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RELOCATION POLICY


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Authorised Signature:	

Table of Contents

1. DEFINITIONS	3
2. OBJECTIVES	3
3. APPLICABILITY	3
4. POLICY PROVISIONS	3
4.1 QUALIFYING CRITERIA	3
4.2 REMOVAL EXPENSES.....	4
4.3 TEMPORARY ACCOMMODATION	4
4.4 EMPLOYEE OBLIGATIONS.....	5
5. ROLES AND RESPONSIBILITIES	5

1. DEFINITIONS

- **Interim accommodation** refers to temporary furnished accommodation for the relocating employee.
- **Incidental expenses** refer to extra costs which an employee may incur on acquiring permanent accommodation.
- **Personal effects** refers to the employee's personal property and goods normally which is for personal use including vehicles but excluding livestock, domestic animals and pets.
- **Relocation** refers to the movement of an employee from one work station to another.
- **Travelling expenses** refer to costs incurred by an employee and his / her immediate family during the relocation.

2. OBJECTIVES

To outline provisions for employees who move requiring a change in place of residence for municipal work related transfer / deployment.

3. APPLICABILITY

This Policy is applicable to all existing and prospective employees of the municipality.

4. POLICY PROVISIONS

4.1 *Qualifying criteria*

- 4.1.1. This policy covers existing employees who are:
 - a) Transferred from one geographical area to another;
 - b) Spatially relocated due to the municipality's restructuring;

- c) Appointed to other posts due to their own sole discretion / voluntary basis which require moving to a different location within the boundaries of the municipality.
- 4.1.2. The policy covers newly appointed employees, who have to relocate their place of residence to work for the municipality.

4.2 Removal Expenses

- 4.2.1. The municipality will pay for the costs of relocation through the appropriate supply chain management processes.
- 4.2.2. All relocation applications must be lodged within 3 months of appointment into a new post.
- 4.2.3. A relocating employee qualifies for the payment of the following benefits:
- a) Cost of travel – initial one-way trip only,
 - b) Once-off transport to the relocation site for the immediate family;
 - c) Interim accommodation;
 - d) Travel insurance for personal effects
 - e) Storage of personal and household goods.

4.3 Temporary Accommodation

- 4.3.1. Whereas it is the employees obligation to get closer to the new workplace, the municipality acknowledges that the employee may find it difficult to secure such accommodation before the date of assumption of duty.
- 4.3.2. The municipality will provide temporary accommodation, subject to the availability of funds.
- 4.3.3. Temporary accommodation will be provided as follows:
- a) One month full accommodation costs, subject to the employee (existing and new) at the time of employment is residing at a minimum of 200km away from the workstation.
 - b) The municipality will cover lodging costs only and shall not be responsible for meals, additional expenses, damages and / or theft in the property.

4.4 Employee Obligations

- 4.3.1 Employees whose relocation expenses were paid by the municipality will be obliged to remain in the employ of the municipality for a period of 24 months following the payment of the relocation expenses.
- 4.3.1 Should the employee resign from the municipality within the foresaid 24 months, the employee shall be obliged to refund the municipality the total relocation expenses paid by the municipality.

5. ROLES AND RESPONSIBILITIES

The Municipal Manager or his / her nominee accept overall responsibility for the implementation and monitoring of the policy.