



EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL:		DocuSigned by: <i>Michael Jones</i> 47000790F2D7463...		GENERAL MANAGER ACTION REQ'D:	
DATE: 7/7/2022		7/20/2022		BOARD INITIATED ITEM: No	
Originator/Prepared by: Diane Iwata Dept: Benefits/Workforce Dev		General Counsel		Controller/Treasurer	
DocuSigned by: <i>Diane Iwata</i> B2B28E38D3F14F1...		DocuSigned by: <i>Jana Belan</i> F8FD7B3A73E74E8...		DocuSigned by: <i>Chris Gan</i> EE11C8CEEEA04FD...	
Signature/Date: 7/15/2022		7/15/2022 []		7/15/2022 []	
				District Secretary	
				BARC	
				DocuSigned by: <i>Pamela Herhold</i> 3BB24D65B8724F5...	
				7/15/2022 []	

Relocation Assistance for District Secretary

PURPOSE:

To obtain Board authorization for the General Manager to execute an employee relocation assistance agreement for the District Secretary position, if needed.

DISCUSSION:

On March 11, 1993, the Board adopted Resolution 4487, which states that no relocation or moving expenses should be offered to new employees without prior Board approval.

The District is currently conducting a recruitment to fill the position of District Secretary, a Board-appointed position. In the event that the successful candidate is not from the immediate area, the ability to offer relocation assistance will enhance the District's competitive posture to fill this position. The Board's action will allow staff to execute a relocation assistance agreement within the parameters of current District practice as provided in Management Procedure 70. This procedure sets a maximum reimbursement for relocation at \$18,000 and it does not allow for reimbursement for loss on sale of residence.

The Office of the General Counsel will approve any relocation assistance agreement as to form.

FISCAL IMPACT:

The relocation assistance agreement cost will come from the FY23 Operating Budget of the District Secretary's Office (Cost Center 0401141, Account 606090) and will not exceed \$18,000.

ALTERNATIVES:

Offer the position without relocation assistance which could result in losing the selected candidate.

RECOMMENDATION:

Adopt the following motion:

MOTION:

The General Manager is authorized to enter into a relocation assistance agreement for the position of District Secretary in accordance with Management Procedure Number 70, New Employee Relocation Expense Reimbursement.