



**City of Pittsburgh
Financial Management Policies**

Policy: Employee Recruitment and Transition Expense	Original Date: June 29, 2017
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PURPOSE: To establish guidelines for departmental reimbursements related to new employee recruitment and transitions processes.

POLICY: In an effort to attract and retain a highly qualified and diverse workforce, the City of Pittsburgh may conduct national searches for specific executive, managerial and/or professional positions. To accommodate this process and demonstrate the City's commitment to employee wellness and satisfaction, City departments may spend budgeted and available funds on certain recruitment and transition expenses.

The Office of Management and Budget (OMB) must pre-authorize such expenses prior to the department incurring costs.

Employee Recruitment: During the interview process, City departments are permitted to reimburse candidates for costs associated with traveling to Pittsburgh. The following items may be reimbursed:

- Roundtrip airfare or ground transportation to and from Pittsburgh
- One (1) night of lodging at a hotel, including applicable taxes
- Miscellaneous trip-related expenses not to exceed \$100 (e.g., airport parking, ground transportation)

Transition Expenses: For new employees relocating to the City of Pittsburgh, to ensure a smooth transition and in recognition of the logistical challenges associated with workplace relocations and the need to provide a family friendly workplace environment, City departments are permitted to reimburse new hires for the following expenses as part of the on-boarding and transition process:

- Initial moving and relocation expenses not to exceed \$3,000
- For a period no longer than 120 days, reasonable transportation expenses to travel from Pittsburgh to previous place of residence to visit immediate family (defined as spouse, significant other, children) while the family transitions to Pittsburgh. Such transportation costs should be incurred in an economical manner (e.g., scheduled in advance if air/rail) and cannot exceed \$3,000

PROCEDURE:

1. A department shall notify OMB when it is conducting a nationwide job search.
2. If employee recruitment reimbursement(s) are requested, the department will submit a Travel Cost Calculation sheet and a letter signed by the director to OMB. The letter must indicate the funding source for the reimbursement.

3. The Director of the Office of Management and Budget will approve or deny the reimbursement request and return to the department.
4. If approved, the department can process the reimbursement via City Council's explanatory process.
5. The department must notify the Office of Management and Budget in writing before transition expenses are offered to a candidate.
6. The Director of the Office of Management and Budget will approve or deny the request and return it to the department.
7. If approved, the department can process the expenses via City Council's explanatory process until the maximum duration or price thresholds are met.