

<p align="center"><b>CITY OF APPLETON PERSONNEL POLICY</b></p>	<p align="center">TITLE: <b>Moving Expenses</b></p>	
<p>ISSUE DATE: November 3, 1999</p>	<p>LAST UPDATE: October 18, 2000 March 7, 2005 June 5, 2009 May 2011 June 2011</p>	<p>SECTION: Human Resources</p>
<p>POLICY SOURCE: Human Resources Department</p>	<p>AUDIENCE: Non Represented Employees</p>	<p>TOTAL PAGES: 2</p>
<p>Reviewed by Attorney's Office Date: October 21, 1999 —— June 8, 2009</p>	<p>Committee Approval Date: October 28, 1999 -February 28, 2007 -September 23, 2009 -May 9, 2011</p>	<p>Council Approval Date: November 3, 1999 March 7, 2007 October 21, 2009 May 18, 2011</p>

I. ~~——~~ PURPOSE

The purpose of this policy is to identify the circumstances where ~~employees may receive moving expenses.~~

II. ~~——~~ POLICY

~~——~~ Moving Expenses

The City shall participate in the cost of moving newly appointed Department heads who are required to establish and maintain residency the City of Appleton:

This policy may be extended to other positions upon the recommendation of the Director of Human Resources and the approval of the HR Committee and the Common Council.

III. ~~——~~ DISCUSSION

The extent of the City's participation in such costs shall be determined by the Director of Human Resources on a case by case basis, but shall not exceed the cost of packing, moving, and unpacking the furniture, appliances and personal effects of the employee and his/her family. Moving costs for the following shall not be included unless specifically authorized by the Human Resources Committee:

- Motor Vehicles
- Trailers
- Fire Wood
- Recreational Vehicles
- Boats

~~In addition to payment for the pack and move, the Director of Human Resources shall be authorized to pay an \$800 stipend for miscellaneous travel and temporary housing expenses. The stipend is considered taxable earnings and will be reported on the employee's W-2 form.~~

~~It will be understood that when the City of Appleton has paid for moving related expenses, the employee will be expected to continue employment for a period of one year. When an employee voluntarily ends employment prior to one year from the date of the move, the City of Appleton will require repayment of the moving expenses on a pro-rated basis. The pro-ration will be based on the number of full months worked.~~

#### ~~IV. PROCEDURES~~

~~The employee will be required to obtain and provide to the Director of Human Resources three estimates for moving expenses. The employee may select a mover of choice; however, the reimbursement amount will not exceed the lowest estimate. Upon selecting a mover, the employee shall inform the Director of Human Resources. The Human Resource Department will contact the vendor and arrange for a direct bill to the City of Appleton.~~