



Jim Pillen, Governor

MEMORANDUM

May 2, 2022

TO: Agency Heads

A handwritten signature in blue ink that reads "Kevin Workman".

FROM: Kevin Workman
State Personnel Director, Department of Administrative Services

SUBJECT: Moving Allowance Provision for Rules Teammates

NOTICE

This guidance document is advisory in nature but is binding on the Nebraska Department of Administrative Services until amended. A guidance document does not include internal procedural documents that only affect the internal operations of the Department of Administrative Services and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. See Neb. Rev. Stat. § 84-901.03

The purpose of this memorandum is to extend the Moving Allowance provisions outlined in Article 9 of the NAPE/AFSCME Labor Contract ("NAPE Contract") to teammates covered by the Classified System Personnel Rules and Regulations ("Personnel Rules").

Neb. Rev. Stat. § 81-1317 grants the State Personnel Director authority to establish programs and otherwise adjust terms and conditions of employment for teammates not covered by collective bargaining agreements, in order to make such terms and conditions of employment

more consistent with those of such covered teammates or otherwise address changes arising out of collective bargaining. This memorandum is issued pursuant to that authority.

Moving Allowance Program

With prior approval of the Agency Head and/or his/her Designee concerning the reimbursable costs, teammates involuntarily transferred to a new job location fifty miles or more from the teammate's old residence than the old residence was from the old job location shall be reimbursed for receipted moving expenses, as provided in the IRS guidelines. Additionally, teammates may be reimbursed for moving expenses at the discretion of the Agency Head and/or his/her Designee.

If a teammate, whose moving expenses (all or a part) have been paid, resigns within one calendar year of the move, the Agency Head and/or his/her Designee may require the teammate to reimburse the Agency for a portion of the moving expenses, based on the length of time the employee worked after the move.

This program is effective on 12/21/2021.

Kevin Workman, Director

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