

**STATE OF MARYLAND
JUDICIARY**

**Policy on
Reimbursement of Interview and Relocation Expenses**

I. PURPOSE

To establish a uniform policy for the reimbursement of interview and relocation expenses associated with the recruitment of specialized, unique, or senior management positions with the State of Maryland Judiciary.

II. DEFINITIONS

A. Administrative Official

1. The Clerk of Court for the Court in which the employee works;
2. The Administrative Clerk of the District Court for the District in which the employee works;
3. The director of the respective department or office within the Courts of Appeal, the District Court Headquarters, or the Court-Related Agency in which the employee works; or
4. The State Court Administrator for employees within the Administrative Office of the Courts.

B. Interview Expenses – Reasonable expenses incurred to attend an interview for a position with the Maryland Judiciary, which may include, but are not limited to, travel and overnight lodging costs.

C. Relocation Expenses – Reasonable expenses incurred to relocate to accept a position with the Maryland Judiciary, which may include, but are not limited to, the costs of moving household items to another location.

D. Specialized (or unique) Position – Any position where out-of-state recruitment is necessary to obtain the required skills and experience, as determined by the Judiciary Human Resources Department.

D. Senior Management Position – Any position that is compensated according to the Senior Management Salary Structure, the Technical Salary Structure at grades T18 or T19, or a position compensated at a senior level flat rate of pay. An employee in a senior management position serves at the pleasure of his/her Administrative Official.

III. SCOPE

This policy applies to difficult-to-recruit specialized, unique, or senior management positions.

IV. GENERAL PROVISIONS

- A. With the authorization of the Chief Judge of the Court of Appeals (hereinafter referred to as the Chief Judge), in coordination with the Judiciary Human Resources Department (JHRD), an Administrative Official may pay reasonable relocation expenses for out-of-state candidates where such recruitment strategy is necessary to obtain candidates with the specialized skills and expertise for a position. In extreme cases as determined by the Chief Judge, he or she may authorize the reimbursement of interview expenses for out-of-state candidates. Proper receipts must be presented by the candidate.
- B. With the authorization of the Chief Judge of the Court of Appeals, for the same reason, the Administrative Official may authorize the payment of such expenses for in-state candidates, e.g. the far-reaching areas of Maryland.
- C. The Chief Judge, in consultation with the JHRD, determines what is a “reasonable” expense and the amount to be paid for reimbursement. Such expenses will be deducted from the Administrative Official’s budget.
- D. An employee must reimburse the Judiciary for the cost of relocation expenses if he/she voluntarily resigns within six months of accepting the position.

V. MODIFICATION, SUSPENSION, or TERMINATION of POLICY

This policy may be modified, suspended, or terminated at any time due to budgetary constraints or other sufficient reasons as determined by the Chief Judge, or his or her designee.

VI. INTERPRETIVE AUTHORITY

The Judiciary Human Resources Department, in consultation with other parties as appropriate, is responsible for the interpretation of this policy.