

**M E M O R A N D U M**

**TO:** Honorable Chair and Members of the Board of County Commissioners

**FROM:** Joe Kerby, County Manager

**RE:** Policy Manual Part 5 Staff Policies, Chapter 3 Reimbursements, Section 2 Regarding Candidate Interview and Relocation Assistance

**Date:** 5/13/2025

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**Staff Recommendation:**

WHEREAS, the existing Relocation Assistance Policy regulates the provision of financial assistance to help out-of-state candidates relocate for employment, and

WHEREAS, the amendment renames to the policy to Candidate Interview and Relocation Assistance and adds regulations for the provision of financial assistance to bring out-of-state candidates to an in-person interview.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Jefferson County that the existing policy 5.3.2 regarding Relocation Assistance is hereby rescinded and replaced with the policy attached hereto regarding Candidate Interview and Relocation Assistance, effective May 13, 2025.

**Resolution No: CC25-124**

**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.

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.
- Adding 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.
- Adding provisions for Meals and incidentals, airfare, mileage reimbursement, and lodging.

**Fiscal Impact:**

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

**BCC Briefing Presented on:** 4/29/2025

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