark Danner 4/14/25

BIT Review: No comments, Andy Corbett 4/15/25

Fleet Review: No fiscal impact, Janice Mayer 4/15/25

County Human Resources Review (new FTE only): N/A

Recommendations: Direct staff to bring the amendments to a future hearing for Board of County Commissioners (BCC) consideration.

Originator: Kate Newman, Deputy County Manager

Contacts for Additional Information:

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