

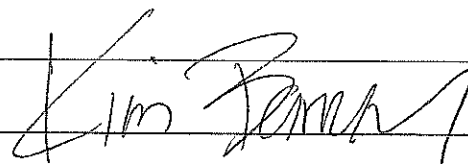
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Mayor's Office: Council Agenda Item Request Form
*This form and supporting documents (if applicable) are due the Wednesday
before the COW meeting by noon.*

Date Received (office use)

Date of Request	7/11/17
Requesting Staff Member	Kim Barnett, Associate Deputy Mayor
Requested Council Date	7/18/17
Topic/Discussion Title	Approval of new policy 2-700 <i>Job Candidate Agreements and Relocation Reimbursement</i> and an ordinance amending section 2.80 of the SLCo Code of Ordinances for Personnel Management.
Description	The attached policy provides for the payment of travel and lodging costs for job candidates and relocation reimbursement for employees.
Requested Action¹	Approval
Presenter(s)	Kim Barnett, Associate Deputy Mayor
Time Needed²	10 minutes
Time Sensitive³	
Specific Time(s)⁴	
Contact Name & Phone	Kim, 8-7007
Please attach the supporting documentation you plan to provide for the packets to this form. While not ideal, if supporting documents are not yet ready, you can still submit them by 10 am the Friday morning prior to the COW agenda. Items without documentation may be taken off for consideration at that COW meeting.	

Mayor or Designee approval:



¹ What you will ask the Council to do (e.g., discussion only, appropriate money, adopt policy/ordinance) – in specific terms.

² Assumed to be 10 minutes unless otherwise specified.

³ Urgency that the topic to scheduled on the requested date.

⁴ If important to schedule at a specific time, list a few preferred times.

Salt Lake County Human Resources Policy 2-700: Job Candidate Agreements and Relocation Reimbursement

Purpose

This policy provides for the payment of travel and lodging costs for job candidates and relocation reimbursement for employees.

I. Policy

Salt Lake County endeavors to attract and recruit the most qualified employees even if they are located outside the Salt Lake County area.

II. Procedures

- A. The Human Resources Division Director, after approval from the relevant department director or elected official, may authorize an agreement with a candidate, in which the county agrees to provide transportation and lodging to the individual in exchange for the candidate's promise to appear in Salt Lake County to interview for a job with the county.
 1. The candidate must live more than 150 miles outside of Salt Lake County.
 2. Reimbursable travel expenses may include one night of lodging and either airfare or mileage.
 3. Reimbursement costs shall be paid by the agency.
 4. Reimbursement costs shall not exceed \$2,500.
- B. A department director or elected official may authorize the payment of relocation expenses for a new hire.
 1. Relocation expenses shall be for the reasonable and customary costs related to moving to the Salt Lake County area including, but not limited to, the following: a commercial moving company, packing/crating/mailling/shipping household goods, mileage, insurance on items such as furniture, clothing, utensils, rental truck, storage not to exceed six months, shipment of cars, travel and lodging costs for one trip each household member from old residence to new residence, and temporary housing.
 2. Relocation expenses shall not include the purchase or lease of housing for more than 30 days.
 3. The employee shall submit documentation of each relocation cost in order to be eligible for reimbursement.
 4. Relocation expenses shall not exceed \$15,000 without Council approval.
 5. Relocation costs shall be paid by the agency.
 6. An employee who receives a relocation reimbursement shall enter into a repayment agreement which contains the following:
 - a. The total amount of the relocation reimbursement;
 - b. An agreement that the employee will continue County employment for at least two years after the relocation; and
 - c. The payback arrangement if the employee does not complete at least two years of County employment unless an exception is authorized by the department director or elected official due to extenuating circumstances.

Salt Lake County Human Resources Policy 2-700: Job Candidate Agreements and Relocation Reimbursement

III. References

A. Human Resources Policy:

1. 2-300, Recruitment and Selection
2. 2-400, New Hire Requirements

APPROVED and ADOPTED this ____ day of _____, 2017.


SALT LAKE COUNTY COUNCIL

By _____
Steve Debry, Chair

ATTEST:

Sherrie Swensen
County Clerk

Approved as to form and legality:



Rena Beckstead
Deputy District Attorney
Date: 7-12-17

Voting:

Council Member Bradley voting	_____
Council Member Bradshaw voting	_____
Council Member Burdick voting	_____
Council Member DeBry voting	_____
Council Member Granato voting	_____
Council Member Jensen voting	_____
Council Member Newton voting	_____
Council Member Snelgrove voting	_____
Council Member Wilson voting	_____

SALT LAKE COUNTY ORDINANCE

ORDINANCE NO. _____, 2017

JOB CANDIDATE TRAVEL COSTS AMENDMENT

AN ORDINANCE AMENDING SECTION 2.80 OF THE SALT LAKE COUNTY CODE OF ORDINANCES FOR PERSONNEL MANAGEMENT, PROVIDING THAT THE COUNTY MAY ENTER INTO A CONTRACT TO AGREE TO PAY FOR TRANSPORTATION AND LODGING FOR JOB CANDIDATE IN EXCHANGE FOR THE CANDIDATE'S PROMISE TO APPEAR IN SALT LAKE COUNTY FOR A JOB INTERVIEW.

The County Legislative Body of Salt Lake County ordains as follows:

SECTION I. The amendments herein are designated by underlining the new substituted words. Words being deleted are designated by brackets and interlineations.

SECTION II. Section 2.80.055, of the Salt Lake County Code of Ordinances is hereby enacted to read as follows:

2.80.055 – Recruitment of Job Candidates

The human resources agency, under the supervision of the director, shall be responsible for the recruitment of candidates for each job vacancy under rules adopted pursuant to the Act. The director may authorize an agreement with a candidate, in which the county agrees to provide transportation and lodging to the individual in exchange for the candidate's promise to appear in Salt Lake County to interview for a job with the county.

SECTION III. This ordinance shall become effective fifteen (15) days after its passage and upon at least one publication of the ordinance or a summary thereof in a newspaper published and having general circulation in Salt Lake County.

APPROVED AND ADOPTED this _____ day of _____, 2017.

SALT LAKE COUNTY COUNCIL

By: _____

STEVEN DEBRY, Council Chair

ATTEST:

Sherrie Swensen
Salt Lake County Clerk

Approved as to form and legality

July 1, 17
Deputy District Attorney
Date: 6-23-17

Council Member Bradley voting _____
Council Member Bradshaw voting _____
Council Member Burdick voting _____
Council Member DeBry voting _____
Council Member Granato voting _____
Council Member Jensen voting _____
Council Member Snelgrove voting _____
Council Member Wilson voting _____
Council Member Winder voting _____

Vetoed and dated this _____ day of _____, 2017

By: _____
Mayor Ben McAdams or Designee

(Complete as Applicable)

Veto override: Yes _____ No _____ Date _____

Ordinance published in newspaper: Date _____

Effective date of ordinance: _____