



Moving Allowance

Where an agent or county manager must relocate due to having been newly hired by CES or due to being transferred to a new county, CES may provide a moving allowance of up to \$1,000 (in-state) or \$5,000 (out-of-state) in its discretion. To be eligible for the allowance, within 1 year of their date of hire or within 1 year of their start date for their new position, the employee must confirm that they have updated their home address on MyUK, and must provide a copy of the offer letter authorizing a moving allowance along with documentation of actual moving expenses to the CES Personnel Office. The employee remains responsible for paying all moving expenses incurred. Mileage associated with the move will not be considered when determining the amount of moving allowance. Approved moving allowances will be processed through payroll and will be paid, less withholdings, on the first feasible pay date following submission and approval.