Relocation Expenses

	Louisiana Department of Health (LDH)	
	Policy Number	37.3
	Content	Policy and Procedures for Payment of Relocation Expenses for Certain Transferred and Newly Hired Employees
	Effective Date	August 30, 2024
	Inquiries to	Division of Human Resources P. O. Box 4818 Baton Rouge, Louisiana 70821-4818 (225) 342-6477 FAX (225) 342 - 6892

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department's reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. STATEMENT OF POLICY

When payment of relocation expenses becomes a necessary inducement in filling positions as provided for in this policy, the Louisiana Department of Health (LDH) will reimburse and/or pay certain reasonable and necessary relocation expenses arising from the transfer of certain full-time employees or from the hiring of certain full-time new employees. To qualify for payment of relocation expenses, the relocation must take place within a reasonable period not to exceed six (6) months from the effective date of the transfer or hire. Benefits are limited to those described within this policy.

II. APPROVALS

No LDH employee shall approve, authorize, or commit reimbursement and/or payment of relocation expenses until **prior written approval has been granted as specified below:**

A. The Undersecretary, Deputy Secretary or the Assistant Secretary of the hiring office may approve expenses incurred for a transferred or newly hired employee when the relocation is from a point in Louisiana to another point in Louisiana that is 75 miles or more from their present residence.

B. Only the Secretary or Undersecretary, upon the recommendation of the Deputy Secretary or the Assistant Secretary of the hiring office, may approve expenses incurred for a transferred or newly hired employee when the relocation is from a point outside Louisiana to a point inside Louisiana.

III. APPLICABILITY

This policy applies to all LDH Offices.

IV. COVERED POSITIONS

This policy covers the following positions:

- Secretary and Surgeon General
- Deputy Secretary
- Undersecretary
- Assistant Secretary
- Facility Administrator
- Facility Medical Director
- The primary assistant to each of the above positions
- Hard to fill positions as defined and authorized by the Deputy Secretary or Undersecretary

V. ELIGIBILITY

A. Subject to the judgment of the Undersecretary, Deputy Secretary or Assistant Secretary of the hiring office, the provisions of this policy apply when reimbursement of relocation expenses becomes a necessary inducement in filling positions as provided for in this policy.

B. Within the context of this policy, the employee's "family members" shall include the spouse and dependent members of the employee's immediate family who currently reside with the employee and will continue to do so at the new location.

C. Only full-time employees or newly hired employees in full-time positions are eligible for relocation expenses.

VI. RELOCATION BENEFITS

The Department may pay relocation benefits as described below:

A. Travel Expenses

Travel expenses shall be paid in accordance with PPM49. Any requests for payments not authorized for approval by PPM49 shall be requested in writing from the Secretary to the Commissioner of Administration.

B. Moving Expenses

1. The Department may reimburse an employee in a covered position for the packing, moving and unpacking of all household goods and personal effects authorized for shipment by the moving company.

2. The Department will not be responsible for those items that the moving company may accept with reservation and at the sole risk of the employee, nor for the cost of any special services requested of the moving company, including overtime.

3. When required, in-transit storage expenses may be reimbursed for a period not to exceed thirty (30) days.

4. Insurance: In-transit insurance on household goods and personal effects in an amount not to exceed $1.25 per pound may be reimbursed by the Department. Any need for special insurance coverage for the transport by an authorized carrier of highly valued goods or collections must be specifically approved in advance by the Secretary.

C. Department Limitations and Conditions

1. Moving expenses, as provided for in this policy, may be paid by the hiring office, subject to the following limitations and conditions:
   a. Up to $2,500 (exclusive of travel reimbursement) for a transferred or newly hired employee when relocating from a point in Louisiana to another point in Louisiana when the relocation point is 75 miles or more from their present residence.
   b. Up to $4,000 (exclusive of travel reimbursement) for newly hired employees when relocating from a point outside Louisiana to a point inside Louisiana.

2. Employees requesting reimbursement for moving expenses must submit itemized receipts for all permissible expenses related to the move to the hiring office within 30 days of incurring the expense. Reimbursement

will be made through the regular payroll process. A separate check for the reimbursement check will not be issued.

D. The Department will assume no liability for any loss incurred by the employee in the disposal of the old location home (including, but not limited to, lease cancellation) nor for any expenses incurred in the acquisition of a home at the new location.

VII.

Under the Internal Revenue Code, certain relocation reimbursements made by the Department may be considered to be taxable compensation paid to the employee and will be included on the employee's W-2. Under no circumstances will the Department offset or reimburse employees for any taxes they actually incur or may incur as a result of their acceptance of relocation reimbursements from the Department.

VIII.

Any employee benefiting from the provisions of this policy shall agree **in writing*** to remain in the employ of LDH for a period of eighteen (18) months. The employee shall agree **in writing** that if they should voluntarily terminate their employment with LDH prior to the expiration of the eighteen (18) month period, they will return to the Department an amount of money proportional to the unexpired period. The following formula shall be used to calculate the amount owed - Eighteen (18) minus the number of months employed, divided by 18, and multiplied by the amount of benefits paid under the Relocation Expenses policy. Human Resources is responsible for tracking dates for all relocation expenses paid to employees and to notify employees who voluntarily terminate services prior to the expiration of eighteen (18) months of the amount of money the employees must return to the agency. Recoupment of the funds will be made through the payroll system.

***Please see Relocation Expenses Recoupment Agreement.**

IX. EXCEPTIONS

The Secretary, Undersecretary or Deputy Secretary may make exceptions to this policy.

X. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

XI. REVISION HISTORY

Date	Revision
June 1, 1978	Policy created
July 1, 1991	Policy revised
May 23, 1995	Policy revised
January 8, 2019	Policy revised
October 25, 2023	Policy reviewed
August 30, 2024	Policy revised
July 30, 2025	Policy reviewed