



DR BEYERS NAUDÉ MUNICIPALITY

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| DR BEYERS NAUDE MUNICIPALITY | POLICY: RELOCATION | RESPONSIBLE ADMINISTRATION UNIT HR DEPARTMENT |
| ADOPTED BY EXCO JUNE 2019 RESOLUTION : EXCO-050.4/19 | REVISED: JUNE 2021 | CORPORATE SERVICES |

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1. PURPOSE OF THE POLICY

Relocation of employees to operations in other locations should be kept to a minimum. Dr Beyers Naudé Local Municipal management will endeavor to minimize the disruptions and financial burdens that such moves cause for the organization, the employee and his/her family. This policy provides guidelines regarding the extent of the various expenses that will be met by the Municipality.

2. RELOCATION

- 2.1 For current employees, relocation is defined as a change of work location, the new location being outside of the boundaries of the city or town from which the employee is being moved: provided that the employee cannot be reasonably expected to commute daily between the new location and the present (old) area of residence.
- 2.2 For new employees relocation means being appointed to a position which necessitates moving to the new area to take up employment as he/she cannot be reasonably be expected to commute daily between present area of residence and location where appointed.

3. REASONS FOR RELOCATION

3.1 CURRENT EMPLOYEES AT DR BEYERS NAUDE LOCAL MUNICIPALITY'S REQUEST

- 3.1.1 It may be operationally necessary to transfer an experienced employee to fill a vacancy at another area because the position could not be filled through local promotion or recruitment or as a result of placement after the establishment of Dr Beyers Naudé Local municipality.
- 3.1.2 An employee may also be transferred as part of his/her career development.
- 3.1.3 An employee may be transferred on a temporary basis under special circumstances, e.g Secondment until a permanent replacement is found.

3.2 CURRENT EMPLOYEE - EMPLOYEE'S REQUEST

- 3.2.1 An employee may apply for a vacant position which, if successful necessitates relocating to the new center.
- 3.2.2 An employee may request to be transferred to another center for health reasons or because of special family circumstances, e.g spouse transferred to that area.

4 **NEW EMPLOYEES AT DR BEYERS NAUDÉ LOCAL MUNICIPALITY'S REQUEST**

Where an applicant is offered employment at a location **away** from his/her regular place of residence as a result of recruitment process.

4.1 **PROCEDURE**

- 4.1.1 Reasons and specific terms of relocation must be discussed **between** the Director and the employee before any arrangements regarding such a move are made.
- 4.1.2 On acceptance by the employee, terms agreed upon must be documented and should form part of the conditions of offer.
- 4.1.3 The Director shall advise Human Resources Section in writing once agreement with the employee has been reached.
- 4.1.4 All relocations to be approved by the Municipal Manager or his/her nominee.

5. **RELOCATION PAYMENTS**

Several factors need to be taken into consideration where a person is relocated. The policy makes provision for common contingencies and anticipated expenses. Although it is necessary to set limits, unusual circumstances may warrant special consideration.

5.1 **RELOCATION AT EMPLOYEE'S REQUEST**

Where an employee applies for a transfer because of personal reasons (refer to above), no financial assistance will be given by the Municipality.

5.2 **RELOCATION AT MUNICIPALITY'S REQUEST**

- 5.2.1 Where an employee with Scarce Skills is offered a position away from regular place of residence the Municipality will assist in the following manner:
 - 5.2.1.1 pay traveling expenses for him/her and spouse to visit the area prior to finalization of offer and relocation. Depending on the circumstances of one visit, it may be necessary to pay for overnight accommodation at a hotel to be chosen by the Municipality on a bed and breakfast basis.
 - 5.2.1.2 if offer is accepted, a once off payment for traveling expenses to take up employment for the employee and immediate members of family.

- 5.2.1.3 pay accommodation charges for rented accommodation or at a hotel, to be chosen by the Municipality (Bed and Breakfast) for one month.
- 5.2.1.4 pay for packing/removal and insurance of household furniture and personal effects, and storage for a period not exceeding one month.
- 5.2.2 Where a current employee is permanently relocated, assistance will given by the Municipality as in 5.2.1.in addition the following assistance will also be given to the current employee:
 - 5.2.2.1 A once off payment equal to one month's basic salary.
 - 5.2.2.2 Expenditure incurred to acquired school clothes will be refunded upon proof of expenditure to a maximum amount of R3000.00. This expenditure must be incurred before the commencement of the first academic year after relocation.
 - 5.2.2.3 Rental assistance will be provided for a maximum period of one month upon submission of a lease agreement.
- 5.2.3 Where a current employee is relocated on a secondment basis, the Municipality will assist by:
 - 5.2.3.1 paying for traveling expenses to take up employment at the new location for the employee and upon return at end of assignment.
 - 5.2.3.2 paying accommodation charges for rented accommodation or at a hotel, to be chosen by the Municipality (Bed and Breakfast) for the duration of the period of secondment.
 - 5.2.3.3 paying a subsistence allowance to the employee as per the Municipal policy.

6. RELOCATION CONDITIONS

- 6.1 Traveling to new location will be by most direct route and economical mode of transport.
- 6.2 The employee must obtain and submit quotes from three removal companies to Human Resources department of which the lowest will be accepted for approval of selected remover. Any claims for damages or loss should be directed to the removal company.

NOTE: Animals, other than household pets, or other items requiring special handling like rigging or special handling or special vans will not be included.

- 6.3 If, following a permanent relocation the employee leaves of his/her own accord or because services have been terminated by the Municipality within a period of twelve months from actual date of relocation, he/she will be liable to repay the relocation cost on a pro rata basis for the first year.
- 6.4 Other allowances (if any) will cease on the last working day and the employee will have no claim against the Municipality to return him/her and family (if any) to old location, unless the employee was on secondment.
- 6.5 Every attempt shall be made not to relocate an employee within two years of a previous relocation or more than twice in a ten-year period.
- 6.6 Where the Municipality is initiating relocation, the employee should feel free to decline in light of the costs, personal circumstances or other considerations, without fear of victimization.
- 6.7 Before the relocation of an existing employee is done the issue of grading must be finalized.


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DR.E.M.RANKWANA
MUNICIPAL MANAGER

31/10/19
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DATE