



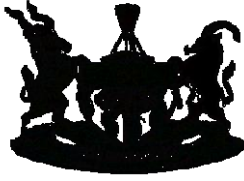
BA-PHALABORWA MUNICIPALITY
HUMAN RESOURCES
RELOCATION POLICY

Revision History

REVISION	DATE	AUTHOR	REASON FOR CHANGE
1.0	SEPTEMBER 2014	MASHELE YK	NEW POLICY

Issued Date :

Effective Date : Date of Council Approval



BA-PHALABORWA MUNICIPALITY

RELOCATION POLICY

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1. PREAMBLE

The relocation policy is one of the recruitment strategies used by Ba-Phalaborwa Municipality to attract employees from other institutions in order to meet our strategic and operational needs.

It aims at assisting newly appointed employees to relocate their household from their previous place of residence or former employer to the Ba-Phalaborwa municipality.

2. DEFINITIONS

"Employee" refers to an individual who works part-time or full-time under a contract of employment, whether oral or written and has recognised rights and duties.

"Relocation" refers to a change in the physical location of a business or an individual.

"Furniture removal" refers to the relocation of household equipment from one place to the other.

3. LEGAL FRAMEWORK

Constitution of the Republic of South Africa, 108 of 1995

Basic Conditions of Employment Act (75 of 1997)

Labour Relations Act (66 of 1995)

Municipal Systems Act, 32 of 2000

4. OBJECTIVES OF POLICY

To outline provisions for travelling and removal expenses for employees and prospective employees (appointees). It will regulate internal transfers that may warrants relocation and removal of furniture.

5. SCOPE AND APPLICATION OF POLICY

This policy will be applicable to all newly appointed and transferred employees who are required to relocate from their previous employers or place of residence to Ba-Phalaborwa.

This policy shall not apply to residents of Ba-Phalaborwa Municipality and employees on promotional appointment within the organisation.

6. POLICY CONTENT

6.1. REMOVAL EXPENSES

- (i) The Ba-Phalaborwa Municipality will reimburse, subject to prior approval by the Municipal Manager, new appointees for the lowest of the three quotations for removal of furniture and household items and shall not exceed R15 000,00.
- (ii) The reimbursement is subject among others to an appointee residing at the time of appointment outside the jurisdiction of Ba-Phalaborwa municipal area.
- (iii) The removal expenses shall be claimed within three months after the commencement of the offer of employment.
- (iv) Only registered and reputable companies shall be considered for the relocation purposes.
- (v) The same company shall bear the insurance cost of the removal property.
- (vi) The Supply Chain processes will be followed in procuring the relocation companies, which shall not exceed the amount stipulated above.

6.2. TRAVEL EXPENSES

The appointee's dependant family is not entitled to any travelling expenses for the acceptance of the offer of employment.

6.3. INTERNAL TRANSFER

- (a) Should Ba-Phalaborwa Municipality transfer an employees for operational reasons within the boundaries of the municipality, and such post warrant travelling and moving to another area, the following shall prevail:-
- (aa) A relocation fee of one month's salary shall be payable to the transferred employee for the inconvenience caused.
- (bb) Employees who participate in the travelling allowance scheme shall keep records of kilometres travelled and re-imbursed for a period of a month only whereas, employees without travelling allowance will be paid in terms of the transport policy for the same period.

6.4. VOLUNTARY INTERNAL TRANSFER

When an employee of Ba-Phalaborwa Municipality request for re-allocation to another area within the municipality, even when no vacant position exist, such cost will be borne by the employee.

6.5. PROVISION OF TEMPORARY ACCOMMODATION

The newly appointed employee shall be accommodated in a hotel for a period of thirty (30) days while acclimatizing him/herself with the area. The accommodation shall be inclusive of meals i.e. dinner and breakfast.

The municipality will provide storage for the newly appointed employee's households and furniture for the period in which he/she is accommodated in a hotel.

7. EMPLOYER OBLIGATIONS

The Council undertakes to pay the employee's removal costs from his place of residence to Ba-Phalaborwa to the maximum amount of R15 000,00 as per 6.1 above.

8. EMPLOYEE OBLIGATIONS

- 8.2. In return for the expenses paid by Council as mentioned in 7, the employee undertakes and commits him/herself herewith to remain in the services of the Council for at least **twenty four months** in compensation of the total removal cost.
- 8.3. When the employee, resigns or is dismissed from the Council's service before the period expires, the indebted amount according to the contract is payable immediately and does Council have the first claim on any salary, payment in regard of leave or any other money that the Council owes the employee, the indebted amount will be deducted from the same source.
- 8.4. The employee will have signed a furniture removal undertaking in which he/she commit him/herself to pay back the money in total should he/she, resign, or dismissed from Council for whatever reason within twelve months of his/her appointment.

9. PROCEDURE

- 9.1. The Human Resources shall on confirmation of furniture removal needed in respect of a newly appointed employee, follow the supply chain processes in acquiring a reputable company.
- 9.2. The removal expenses shall be paid directly into the company's account on submission of invoice to Budget and Treasury office.

10. IMPLEMENTATION AND MONITORING

The policy will be implemented and become effective once approved by Council.

11. COMMUNICATION

The policy will be communicated to all employees using a full range of communication methods available in the municipality.

12. POLICY REVIEW

The policy shall be reviewed in a three year circle and revised whenever it is necessary.

13. DISPUTE RESOLUTION

Any dispute arising from the application of this policy shall be handled in terms of the grievance procedure as outlined in the SALGBC as well as the Labour Relations Act, 55 of 1995.

14. APPROVAL

APPROVED BY MUNICIPAL MANAGER

DATE:

APPROVAL BY COUNCIL

DATE

MEMORANDUM OF AGREEMENT ENTERED BY AND BETWEEN:

BA-PHALABORWA MUNICIPALITY

(herein represented by **MOAKAMELA MAITE IRENE** in HER capacity as **DIRECTOR: CORPORATE SERVICES** due to that purpose authorised according to Council resolution 174/92 of 28 July 1992), and hereinafter named the Council

and

.....

hereafter mentioned the employee.

certify herewith -

WHEREAS the Council resolved to pay the removal costs up to a maximum amount of **R15 000,00** for removal costs.

NOW THEREFORE the parties agree as follows:

1. The Council undertakes to pay the employee's removal costs from
..... to Phalaborwa amounting to
2. In return for the expenses paid by Council as mentioned, the employee undertakes and commits him/herself herewith to remain in the services of the Council for at least **twenty four months** in compensation of the total removal cost.
3. When the employee resigns or is dismissed from the Council's service, before the period expires, the indebted amount according to the contract is payable immediately and does Council have the first claim on any salary, payment in regard of leave or any other money that the Council owes the employee and it can be deducted from the above mentioned money.
4. The employee herewith agrees to the jurisdiction of the Magistrate's Court of Phalaborwa if any dispute arises from this agreement.

THUS DONE AND SIGNED by the EMPLOYEE at PHALABORWA this

..... day of 20.....

