

Resolution authorizing limited reimbursement for travel expenses and relocation expenses during recruitment process for Department Head positions.

RESOLUTION

WHEREAS, the City conducts an extensive recruitment process to attract qualified candidates to fill vacant, authorized Department Head vacancies, and

WHEREAS, candidates may incur significant travel expenses to attend in-person interviews, and

WHEREAS, to ensure that the City can draw qualified candidates it is recommended that the City provide limited reimbursement to Finalists for travel expenses for airfare and hotel incurred during the second interview, and

WHEREAS it is recommended that the Finalist hired for the position of Department Head who resides out of the local area be provided with limited reimbursement for the purpose of relocation/moving expenses to the La Crosse area.

NOW THEREFORE BE IT RESOLVED by the Common Council that effective March 10, 2017 it hereby approves limited travel reimbursement for Finalist candidates for expenses incurred during the second interview for Department Head positions to:

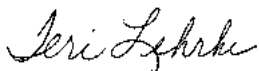
- Limit of \$1,000 reimbursement for airfare and hotel expenses incurred by the Finalists whose home location is 180 miles or more from the City of La Crosse;
- Limited reimbursement for up to 2 nights at a hotel, not to exceed \$125 per night, for Finalists whose home location is 100 to 179 miles from the City of La Crosse.

BE IT FURTHER RESOVLED that effective March 10, 2017 the Finalist hired as Department Head who currently resides out of the local area and elects to relocate to the La Crosse area may be eligible for reimbursement for relocation/moving expenses up to \$5,000. Eligibility for reimbursement shall require pre-approval by the Director of Human Resources, and further requires relocation to the La Crosse area within 90 days of hire date.

BE IT FURTHER RESOLVED that all reimbursements are subject to proper receipts submitted to Human Resources.

BE IT FURTHER RESOLVED that the Director of Human Resources and the Director of Finance are hereby authorized to take all necessary steps to implement the resolution. Funds are to come from the respective department's operating budget.

I, Teri Lehrke, certify that this resolution was duly and officially adopted by the Common Council of the City of La Crosse on February 9, 2017.



Teri Lehrke, City Clerk
City of La Crosse, Wisconsin