

**HUMAN RESOURCES POLICY/PROCEDURE**No.  
HR-028**OFFICE OF PRIMARY RESPONSIBILITY:**

Human Resources

**EFFECTIVE DATE:**

10/25/2001

**REV. REV. DATE.**

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**SUBJECT: Relocation****REPLACES: N/A****OBJECTIVE:**

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish a Relocation policy.

**SCOPE:**

This policy shall apply to all Administrative Employees of the Authority.

**AUTHORITY:**

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

**POLICY:**

It is the policy of the Authority to assist and reimburse eligible employees for reasonable costs of relocation from areas of more than 100 miles outside the greater Orlando area.

**Elements:**

1. New hires above and including the title Division Manager will be eligible for relocation reimbursement.
2. New hires who are relocating to join the Authority may be considered for assistance and reimbursement upon the termination of their approved move. The amount of relocation assistance will be negotiated on an individual basis.

3. New hires must provide to the Authority three(3) quotes from moving companies. The Authority will pay the lowest quote directly to the new employee. It will be responsibility of the employee to make payment to the moving company.
4. The Human Resources Department will assist relocating employees with their move. This assistance will include an explanation of the Authority's relocation policy and the outside services that will be available to the employee, if any.
5. Eligible employees will be reimbursed for the reasonable expenses of moving as follows:
  - A. Packing, insuring, shipping, storing and unpacking of household goods and personal effects.
  - B. Transportation of employees and family at the time of move.
6. In some special circumstances, a relocating employee may be eligible for other reimbursement help or other cost differentials arising from the relocation. In these instances, determination will be made by the Executive Director with input from the Human Resources Department.

**EXCEPTIONS TO THIS POLICY:**

Any exceptions to this policy must be pre-approved by the Executive Director.

**AUTHORIZATION:**

Executive Director Byron W. Brooks

Date 25 Jan 02

Department Director Le Este D. Jernettey

Date 1/25/02