

<p style="text-align: center;">MICHIGAN DEPARTMENT OF CORRECTIONS</p> <h1 style="text-align: center;">POLICY DIRECTIVE</h1>	<p>EFFECTIVE DATE 09/25/10</p>	<p>NUMBER 02.01.150</p>
<p>SUBJECT RELOCATION EXPENSE ALLOWANCE FOR CHANGE IN OFFICIAL WORK STATION</p>	<p>SUPERSEDES 02.01.150 (12/24/01)</p>	
<p>AUTHORITY MCL 18.1217; 791.203; Department of Technology, Management and Budget Standardized Travel Regulations; Department of Technology, Management and Budget Administrative Guide</p>		
<p>ACA STANDARDS NONE</p>		
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POLICY STATEMENT:

Employees shall be eligible for relocation benefits as set forth in this policy.

POLICY:

GENERAL INFORMATION

- A. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.
- B. Employees whose official work station is changed to benefit the Department and are required by the Department to move to the new work station area are eligible to receive relocation benefits. Employees whose official work station is changed to benefit the Department but are not required to move to the new work station area yet choose to do so are eligible to receive relocation benefits only if the distance between the present residence and the new work station is at least 35 miles more than the distance between the present residence and the old work station. Employees who apply for and receive a promotion or transfer and choose to move are not eligible for relocation benefits under any circumstances.
- C. To apply for relocation benefits, an eligible employee must submit a Relocation Approval form (CAJ-020) through the chain of command to the appropriate Executive Policy Team (EPT) member or designee. The EPT member or designee, in consultation with the Administrator of Operations Support Administration (OSA) or designee shall determine whether to approve the request. If the request is approved, it shall be forwarded to Finance Division in the Bureau of Fiscal Management, OSA, to notify that office that the employee is entitled to relocation benefits.
- D. Employees who receive relocation benefits but, without notification to the appropriate supervisor, do not move to the new work station area may be subject to discipline pursuant to PD 02.03.100 "Employee Discipline". They also shall be required to reimburse the Department for any relocation benefits received.
- E. The Manager of the Finance Division shall ensure that relocation benefits which are subject to withholding are entered for tax reporting purposes.

RELOCATION STATUS

- F. An employee approved to receive relocation benefits shall be considered to be on relocation status. Relocation status shall begin on the effective date of the new assignment and last for up to 60 calendar days unless an extension has been properly granted pursuant to Paragraph G or a new permanent residence is moved into, whichever comes first.
- G. If an employee experiences difficulty in acquiring or occupying a new residence, s/he may request an extension of relocation status from the appropriate EPT member or designee through the chain of

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command. Requests for extension must include documentation (e.g., letter from real estate agent) attesting to the fact that an earnest effort is being made to acquire or occupy a new residence. The EPT member shall consult with the OSA Administrator prior to approving or denying the request. In no case shall the total relocation status period exceed 180 calendar days. Approved extension requests shall be forwarded to the Manager of the Finance Division or designee at least two weeks before the extension is to begin. The Manager of the Finance Division shall ensure the request is submitted to the Director for final approval and that the appropriate EPT member and employee are notified whether the request is approved.

- H. An employee on relocation status shall promptly notify in writing the appropriate Business Office or, in Central Office, the Finance Division of the date s/he moved into the new permanent residence. If there is an overpayment as a result of the employee's failure to provide prompt notification, the employee shall be required to reimburse the Department the full amount of the overpayment. The employee also may be subject to discipline in accordance with PD 02.03.100 "Employee Discipline".

RELOCATION EXPENSES

Travel, Meal and Lodging Expenses

- I. With prior written approval of the appropriate EPT member or designee, an employee who has been approved for relocation status and one additional family member shall be reimbursed for travel, meals, and lodging for a maximum of three round trips to the new work station area for the purpose of securing a permanent residence. Total reimbursement shall not exceed the expenses incurred for nine calendar days total for all three trips.
- J. An employee on relocation status also shall be reimbursed for the following:
1. Meal expenses at the new work station area. Receipts must be provided to receive reimbursement. Employees are not eligible to receive meal reimbursement for time periods during which they are eligible to receive free meals at a facility pursuant to PD 02.04.105 "Meals Provided Employees and Guests".
 2. Lodging expenses at the new work station area. This may include reimbursement for actual expenses for temporary apartment rental in lieu of hotel/motel expenses with prior written approval of the appropriate EPT member or designee. The appropriate business office or, for Central Office, the Finance Division shall be notified if the request is approved. Receipts must be provided to receive reimbursement.
 3. Travel and meal expenses for one round-trip home per week. This is in addition to the reimbursement authorized pursuant to Paragraph I.
- K. The appropriate EPT member or designee may approve an employee on relocation status to commute from his/her present residence to the new work station and receive standard mileage reimbursement in lieu of reimbursement for meals and lodging expenses authorized above. In such cases, the standard mileage reimbursement shall not exceed the maximum reimbursement allowed for meals and lodging. In addition, the travel between the employee's present home and new work station must be done on the employee's own time; the employee is expected to be at the work station during his/her scheduled hours.

Moving Expenses

- L. Once a new permanent residence has been acquired, the employee may request that his/her household moving expenses be paid by the Department if the distance between the old residence and the new work station is more than 35 miles. The employee must complete a Request to Move Household Goods form (CAJ-021), obtain at least two estimates from licensed common carriers, and forward all to the Manager of the Finance Division or designee at least two weeks prior to the desired move date.

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The Manager of the Finance Division shall ensure the form is complete and forward it to the Department of Technology, Management and Budget (DTMB) for approval. Approval is determined in accordance with the DTMB Administrative Guide. The Manager of the Finance Division shall ensure that the employee is notified whether the request is approved.

PROCEDURES

- M. Procedures are not required for this policy directive.

AUDIT ELEMENTS

- N. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 09/15/10