



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**DEPARTMENT WIDE**

REVISION DATE  
9/25/24

PAGE NUMBER  
1 of 3

NUMBER  
**DOC 290.300**

**POLICY**

TITLE  
**EMPLOYEE RELOCATION EXPENSES**

**REVIEW/REVISION HISTORY:**

- Effective: 12/31/96
- Revised: 3/1/98
- Revised: 7/19/04
- Revised: 7/23/08
- Revised: 5/15/09
- Revised: 12/21/09
- Revised: 6/6/11
- Revised: 7/15/13
- Revised: 9/25/24

**SUMMARY OF REVISION/REVIEW:**


Major changes to include title and removing information contained in the State Administrative and Accounting Manual. Read carefully!

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

8/28/24  
\_\_\_\_\_  
Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	APPLICABILITY <b>DEPARTMENT WIDE</b>		
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## REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 41.06.020](#); [RCW 43.03](#); [WAC 357-01](#); [WAC 357-28-310](#); [WAC 357-28-315](#); [State Administrative and Accounting Manual \(SAAM\) Chapter 60](#)

## POLICY:

- I. The Department has established guidelines to authorize relocation costs for eligible employees per RCW 43.03 and State Administrative and Accounting Manual (SAAM) Chapter 60.

## DIRECTIVE:

- I. General Requirements
  - A. Relocation expenses may be authorized, within available resources, when determined necessary to successfully recruit and retain qualified employees hired in a permanent position.
  - B. An offer of employment does not constitute an agreement to pay expenses.
- II. Eligibility
  - A. Relocation expenses may be authorized for current classified, Washington Management Service, and exempt employees to transfer within the Department, or to promote to an essential position in a newly constructed facility or a position that is difficult to fill.
    1. Demotions and voluntary transfers are not eligible for relocation expenses.
  - B. Relocation expenses may be authorized for new employees hired for administrative positions with supervisory responsibility or executive/professional positions (e.g., Deputy Assistant Secretary, engineer).
    1. Expenses must be approved before the candidate is appointed.
  - C. Relocation expenses will be authorized for employees subject to layoff who accept a formal or informal option to a permanent appointment that causes an unreasonable commute of an additional 35 miles or more.
- III. Payment
  - A. Requests for relocation expenses will be submitted using DOC 03-259 Relocation Payment Justification and must be approved by the Deputy Secretary.

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1. Relocation Payment Guidelines will be maintained by the Comptroller.
- B. Before payment of relocation expenses, the employee must sign DOC 03-260 Employee Relocation Authorization.
- C. Compensation will be provided in a lump sum and is subject to applicable taxes.
  1. Payment for employees will be processed in the payroll system on the next available paycheck or as approved by the Agency Payroll Officer.
  2. Payment for prospective employees may be paid through the state financial system and issued an Internal Revenue Service Form 1099-MISC.
- D. Employees are required to reimburse the Department if the employee terminates or causes termination of employment within one year of the date of employment.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

**ATTACHMENTS:**

None

**DOC FORMS:**

DOC 03-259 Relocation Payment Justification  
 DOC 03-260 Employee Relocation Authorization