

**County of Sonoma**  
**Reimbursement of Relocation Expenses Agreement**

This is an agreement between the County of Sonoma and \_\_\_\_\_.  
The County of Sonoma agrees to reimburse certain moving expenses that you incur as a result of moving your residence.

- 1) Relocated employee will be reimbursed for reasonable and actual moving expenses according to the following:
  - a) The County of Sonoma agrees to reimburse the employee for the cost of moving normal household items and full value insurance protection from origin to destination
  - b) The County of Sonoma will authorize the reimbursement after receiving three estimates from the candidate; the County of Sonoma will reimburse the lowest of the three estimates
  - c) Applicable receipts will be required prior to authorization and the claim for reimbursement shall follow the County Auditor's standard claim procedures
  
- 2) The Following are required to be eligible for reimbursement:
  - a) The new hire must not be a current Sonoma County employee
  - b) The distance between the new hire's old residence and their new place of work must be at least 50 miles greater than the distance between the old home and the old place of work
  - c) The new place of residence is within the geographic boundaries of Sonoma County or within a commutable distance of the counties immediately adjacent to Sonoma County
  
- 3) Moving expenses not authorized:
  - a) Special services such as maid service, carpet service, disassembly of unusual articles
  - b) Transportation of vehicles, camping or utility trailers, building materials, firewood, landscape materials, animals, boats, or items not considered to be normal household items
  - c) Visits to the new location to secure housing
  - d) Storage costs at destination
  - e) Temporary living expenses at destination
  - f) Costs associated with the sale or purchase of residences, or forfeiture of deposit, penalty, etc. as a result of breaking or terminating a lease/agreement

4) Terms of Agreement:

- a) The parties shall enter into an agreement that shall include the following:
  - i) The employee shall be required to repay 100% of the reimbursed amounts if the employee voluntarily terminates employment within 24 months from the date of hire
  - ii) If the employee is terminated from employment for any reason other than reasonable cause, no repayment will be required; if the employee is terminated for cause (as defined in Civil Service Rule 10, Section 10.3, A), repayment will be required according to item 4(a) above
  - iii) The County of Sonoma shall not reimburse for any other moving expenses not listed in the agreed upon moving estimate
  - iv) The parties agree that the employee reimbursement as described above shall be repaid to the County of Sonoma within 30 days of separation
  
- b) Reimbursement of the expenses defined in item 1) are considered qualified expenses per current IRS regulations and are not subject to tax withholding and will be processed as reimbursements per the County's standard claim procedures. (Employees are encouraged to check with a tax accountant if they have any questions on what relocation expenses may be listed as deductions in personal income statements.)
  
- c) Employees will be responsible for all expenses not listed above that relate to relocating to the new job location.

The parties have agreed to the above listed terms and conditions set forth in this agreement.

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County Administrator/Designee Date

Accepted by:

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Name Date

cc: Department/CAO  
Auditor-Controller  
Employee Personnel File