

RELOCATION POLICY

2021/22

Summary

Publication Date	
Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> • Basic Conditions of Employment Act, 1997 • Constitution of the Republic of South Africa, 1996 • Employment Equity • Labour Relations Act 1995 • Public Service Act, 1994 • Municipal Systems Act 32 of 2000 • SALGBC Collective Agreements • Municipal regulations
Related Policies, Procedures, Guidelines, Standards, Frameworks	
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	MW Mxekezo
Policy Officer (Phone)	040-6733095
Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All employees
Key Words	Relocation Policy

Status	Review
Council approval date	
Version	1

REVISION RECORD

Date	Version	Revision Description

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1. TITLE

Relocation Policy

2. PURPOSE

The policy defines the roles of the Human Resources Management unit pertaining to the relocation process to be followed by all employees within the municipality transferred or deployed from one work station to the other

3. SCOPE

The policy shall apply to Senior Managers and Middle Managers who are:-

- a) Already working for the municipality in the event that their positions are being relocated from one place in the municipality to another place within the municipality;
- b) Already working for the municipality in the event that the employee has been transferred to another post within the municipality in another place; and
- c) Newly appointed employees by the municipality who want to relocate from their place of residence to another place nearer to their work place

4. PROCEDURE DETAIL

PART 1

Geographical relocation of current employees

1.1. COST INVOLVED IN PERMANENT RELOCATION

1.1.1 An employee -

- (a) Whose post has been spatially relocated due to restructuring of the municipality's administration or
- (b) Who has been transferred or
- (c) Who was appointed to another post in the municipality, may, in her/his sole discretion, relocate her/his household to the place or closer to the place where she/he is required to work.

An employee contemplated in paragraph 1.1.1 must make the choice of relocating her/his household within 3 months after she/he started working in another place. Should an employee contemplated in paragraph 1.1.1 relocated her/his household within 3 months after she/he started working in another place, the municipality shall pay the full cost of her/his relocation to a maximum amount as may be determined by the Municipal Manager in consultation with the Director responsible for human resource management and the Director responsible for financial management.

COMMUTING BETWEEN RESIDENCE AND WORK PLACE

1.2.1 In the case where an employee referred to in paragraph 1.1.1 whose job has relocated from one place to another and her/his new workplace, chooses not to relocate her/his household, suitable transportation arrangements must be made to enable such an employee to effectively perform his/her functions. Any assistance that the municipality may provide in terms of paragraph 1.2.1 ends, without further notice, 3 months after the employee's position was relocated or she/he was transferred are limited to the following:

1.2.2. If the employee participates in any travelling allowance scheme of the municipality the employee must use her/his own private vehicle to commute between her/his residence and work place at the applicable running cost tariff for that vehicle for every day she/he uses that vehicle between her/his residence and work place, provided that the municipality may require the employee to provide transport for any other employee who must commute between her/his residence and place of work between the same places without any additional compensation; or

The municipality may require the employee to use public transportation to commute between her/his residence and work place and reimburse the employee for the actual cost incurred in doing so, the municipality to verify the costs from the point of departure to the workstation and back.

1.2.3 Whenever the municipality provides transportation to an employee for commuting between her/his residence and work the municipality may not pay such an employee any allowance nor may it reimburse any cost incurred by such an employee for using another means of transport.

1.2.5 An employee, who commutes between her/his residence and workplace, may not do so during the municipality's working hours. The Municipal Manager may, after consultation with the relevant departmental head and the Director responsible for human resources management exempt an employee from this requirement based on health and safety considerations or the relevant employee's family responsibilities.

1.2.6 The Municipal Manager must see to it that employee's tax is deducted from any taxable benefit an employee may enjoy due to any transportation benefit that she/he may receive and paid over to the South African Revenue Service.

PHASING OUT OF COMMUTING ARRANGEMENTS

1.3.1 Whenever an employee who receive commuting assistance in terms of this policy successfully applies for a position located in another place within the municipality such assistance will cease.

1.3.2 The municipality may, in its sole discretion, discontinue any assistance to an employee for commuting between her/his residence and work place by giving two months written notice of such discontinuation to the employee concerned.

1.3.3 Any employee forfeits any transportation benefit that she/he may enjoy in terms of this policy with effect from the date that-

- (a) She/he relocates her/his household to the place where she/he works; or
- (b) Starts maintaining a second residence for her/his occupation or that of her/his immediate family.

1.3.4 No notice of discontinuation to provide assistance may be given within one month after an employee's post had been relocated to another place.

PART 2

RELOCATING OF NEWLY APPOINTED EMPLOYEES

2.1. The municipality shall pay all employee's cost of moving from another place to a place closer to her/his working place on her/his appointment, including transit insurance, but excluding any parking and packaging cost.

2.2. The municipality must obtain three written quotations for the relocation of that employee's household and appoint a moving company to relocate an employee's housing hold good's with the consent of the employee concerned.

2.3 A newly appointed employee will be assisted by transporting her/his goods from the place where he/she was working to the new workstation

PART 3

PROVISION OF TEMPORARY ACCOMMODATION TO NEWLY APPOINTED EMPLOYEES

Whereas it is the obligation of every newly appointed employee to get an accommodation which is closer to the workplace, the municipality acknowledges that the employee may find it difficult to secure such accommodation before the date of assumption of duty. The Municipal Manager will, subject to the availability of funds and after consultation with the Director responsible for human resource management and CFO, provide temporary accommodation as follows:-

3.1. One month accommodation, provided the employee at the time of employment, was residing at a minimum of 200km to and from the employee's workstation.

In a situation where an employee has paid the accommodation costs, the municipality must re-imburse the employee all costs incurred during her/his stay at the Bed and Breakfast.

3.2. The period of stay at the temporary accommodation may be extended up to 3 months or until the employee finds his /her own accommodation whichever comes first. The municipality in the 2nd month will only be liable for 60% of your accommodation costs and 50% in the third month.

3.3. The temporary accommodation arranged shall be within 200 km from the new employee's workstation;

3.4. The temporary accommodation shall also include the provision of breakfast and supper for the employee;

3.5. The municipality shall not be held liable for any additional expenses by the employee or damages / theft to the property of either the employee or the Bed and Breakfast during his / her stay

4. COMMUNICATION

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

5. REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

5. ROLES AND RESPONSIBILITIES

Role	Authority
Create, evaluate, review and adopt the Relocation Policy	Council
<ul style="list-style-type: none"> • Implement and enforce this policy • Establish and control the administration necessary to fulfil this policy, and report efficiently and regularly to the Committee in this regard. 	Municipal Manager
<ul style="list-style-type: none"> • Ensure that there is compliance with the Relocation Policy 	Director Corporate Services

6. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the Relocation Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Employee	Any person who is employed in terms of the Municipal Systems Act whether permanently or on contract
Employer	Ngqushwa Local Municipality
Pre-visit	first formal visit to familiarize oneself with the new work station
Relocation	movement of an employee from one work station to another
Interim accommodation	temporary readily furnished accommodation for the relocating employee
Dwelling	place where an employee is accommodated
Incidental expenses	extra costs that an employee may incur on acquiring a permanent accommodated
Personal effects	movable property or goods of an employee and of his/her immediate family which is normally for personal use including vehicle
Travelling expenses	costs incurred by an employee and his/her immediate family on coming to report for duty

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX

None

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL


This policy is adopted and approved by the full Ngqushwa Local Municipality Council for implementation



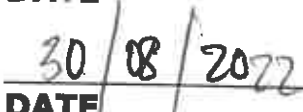
MUNICIPAL MANAGER



MAYOR



DATE



DATE