

**A. Purpose**

To provide an incentive and benefit as part of Frederick County Public School's (FCPS) comprehensive recruitment strategy outside of the local region for employment with FCPS.

**B. Background**

Since 1984, FCPS has provided support for moving expenses for teachers and administrators who live outside of a 50-mile radius and need to relocate for employment in FCPS.

**C. Definitions**

None.

**D. Procedures**

**1. Benefit Eligibility**

- a. As approved by the Superintendent, and pending available funding, any newly employed benefitted personnel (certificated and non-certificated) from outside Frederick County may request reimbursement of moving expenses.
- b. To be eligible to receive moving expenses reimbursement, the individual must live outside of a 50-mile radius from their work site at the time an offer for employment is made, relocate within 50 miles of their work site in order to accept employment, and provide documentation of eligible expenses.
- c. Moving expenses reimbursement shall not exceed \$1,000.00.

**2. Eligible Expenses**

- a. Payment shall be made only for actual expenditures for movement of household goods.
- b. Non-reimbursable expenses include:
  - i. Movement of automobiles, trailers, boats, etc.
  - ii. Temporary living expenses in Frederick County.
  - iii. Utility deposits.
  - iv. Realtor fees.
  - v. Lease deposit or forfeiture.
  - vi. Family transportation costs.

**3. Approval Procedures**

- a. Employees seeking to access moving expense reimbursement must complete FCPS [Form 300-F29, Moving Expense Reimbursement](#), and submit it to the personnel officer in Human Resources upon completion of the move. The submission must include a paid receipt from the moving or rental company.

- b. The completed form will be reviewed and approved by the personnel officer, the Director of Human Resources, the Associate Superintendent of Fiscal Services (to ensure adequate and available funding), and the Chief of Staff.
- c. If a reviewer denies the reimbursement request, a reason for the denial will be indicated in the appropriate space on the form.
- d. The form will be returned to the personnel officer to communicate the outcome of the review and request process to the employee.
- e. If approved, Human Resources will process the reimbursement through PeopleSoft to be included in the next open payroll.
- f. The Board of Education shall deduct applicable taxes as required by current state and federal regulations.

**E. Related Information**

**1. FCPS Resources**

- a. [FCPS Careers Website](#)
- b. FCPS [Form 300-F29, Moving Expense Reimbursement](#)

**F. Regulation History** (Maintained by Legal Services)

<i>Responsible Office</i>	<i>Human Resources</i>
Adoption Dates	09/10/84
Review Dates	03/13/02, 01/03/24
Revision Dates	01/03/24