

EMPLOYEE RELOCATION POLICY



New: 2016/17

APPROVED BY:

APPROVED BY:

Table of Contents

1. PREAMBLE	4
2. DEFINITIONS.....	4
3. LEGAL FRAMEWORK	4
4. SCOPE AND APPLICATION.....	4
5. OBJECTIVES OF POLICY	4
6. POLICY CONTENT.....	4
6.1 The Employee relocation Allowance will cover the following	4
1. General Grounds For Staff Relocation.....	pg 3
2. General Provisions For Staff Relocation.....	pg 4
3. Privileges On Termination Of Service.....	pg 6
6.2 Internal Appointment	7
6.3 Voluntary Internal Transfer.....	7
6.4 Exclusions.....	7
6.5 Employee Obligations.....	7
7. IMPLEMENTATION AND MONITORING	8
8. COMMUNICATION	8
9. POLICY REVIEW.....	8
10. BUDGET AND RESOURCES	8
11. ROLES AND RESPONSIBILITIES.....	8
12. PENALTIES.....	8
13. DISPUTE RESOLUTION.....	8
1. Commencement.....	pg 6
2. Interpretation Of This Policy.....	pg 6
3. Permanent/Temporary Waiver Or Suspension Of This Policy.....	pg 7

EMPLOYEE RELOCATION POLICY

4. Amendment And/ Or Abolition Of This Policy..... pg 7

5. Compliance And Enforcement..... pg 7

14. APPROVAL.....9

EMPLOYEE RELOCATION POLICY

1. PREAMBLE

The policy is aimed at facilitating the reimbursement of employees being transferred at the request of the Municipality to another locality, necessitating a residential change.

2. DEFINITIONS

All terminology used in this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

None.

4. SCOPE AND APPLICATION

This policy applies to all employees of Municipality and/or prospective employees (Appointees).

5. OBJECTIVES OF POLICY

The purpose of this policy is to outline provisions for traveling and removal expenses for employees and prospective employees (appointees). It will regulate internal transfers that may warrant relocation of furniture.

6. POLICY CONTENT

6.1 The **employee** relocation Allowance will cover the following:

The employee is entitled to:

- (i) Economy class flight ticket or an amount equal to it.
- (ii) Temporal accommodation on arrival not exceeding 3 months.

7. **GENERAL GROUNDS FOR STAFF RELOCATION**

7.1. The Municipality shall meet the actual relocation costs upon approval of a due request within the borders of South Africa as maybe incurred in respect of any employee upon appointment or transfer.

7.2. Where expenditure has to be paid in terms of this policy written application shall be made for authorisation of expenditure by the Director.

7.3. The employee shall agree in writing to repay the Municipality's expenditure if he/she leaves the employ of the Municipality within a period of 24 months or less reckoned from the date of assumption of duty in the post concerned.

7.4. If the services of an employee are terminated for any reasons other than death and incapacity on grounds of ill health, the refund for the relocation costs comprising of transportation of personal belongings; insurance for the belongings, storage and accommodation shall be calculated as follows:

$$A \quad \times C$$

B 1

Where A = Total costs, B = 24 months and C = number of months in service

7.5. The travel time of an employee being transferred which shall be regarded as being on official duty shall be limited to three (3) months.

7.6. Where the Municipality is not providing accommodation; the provisions of interim accommodation will be applicable for a maximum period of three months.

7.7. The accommodation for a transferred or newly appointed person shall be within a reasonable radius which will enable the employee concerned to travel to and from work with ease.

7.8. The travelling costs to and from the workstation, for a transferred or newly appointed person shall be borne by a newly appointed person concerned, irrespective of the accommodation facility he/she has chosen to stay at.

7.9. There shall be a provision for insurance for goods whilst in transit and storage.

8. GENERAL PROVISIONS FOR STAFF RELOCATION

8.1. Relocation of Employees Already Within the Mhlontlo Local Municipality:

8.1.1. The Municipality may meet the actual costs which an employee incurs for travel and subsistence during:

8.1.1.1. The move of the employee to the new place of work where the most reasonable mode of transport must be used.

8.1.1.2. Accommodation for a maximum period of three (3) months in an accredited accommodation facility in the event the employee moving for assumption of duty for employees from TASK GRADE to or equivalent.

8.1.1.3. If an employee must interrupt his/her journey as a result of his/her health, reasonable costs on accommodation can be reimbursed.

8.1.1.4. A maximum of three days expenses at the most can be paid for.

8.1.1.5. The mode of transport and maximum expenditure shall be determined and agreed by the Municipality.

8.1.2. Interim accommodation costs

8.1.2.1. Costs for interim accommodation shall be limited to three (3) months.

8.1.2.2. Interim accommodation costs are limited to any accredited accommodation facility.

8.1.2.3. A daily allowance of R 98.00 shall be paid at the end of each month within a period of three months to a person who chooses to stay at the residence of a friend or family member or relative.

8.1.3. Transportation and storage of household goods during relocation

8.1.3.1. Storage of household goods at the old/new place of work is only meant as an aid when an employee experiences real problems to obtain suitable and reasonable accommodation.

EMPLOYEE RELOCATION POLICY

8.1.3.2. Storage will be paid for a maximum period of one (1) month. Assistance with transport; insurance and one's month's storage costs of personal and household goods.

8.1.3.3. The normal supply chain procedure for acquiring transportation services and storage of House hold goods shall apply.

8.1.3.4. The contract for the transport and insurance costs of household goods of the employee must be entered into between the employee and the relevant service provider and not the Municipality.

8.2. Relocation of New Appointee from Outside the Municipality

8.2.1. Provision

8.2.1.1. The Municipality may pay the reasonable actual costs of relocation of a newly appointed employee after determining that there was an indeed a need.

8.2.1.2. The circumstances must be such that the new employee is not a resident within the same area where the posts is stationed and that accommodation is not already available.

8.2.2. Travel and Subsistence during a visit to a new place

8.2.3. The Municipality may meet the reasonable actual costs which an employee may incur for travel and subsistence during:

8.2.3.1. One visit by an employee to the new place of work before the date of appointment and

8.2.3.2. A maximum of three (3) days expenses at the most can be paid.

8.2.3.3. The mode of transport and maximum expenditure shall be determined by the Municipality.

8.2.4. Accommodation during relocation

8.2.4.1. Accommodation for one (1) month in an accredited accommodation facility in the event the employee moves for assumption of duty.

8.2.4.2. The normal supply chain management policy requirements must apply.

8.2.4.3. A daily allowance of R 98.00 shall be paid at the end of each month within a period of three months to a person who chooses to stay at the residence of a friend or family member or relative.

8.2.5. Travel during the actual relocation

8.2.5.1. Assistance or reimbursement of reasonable travel costs by the employee.

8.2.5.2. The mode of transport and maximum expenditure shall be determined by and agreed upon with the Municipality.

8.2.6. Transportation and storage of household goods during relocation

8.2.6.1. Storage of household goods at the old/new place of work is only meant as an aid when an employee experiences real problems to obtain suitable and reasonable accommodation.

8.2.6.2. Assistance with transport; insurance and one's month's storage costs of personal and household goods will be provided.

8.2.6.3. The normal supply chain procedure for acquiring transportations services and storage of household goods should apply.

8.2.6.4. The contract for the transport and insurance costs of household goods of the employee must be entered into between the employee and the relevant service provider and not with the Mhlontlo Local Municipality.

9. PRIVILEGES ON TERMINATION OF SERVICE

9.1. The Municipality may meet, at the request of the employee's family, the reasonable actual costs of relocation of the employee's personal belongings if an employee dies whilst on duty or an employee has died due to natural causes related to a work condition as may be declared by a Medical Practitioner.

9.2. In the case of an employee recruited in South Africa, the Municipality shall pay for resettlement within South Africa.

9.3. In the case of an employee recruited from abroad, the Municipality shall pay for resettlement at the employee's place of origin.

9.4. The Municipality shall meet the costs of transporting home the remains of an employee who died on official duty away from her/his normal place of work.

9.5. This provision is applicable to an employee whose service is terminated due to death while an employee is performing his/her duties in terms of the Occupational Health and Safety Act.

10.1 Internal Appointment

When an employee of Municipality voluntarily and at his/her own accord applies for a position within Municipality service, and is successful in a position warranting traveling and moving to a different location within the boundaries of the municipality, such traveling and removal costs will be at the employees cost.

10.2 Voluntary Internal Transfer

When an employee of Municipality voluntary request Municipality to relocate to another area within the municipality, even when no vacant position exists, such cost will be at the employee's own cost.

10.3 Exclusions

Municipality is not responsible for expenses associated with storage of appointee households and insurance. This is the sole responsibility of the employee.

10.4 Employee Obligations

EMPLOYEE RELOCATION POLICY

Should any employee who's traveling and removal expenses have been covered by Municipality leave within a period of less than 12 calendar months, the total amount traveling and removal expenses will be recovered by Municipality.

11 IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum and approved by Council.

12 COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the municipality.

13 POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

14 BUDGET AND RESOURCES

The financial and resource implication/s related to the implementation of this policy should be qualified and quantified.

15 ROLES AND RESPONSIBILITIES

The Municipal Manager or his/her delegate assignee accepts overall responsibility for the implementation and monitoring of the policy.

16 PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

17 DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.

18. COMMENCEMENT

18.1 This policy will come into effect on the date of adoption by the Council.

19. INTERPRETATION OF THIS POLICY

19.1. All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

19.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

19.3. The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

EMPLOYEE RELOCATION POLICY

19.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council or Arbitration

20. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

20.1. This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis after consultation between Management and Trade Unions.

20.2. Notwithstanding clause No. 20.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

21. AMENDMENT AND/OR ABOLITION OF THIS POLICY

21.1. This policy may be amended or repealed by the Council after consultation between Management and Trade Unions.

22. COMPLIANCE AND ENFORCEMENT

22.1. Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.

22.2. It will be the responsibility of all Directors, Deputy Directors, Supervisors, Executive Committee and Council to enforce compliance with this policy.

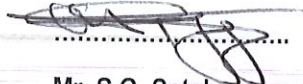
23. APPROVAL

This policy is approved by council of Mhlontlo local municipality with a council resolution and signature as follows:

Signed on behalf of Council By:



Cllr. N. Dywili
Hon. Mayor



Mr. S.G. Sotshongaye
Municipal Manager