

**RICHTERSVELD MUNICIPALITY**  
**HUMAN RESOURCE POLICIES**

**6. RELOCATION**

**RICHTERSVELD MUNICIPALITY  
HUMAN RESOURCE POLICY**

**RELOCATION**

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**Approved Date: 09 June 2020**

**Council Resolution Nr: RVN009/06/2020**

**Effective Date: 01 July 2020**

**Review Date: 30 June 2021**

Notwithstanding the review date herein, this policy shall remain effective until such time approach otherwise by council and may be reviewed on an earlier date if necessary.

**Why have a policy?**

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

# THE POLICY

## 1. Preamble

The policy is aimed at facilitating the reimbursement of employees being transferred at the request of the Richtersveld 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 Richtersveld Municipality and prospective employees.

## 5. Objectives of Policy

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

## 6. Policy Content

### 6.1 Removal Expenses

The Richtersveld Municipality will reimburse, subject to prior approval by the Richtersveld Municipal Manager new appointees for the lowest of the three quotations for removal of furniture and household items. This reimbursement is subjected amongst others to an appointee at the time of appointment outside ..... km radius from the Richtersveld Municipality law. The removal expenses must be claimed within 6 months from commencement of duties.

### 6.2 Travel Expenses

The appointee is entitled to .....%(as per Council Resolution) of the traveling expenses by accepting the offer of employment.

### 6.3 Internal appointments

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

#### **6.4 Internal Transfer**

Should the Richtersveld Municipality transfer an employee for operational reasons within the boundaries of the Municipality and such post warranting traveling and moving to another area, Municipality shall bear the full costs of traveling and removal subject to submission of the lowest quotation of the three (3).

#### **6.5 Voluntary Internal Transfer**

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

#### **6.6 Relocation of newly appointed employees**

The Richtersveld Municipality shall pay .....% (**as per Council Resolution**) of the employee's cost of moving from another place to a place closer to her/his workplace on her/his appointment, including transit insurance, but excluding any packing and packaging cost, a indicated on the lowest of the quotations, regardless of the quotation the employee accepts.

The employee must obtain three written quotations for the relocation of that employee household and appoint a removal company to relocate her/his household goods. The written quotations obtained by the employee must be attached to her/his claim reimbursement.

The employee must reimburse the full amount of the subsidy to the Richtersveld Municipality if his/her employment with the Richtersveld Municipality is terminated for whatever reason within one year after the subsidy had been paid. If her/his employment with the Richtersveld Municipality is terminated for whatever reason after completion of one year, but before two years have been completed, the employee must reimburse for 75% of the subsidy.

#### **6.7 Exclusion**

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

#### **6.8 Employee Obligations**

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

### **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 Municipality employees using the full range of communication methods available to the Richtersveld Municipality

## 9. Policy Review

This policy will be reviewed annually and revised as necessary

## 10. Budget and resources

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

## 11. Roles and Responsibilities

The Richtersveld Municipality Manager or his assignee accepts overall responsibility for the implementation and monitoring of the policy.

## 12. Penalties

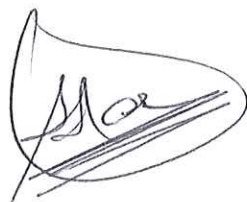
Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

## 13. Dispute Resolutions

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.

## 14. AUTHORITY

MM Approval:



Date:

03/07/2020

Council Approval:

Date: