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Source:  
 Administrative  
 Human Resources

Applies to Facilities:

Applies to Departments:

## Procedure : Relocation Expense Reimbursement

### A. PURPOSE:

To establish the relocation bonus allocation for eligible employees as specified in the employment offer letter.

To the extent it is not specifically stated otherwise in an applicable collective bargaining agreement, the following procedure will apply.

### B. DEFINITIONS:

#### 1. **Essential Staff Positions:**

- a. Executive Team Member, Director, Manager
- b. Registered Nurse and Associated Positions, Including Supervisor
- c. Pharmacist and Associated Positions, Including Supervisor
- d. Physical Therapist, Occupational Therapist, Speech Therapist

#### 2. **Other Positions:**

Other positions may be recommended for relocation with the approval of Human Resources Management.

#### 3. **Eligible Employees:**

Employees hired into full-time management and essential staff positions in which the employee relocates to San Diego County from a location at least ninety (90) miles from the employee's new job location. The distance between a job location and employee home is the shortest of the more commonly traveled routes between them.

### C. STANDARDS OF PRACTICE:

A.

### D. STEPS OF PROCEDURE A:

- A. Determination of whether a relocation bonus will be offered to an eligible employee will be evaluated based upon the need of the organization to fill the position.
- B. Eligible employees may receive a standard relocation bonus in the following dollar amounts less withholdings:

Level	90-200 Relocation Miles	Over 200 Relocation Miles
Directors	\$3,000	\$6,000
Manager/Supervisor	\$2,500	\$5,000
Other Positions	\$2,000	\$4,000

- C. Notwithstanding the standard relocation bonuses above, candidates may negotiate a different relocation bonus as part of the offer process. Non-standard bonuses must be approved by HR Management. Factors considered in approving a non-standard bonus will include, the type of position, the difficulty in recruitment of the position, and the costs of continued recruitment.
- D. Relocation bonuses are subject to IRS regulations on the payment of bonuses. Payments will be less federal withholdings and will be made within 30 days of employee's start date.
- E. Employees who receive a relocation bonus agree to repay Palomar Health for this expense if they were to voluntarily terminate employment within one year of their date of hire, in proportion to months not worked at Palomar Health in that first year (i.e., reimburse 7/12 if 5 months worked of 12 in the first year). The appropriate amount will be deducted from the separating employee's final paycheck or PTO payout check.
- F. Offers of relocation bonus will be contingent on available budgeted monies.

### DOCUMENT / PUBLICATION HISTORY:

E. \_

F. **CROSS-REFERENCE DOCUMENTS:**

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	Geoffrey Washburn, Vice Pres HR & Support Service ( 07/10/2020 12:07PM PST )
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