

# APPLICABILITY

# **DEPARTMENT WIDE**

 REVISION DATE
 PAGE NUMBER
 NUMBER

 9/25/24
 1 of 3
 DOC 290.300

TITLE

# **POLICY**

# **EMPLOYEE RELOCATION EXPENSES**

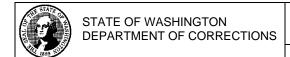
# **REVIEW/REVISION HISTORY:**

Effective: 12/31/96 Revised: 3/1/98 Revised: 7/19/04 7/23/08 Revised: Revised: 5/15/09 Revised: 12/21/09 6/6/11 Revised: Revised: 7/15/13 Revised: 9/25/24

**Department of Corrections** 

# **SUMMARY OF REVISION/REVIEW:**

Major changes to include title and removing information contained in the State Administrative and Accounting Manual. Read carefully!					
APPROVED:					
Signature on file					
	8/28/24				
CHERYL STRANGE, Secretary	Date Signed				



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# **DEPARTMENT WIDE**

REVISION DATE PAGE NUMBER 9/25/24 2 of 3 DOC 290.300

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# **POLICY**

# **EMPLOYEE RELOCATION EXPENSES**

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#### REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 41.06.020; RCW 43.03; WAC 357-01; WAC 357-28-310; WAC 357-28-315; State Administrative and Accounting Manual (SAAM) Chapter 60

#### POLICY:

I. The Department has established guidelines to authorize relocation costs for eligible employees per RCW 43.03 and State Administrative and Accounting Manual (SAAM) Chapter 60.

# DIRECTIVE:

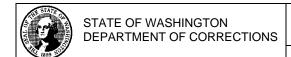
- I. **General Requirements** 
  - Α. Relocation expenses may be authorized, within available resources, when determined necessary to successfully recruit and retain qualified employees hired in a permanent position.
  - В. An offer of employment does not constitute an agreement to pay expenses.

#### II. Eligibility

- Α. Relocation expenses may be authorized for current classified, Washington Management Service, and exempt employees to transfer within the Department, or to promote to an essential position in a newly constructed facility or a position that is difficult to fill.
  - 1. Demotions and voluntary transfers are not eligible for relocation expenses.
- B. Relocation expenses may be authorized for new employees hired for administrative positions with supervisory responsibility or executive/professional positions (e.g., Deputy Assistant Secretary, engineer).
  - 1. Expenses must be approved before the candidate is appointed.
- C. Relocation expenses will be authorized for employees subject to layoff who accept a formal or informal option to a permanent appointment that causes an unreasonable commute of an additional 35 miles or more.

#### III. Payment

Α. Requests for relocation expenses will be submitted using DOC 03-259 Relocation Payment Justification and must be approved by the Deputy Secretary.



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REVISION DATE PAGE NUMBER NUMBER 9/25/24 3 of 3 DOC 290.300

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# **POLICY**

### **EMPLOYEE RELOCATION EXPENSES**

- 1. Relocation Payment Guidelines will be maintained by the Comptroller.
- B. Before payment of relocation expenses, the employee must sign DOC 03-260 Employee Relocation Authorization.
- C. Compensation will be provided in a lump sum and is subject to applicable taxes.
  - Payment for employees will be processed in the payroll system on the next available paycheck or as approved by the Agency Payroll Officer.
  - Payment for prospective employees may be paid through the state financial system and issued an Internal Revenue Service Form 1099-MISC.
- D. Employees are required to reimburse the Department if the employee terminates or causes termination of employment within one year of the date of employment.

### **DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

# **ATTACHMENTS:**

None

### **DOC FORMS:**

DOC 03-259 Relocation Payment Justification

DOC 03-260 Employee Relocation Authorization