



60.10

Moving Expense Policies

60.10.10

January 1, 2000

Agencies may pay moving expenses under certain conditions

An agency may pay the moving costs of qualified or transferred employees subject to requirements and restrictions in this chapter. (RCW 43.03.110 and RCW 43.03.120).

60.10.20

January 1, 2000

Qualified employees – transferred employees

Relocation expenses may be paid to current employees who are being transferred at the request of the agency. However, the agency is responsible for ensuring that the transfer of a new employee is not used as a means to avoid other aspects of the moving expense regulations.

60.10.30

July 1, 2010

Qualified employees – new employees

60.10.30.a

Any agency may pay the moving expenses of a qualified new employee hired in a permanent position who must move to accept state employment, pursuant to mutual agreement with the employee in advance of such employment. The payment of moving expenses for a new employee is normally limited to applicants for the position of director, deputy director, assistant director, state supervisor or equivalent or higher position, engineers or other personnel having both executive and professional status.

In the case of institutions of higher education, prospective employees are limited to applicants being considered for academic positions above the rank of instructor, or professional, or administrative employees in supervisory positions.

Community and technical colleges may pay moving expenses for prospective employees being considered for full-time faculty positions or administrative employees in supervisory positions.

The Washington State Investment Board may pay moving expenses for employees being considered for investment officer positions.

60.10.30.b No offer or agreement for payment of moving expenses is to be made for a new employee in classified service (RCW 41.06) prior to certification from an eligible register, except through appropriate public announcement by the Department of Personnel or other corresponding personnel agency (RCW 41.06).

When there is an inability to fill a lower level position, and the filling of the position is essential to carrying out the critical work of an agency, the agency can pay moving expenses as a recruiting aid. The requesting agency director is accountable for the action and required to have appropriate documentation.

The documentation should include:

- Prior recruiting efforts made to fill the position,
- The number of candidates available,
- Salary differences between the state position and comparable positions in industry or other states,
- The distance the applicant needs to move in order to accept state employment,
- Other related evidence which supports the need to pay moving expenses,
- The critical nature of the work, and
- The financial ability of the agency to pay the moving expenses.

60.10.30.c If a new employee terminates or causes termination of his/her employment with the state within one year of the date of employment, the state shall be entitled to reimbursement for the moving costs which have been paid and may withhold such sum as necessary from any amounts due the employee. (RCW 43.03.120)

60.10.40

January 1, 2004

Agency head responsibilities

The *agency* head or authorized designee is responsible for:

1. Authorizing the move and approving the expenses to be allowed by the *agency* under the rules described in this section.
2. Utilizing mandatory state contract(s) as obtained and managed through Department of General Administration, Office of State Procurement.
3. Completing and signing the Relocation Authorization (form A33) or submitting the move request through the automated notification website if NOT using a mandatory state contract. The “Automated Move Notification” is located at:
<http://www.ga.wa.gov/pca/moving.htm>.

If you are not signed up for this system contact the State Traffic Manager of the GA, OSP.

If you do not use the mandatory state contract or the “Automated Move Notification,” you must FAX a signed A33 Form (Relocation Authorization) and a signed A15A (Purchasing Requisition) to GA, OSP.

60.10.50

July 1, 2000

Responsibilities of the state employee

The employee is responsible for:

1. Reading the Department of General Administration Moving Expense Regulations and Guide.
2. Signing the A33 Relocation Authorization Form
3. Paying moving expenses not reimbursable within these regulations. (A payroll deduction authorization is part of the A33 form.)

The Guide and Authorization Form may be accessed at:

<http://www.ga.wa.gov/pca/moving.htm>.

60.10.60

January 1, 2004

Responsibilities of the State Traffic Manager of the Department of General Administration

- 60.10.60.a All agency requests for the purchase of material, equipment, supplies and services must be processed through the Department of General Administration, Office of State Procurement (OSP) (RCW 43.19), unless the OSP has assigned mandatory state contract(s) or has specifically delegated your agency direct authority to do so.
- 60.10.60.b The State Traffic Manager is responsible for:
1. Obtaining, managing and maintaining mandatory state contract(s) for the transportation of household goods for agency direct usage.
 2. Arranging for the transportation of household goods, when necessary, upon receipt of a properly approved Relocation Authorization (Form A33) or receipt of the automated notification request. For further guidance, contact OSP.
 3. Receiving and reviewing carrier invoices prior to payment and reimbursement by the agency for an employee not yet a member of a classified service or if NOT using a mandatory state contract(s).
- 60.10.60.c Office of State Procurement Moving Guidelines (Form A33 and the automated notification request) may be found at:
<http://www.ga.wa.gov/pca/moving.htm>.