

Presented by: The Manager
Introduced: 12/05/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2339

**A Resolution Amending the Personnel Rules Regarding
Relocation Expenses.**

BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. CBJ Personnel Rule 18 PR 045 is amended to read:

18 PR 045. Mileage and Vehicle Allowance.

Administrative Policy 05-01 is hereby incorporated by reference at Appendix C.

Section 2. CBJ Personnel Rule 18 PR 060 is amended to read:

18 PR 060. Relocation Expenses.

(a) The Manager may authorize reimbursement of moving and relocation expenses for a new employee provided:

- (1) The Manager and the employee sign a written agreement specifying the maximum amount of reimbursement and requiring pro-rated repayment according to the schedule set forth in this section if the employee voluntarily ends service in less than four years. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected. The repayment schedule is as follows:
 - (i) 100% if service is less than 12 months;
 - (ii) 75% if service is 12 months or greater but less than 24 months;
 - (iii) 50% if service is 24 months or greater but less than 36 months;
 - (iv) 25% if service is 36 months or greater but less than 48 months.
- (2) The maximum amount established in the reimbursement agreement may not exceed 20 percent of the employee's base pay.

(b) The following expenses are eligible for reimbursement to the extent that they are evidenced by written receipts.

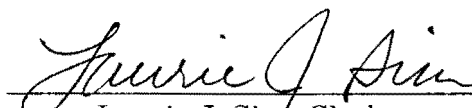
- (1) Reasonable commercial moving expenses,
- (2) The cost of renting and operating trailers or trucks to transport a reasonable quantity of household goods and effects,
- (3) Mileage at the rate currently set in the Mileage and Vehicle Allowance referenced in 18 PR 045,
- (4) Transportation costs by common carrier for the employee, spouse, and each of the employee's dependents who resides within the same household,
- (5) Tolls for bridges, highways and ferries,
- (6) Eighty dollars per diem for the employee, forty dollars per diem for the employee's spouse and twenty dollars per diem for each of the employee's other dependents while en route. Upon arrival in Juneau, the employee may continue to claim the same family per diem while seeking permanent housing. Per diem will end when permanent housing is secured or at the end of fifteen days from the date of arrival at Juneau whichever comes first,
- (7) Other expenses directly related to relocation and specifically authorized by the Manager.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 5th day of December, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk