

This chapter applies to all Washington State Department of Transportation (WSDOT) employees, excluding Ferries Division marine fleet employees.

24-1 Introduction

- A. **Purpose** – This chapter establishes rules and procedures for making lump sum relocation assistance payments. This is an option available to WSDOT managers to encourage candidates to accept positions that are difficult to fill.

Note: Employees may be eligible for lump sum relocation assistance and payment for moving costs (see the Washington State Department of Enterprise Services *Employee Move Guide* at www.des.wa.gov/SiteCollectionDocuments/ContractingPurchasing/EmployeeMovingGuide.pdf for details.).

Some examples of positions that have been difficult to fill:

- Executives and managers
- Bridge engineers
- Information technology specialists
- Electricians and other trades

- B. **Basis of Authority**

- Secretary's Executive Order [E 1062.01](#)
- Revised Code of Washington ([RCW](#)) [43.03.125](#)
- Washington Administrative Code ([WAC](#)) [357-28-310](#)
- Washington Administrative Code ([WAC](#)) [357-58-145](#)

- C. **Lump Sum Relocation Assistance Definition** – Lump sum relocation assistance may be used by the department to successfully recruit or retain a qualified candidate who will have to make a domiciliary move (relocate their official residence) in order to accept the position.

24-2 Rules and Procedures

- A. **Who Approves Payments** – The Office of Human Resources and Safety administers lump sum reimbursements. The decision to offer lump sum relocation assistance and the specific amount, may be offered to a candidate after written approval is obtained as follows:

1. Amounts up to a maximum of \$5,000 must be authorized by the Director of Human Resources and Safety.
2. Amounts between \$5,001 and up to a maximum of \$10,000 must be authorized by the Secretary. Authority to approve relocation assistance at these amounts may be delegated to the Director of Human Resources. **No further delegation is allowed.**

- B. When Payment is Allowed** – Lump sum relocation assistance may be authorized when each of the following documented circumstances are met:
1. Following extensive recruitment efforts, there is still an inadequate pool of qualified candidates.
 2. A candidate's acceptance of the position would result in a domiciliary move (relocation of their official residence). The cost of housing in the vicinity of the new duty station is at least ten percent higher than the cost of housing in the vicinity of the candidate's present duty station.
 3. The distance from the employee's current residence to their new duty station must exceed the distance from their current residence to their old duty station by at least 50 miles, or if the department requires a move.
- C. Appointment Types Eligible for Payment** – Classified, Washington Management Service (WMS), and Exempt employees are eligible. Lump sum relocation assistance may be offered as an incentive for the following types of appointments, with special conditions noted:
1. *Newly hired* state employee.
 2. *Promotion* of a current state employee, with the following exception: relocation assistance will not be paid when the employee receives a salary increase of 10 percent or more.
 3. *Transfer* of a current state employee requested by the department.
 4. Employees relocating under the following types of appointment actions are not eligible for lump sum relocation assistance:
 - *Demotion* (voluntary or involuntary)
 - *Voluntary transfer* requested by the employee
 - *Layoff* even when accepting a position requires a domiciliary move (relocation of their residence)
- D. Limitations on Payment**
1. The lump sum relocation assistance payment may not exceed ten thousand dollars (\$10,000) The funds must come from the budget of the organization filling the vacant position.
 2. The lump sum relocation assistance payment amount must be determined and approved prior to making the payment offer and cannot be applied retroactively.
 3. If the location is 250 miles or less, then the maximum amount that can be authorized is \$2,500. If the relocation is greater than 251 miles, then the maximum amount that can be authorized is up to \$5,000. Any exceptions beyond these amounts, not to exceed \$10,000, must be approved by the Secretary's Office.

4. Considerations for determining the amount of lump sum relocation assistance may include, but are not limited to the following:
 - Documented recruitment difficulty
 - Distance required to move
 - Critical nature of the work
 - Candidate's qualifications
 - Documented retention difficulty
 - Urgency to fill position
 - Housing cost differential
 5. Payment of lump sum relocation assistance will not be made until after the prospective employee begins work in the new position.
 6. Lump sum relocation assistance payments are subject to federal income and social security taxes and will be processed through the department's payroll system.
- E. **Employee Repayment Responsibility** – When an employee receives lump sum relocation assistance, and then leaves WSDOT or voluntarily reverts to their previous position within one year of the appointment, that employee must reimburse the department for the amount of the assistance. Repayment is due in full at the time of separation or reversion. The Director of Human Resources and Safety may approve the return of a prorated amount.

Exception: The employee does not reimburse the department when he or she is terminated due to a layoff; disability separation; failure to successfully complete probation, trial service period; or other good cause as determined by the Secretary or their designee.

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