

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

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APPROVED
by the Board of Directors of
The Metropolitan Water District
of Southern California
at its meeting held

December 9, 1994

DEC 13 1994

To: Board of Directors (Organization and Personnel Committee--Action)

From: General Manager

Subject: Confirmation of the Authority for Relocation Expenses for New Permanent Employees
and Permanent Employees Who are Transferred

Baron E. Delfino
EXECUTIVE SECRETARY

Report

With recent personnel changes in Metropolitan's Legislative Offices in Washington, D.C., and Sacramento, and the initiation of the Executive Fellowship program, it is necessary for the General Manager to make certain changes in the administrative rules for the payment of employee moving expenses, and the payment of other costs associated with the relocation of employees due to hiring, assignment or designation of job duties. These changes will also apply to persons who are hired by Metropolitan in the future.

Although the monetary amounts involved are within the existing authority of the General Manager, this matter is being presented to the Board for its information and action since it involves financial payments to Metropolitan employees.

There is a need for the Board to act upon this at the December Board meeting since the new personnel changes and relocations take effect before the January Board meeting.

Currently, the General Manager is limited to paying moving expenses to within only certain geographic regions, may pay actual moving expenses only if the new assignment is for at least a two-year period, and may reimburse an employee a total of \$5,000 for the selling of a former residence and the purchase of a new residence.

In addition to the present policy on payment of actual moving expenses, the General Manager proposes to pay actual necessary moving expenses and temporary relocation expenses for job assignments that require employees participating in the Executive Fellowship Program to temporarily move from their residence.

With regard to new and present permanent employees who are required by Metropolitan to permanently relocate their residence, the General Manager may reimburse such an employee up to a maximum of \$20,000 for the selling of a former residence and the purchase of a new residence, subject to such reasonable terms and conditions that the General Manager may establish.

It is noted that these changes are not intended to supersede the provisions of any collective bargaining agreement. To the extent that the application of any of the described changes create a conflict with any applicable collective bargaining agreement, the language of the applicable agreement will prevail.

Recommendation

It is recommended that the Board confirm the authority of the General Manager to pay relocation expenses in accordance with the provisions of this Board Letter.

John R. Wodraska
General Manager

Submitted by:



Elizabeth F. Rojas
Executive Assistant for
Special Projects Department

Concur:



John R. Wodraska
General Manager