



## **CERTIFIED EMPLOYEE RELOCATION INCENTIVE PROCEDURE (HUM-P037)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the guidelines for newly hired certified employees receiving relocation incentive.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Director of Schools  
2.2 Senior Leadership Team  
2.3 Chief Human Resources Officer/Designee

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Schools  
3.2 Human Resources Coordinator  
3.3 Chief Financial Officer/Designee

### **4.0 DEFINITIONS:**

- 4.1 **Relocation Incentive** - Newly hired certified employees may receive a \$2,000.00, after tax withholdings, relocation incentive if they are hired to fill a “difficult-to-staff” position.

### **5.0 PROCEDURE:**

- 5.1 Human Resources designates “difficult-to-staff” positions.  
5.2 The newly hired certified employee must remain in a “difficult-to-staff” position for two years from their hire date.  
5.3 Any certified employee who receives the \$2,000.00 relocation incentive and willfully decided to vacate the “difficult-to-staff” position before completion of his or her two-year commitment is responsible for reimbursing the Clarksville-Montgomery County School System \$1,000.00 of the relocation incentive.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 [HUM-A071](#) Certified Employee Relocation Incentive  
6.2 HUM-F083 Relocation Reimbursement  
6.3 HUM-F084 Relocation Incentive Information  
6.4 HUM-F085 Certified Employee Relocation Incentive Tracking

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Excel Spreadsheet	Electronic/	Indefinitely	Permanent	Secure office



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Personnel File

Password  
protected

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
8/18/16		Initial Release
8/17/17	A	Updated approval authority. 5.1, changed SLT to HR.
4/2/19	B	Changed "Employment Process Coordinator" to "Human Resources Coordinator".

**\*\*\*End of Procedure\*\*\***