

**Section 1: PURPOSE**

To establish guidelines for relocation expenses for newly hired department managers.

**Section 2: POLICY**

Establishment of procedures and authority for the City Manager to negotiate relocation expenses for newly hired management positions. The City Manager/Personnel Officer must be able to recruit qualified candidates in a very competitive job market.

The City Manager is authorized to approve relocation expenses for newly hired department managers. The department manager must live outside the Manteca City limits prior to employment and must relocate within the corporate city limits of Manteca to be eligible for reimbursement.

Prior to the date of hire, the City Manager shall negotiate the maximum amount reimbursable expenses not to exceed \$5,000. Within one year of employment, the department manager shall submit receipts for moving expenses to the City Manager to be considered for reimbursement.