

# NDLAMBE MUNICIPALITY

## CORPORATE SERVICES



## RELOCATION POLICY

### 1. PREAMBLE

The policy is aimed at facilitating the relocation of employees being employed at the Ndlambe Municipality, 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 Ndlambe Municipality and/or prospective employees (appointees).

## **5. OBJECTIVES OF POLICY**

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

## **6. POLICY CONTENT**

### **6.1 Removal Expenses**

The Municipality will reimburse or pay, subject to prior approval by the Municipal Manager or delegated person, new appointees for the lowest of the three quotations (based on a 60/40 approach, 60% employer and 40% employee) for removal of furniture and household items (relocation costs). This reimbursement is subject among others to an appointee residing at the time of appointment outside 120km radius from the Municipal jurisdiction. The removal expenses must be claimed within 6 months after commencement of duties.

### **6.2 Travel Expenses**

The appointee and/or his/her dependent family is not entitled to any relocation costs if the employee has not accepted the offer of employment.

### **6.3 Internal Appointments**

When an employee of the Municipality voluntarily and at his/her own accord applies for a position within Municipality such relocation costs will not be paid by Ndlambe Municipality.

### **6.4 Internal Transfer**

Should Municipality transfer an employee for operational reasons within the boundaries of the municipality, relocation costs will not be paid by the Municipality as it is within the jurisdiction.

**6.5 Voluntary Internal Transfer**

When an employee of Municipality voluntary request Municipality to relocate to another area within the municipality, the relocation costs will not be paid by the Municipality.

**6.6 Exclusions**

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

**6.7 Employee Obligations**

Should any employee who's relocation expenses have been covered by Municipality leave within a period of less than 12 calendar months, the total amount (60%) of relocation costs will be deducted from the employee.

**7. IMPLEMENTATION AND MONITORING**

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

**8. COMMUNICATION**

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

**9. POLICY REVIEW**

This policy will be reviewed annually and revised as necessary.

**10. BUDGET AND RESOURCES**

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

**11. ROLES AND RESPONSIBILITIES**

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

**12. 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.

### **13. REVIEW**

The policy shall be review annually and when necessary