



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF
ROADS AND TRANSPORT**

RESETTLEMENT POLICY

1. PREAMBLE

The Department is required to generally meet, within reason, the actual resettlement costs within the country incurred by an employee and her/his immediate family as a result of a transfer or appointment or due to certain service requirements is utilized at a place other than his/her headquarters or on termination of service or death.

Resolution no. 3 of 1999 of the Public Service Coordinating Bargaining Council (PSCBC) requires of the Department to determine policy regarding the following aspects:-

Limits on expenditure,

Maximum period of compensation,

Restrictions in respect of the quantity and kind of personal effects covered, and

Cost of property transfer.

2. PURPOSE

To create a policy framework for the compensation of employees who, in the interest of the state and at state expense, are transferred or appointed or due to certain service requirements, are utilized at places other than their headquarters or on termination of service or death.

3. AUTHORISATION

Resolution no. 3 of 1999 of the Public Service Coordinating Bargaining Council (PSCBC) requires of the Department to determine a policy on resettlement.

4. DESCRIPTION OF CONCEPTS

“Furnished accommodation” means

A hotel – or boarding room, caravan, a rented furnished private house or official quarters furnished with the basic and essential furniture other than by the employee herself/himself.

For the purpose of this policy “Headquarters” means

the place where principal duties of an employee are or have to be performed or which may be indicated as his/her headquarters by the head of department.

“Household” means

- (a) the spouse of an employee and the necessarily dependent children who are bona fide resident with an employee and are unemployed or have not taken up permanent full-time employment
- (b) A relative of an employee who is permanently resident with and necessarily dependent on him/her and whose income from any source is less than the minimum wage as defined in the Basic Conditions of Employment Act.
- (c) Not more than two servants employed in full-time capacity by the employee.

“Immediate family” means

family as defined in clause 1.2 of resolution no. 3 of 1999 of PSCBC.

“Interim accommodation” means

Furnished accommodation occupied temporary –

- (a) whilst permanent accommodation is being sought or until permanent accommodation, which has already been obtained, becomes vacant and available for occupation, and/or
- (b) by a member/members of a household who, as a result of the transfer and due to school obligations, reside(S) at the old and/or the new headquarters.

“Personal effects” means

the movable property of an employee and of his/her household which is normally applied to personal use, including vehicles, but excluding livestock, domestic animals and pets.

“Transfer” means

- (a) the moving of an employee or an employee and his household from one headquarters to another in the Republic.

5. POLICY PROVISIONS AND ROLES/RESPONSIBILITIES

SCOPE OF APPLICATION

Any employee whose transfer has been initiated by the Department will be compensated for the actual resettlement costs as provided in Resolution No. 3 of 1999 of PSCBC.

Any employee who is transferred at his/her own request will not be entitled to resettlement costs.

Reasonable costs of relocation of a serving/newly appointed public servant to his/her place of work as provided in clause 4 of Resolution No. 3 of 1999 of PSCBC may be paid by the Department.

The Department shall meet, in the case of termination of service or death as provided in clause 5 of Resolution No. 3 of 1999 of PSCBC, reasonable actual costs of resettlement of employees and his/her immediate family. In the case of death, the remains of an employee who died on official duty away from her/his normal place of work shall be transported at state's costs.

Transfers within a radius of less than 60 km from place of within which the principal duties of an employee are performed, unless resulting in change of home, shall not qualify an employee for resettlement benefits.

5.2. REIMBURSEMENT OF RESETTLEMENT COSTS

5.2.1. TRANSPORT OF PERSONAL EFFECTS AND/OR HOUSEHOLD OF AN EMPLOYEE.

- 5.2.1.1 A transferred employee must transport his/her personal effects from old headquarters to the new headquarters at the most economic and cost effective manner by providing three different quotations.
- 5.2.1.2. The transport of personal effects and/or household must take place within three months from the date of transfer. The deferment may be requested, in exceptional circumstances, for a period not exceeding six months, initial three months inclusive. The approval as a requisite must be sought before such postponement.
- 5.2.1.3 Only personal effects used by the employee at her/his place of residence, in the case of termination of service, are transferable. Transfer costs of personal effects procured after the date of termination of employees services will not be paid from state funds.
- 5.2.1.4 To effect most economic arrangements, the Head of Department may obtain such further quotations on behalf of the transferred employee in addition to those obtained by the employee as he/she deems necessary.

- 5.2.1.5 Two day's special leave with full pay shall be granted to an employee who is transferred at state expense from the headquarters where he is transferred, to supervise the packing, loading and unpacking of personal effects.

5.2.2. STORAGE OF PERSONAL EFFECTS OF AN EMPLOYEE

The reasonable costs for the storage of personal effects of the employee as a result of housing shortage or being unable to immediately secure a house or flat shall be met from state fund for a period not exceeding one month or in exceptional cases two months.

5.2.3. INTERIM ACCOMMODATION

If the employee and his or her immediate family must unavoidably rent interim accommodation at the new place of work, the department may meet reasonable actual costs for one month, at the discretion of the Head of Department.

5.2.4 TRAVEL EXPENSES OF DEPENDENT SCHOOL CHILDREN

If dependents of a transferred employee must remain in a school at the employee's old headquarters because he/she does not want to interrupt the education of his/her children, he/she may be compensated, for a maximum of one school year, for the most economical reasonable mode of travel to the new place of work at the beginning and end of the school year and for school holidays.

5.2.5 TRANSFER FEES ON ACCOMMODATION

- 5.2.5.1. The employee may be compensated for a reasonable actual transfer fees arising from the purchase of a dwelling, or a building site and the erection of a dwelling thereon. The expenses in this regard refer to the cost of conveyance of property, mortgage costs, expenses arising from the drafting of a purchase contract, inspection fees, etc.

- 5.2.5.2. The dwelling must be registered, in terms of the statutory provisions for the registration of deeds, in the name of the official or his/her wife or jointly in both their names, and be permanently occupied by the employee and/or his/her household.

- 5.2.5.3. **EXPENDITURE ON BOOKS, UNIFORMS AND RELATED COSTS.**

The Department may pay a once-off amount as determined by the Minister of Public Service and Administration to each school child who must change school as a result of the transfer of the employee, uniforms, sports outfits and other related costs.

The payment of the above amount cannot be met from state funds for expenditure connected with school uniforms, where an employee would in any case have been obliged to purchase new school uniforms for his/her child at the old headquarters owing to the fact that the child completed his/her primary school education and would have had to attend a secondary school where a different uniform is prescribed or where a child starts his/her primary education for the first time.

5.2.7 SUNDRY COSTS

The Department may pay the employee the amount as prescribed in clause 3.9 of Resolution No.3 of 1999 of PSCBC collective agreement on Resettlement in order to meet incidental expenses.

5.2.8 CONTINUED PAYMENT OF HOME OWNER ALLOWANCE

5.2.8.1. The Department shall continue to pay home owner allowance in respect of a dwelling at the previous headquarters for a limited period not exceeding six months.

- (a) if the employee and her/his immediate family have no reasonable alternative dwelling,
- (b) until the employee sells the dwelling, or
- (c) until the employee qualifies for a home owner allowance at her/his new headquarters.

5.2.8.2. The allowance may be continued if the dwelling is still occupied by dependents of the employee and she/he joins them periodically.

5.2.9 PRIVILEGES FOR NEW APPOINTEES

5.2.9.1. The traveling expenses as well as transport expenses, insurance costs and storage costs for not longer than one month, of the personal effects of an employee and/or her/his household who, on appointment, necessarily has to relocate may be compensated on the basis provided in clause 4 of PSCBC Resolution No.3 of 1999 of the collective agreement on

Resettlement. The new appointee will also be provided with accommodation for a period of one (1) month only.

- 5.2.9.2. In the case of a married employee the employee must declare that his/her spouse is not entitled to any remuneration by her/his employer in respect of transport expenses and insurance cost on personal effects or for traveling and subsistence allowance.

5.2.10. PRIVILEGES ON APPOINTMENT ON CONTRACT FROM ABROAD

- 5.2.10.1 The traveling expenses of a person and/or his or her household as well as the transport expenses and insurance costs of his/her personal effects from a foreign country resulting from her/his appointment contract may be paid.

- 5.2.10.2 The executing authority or his delegate may provide a once-off sum to assist the employee with initial expenses before she/he receives her/his first salary payment. In such cases the candidate shall agree in writing to repay the Department's expenditure for relocation on pro rata basis if she/he leaves the Department in a year or less in respect of the unexpired period.

5.2.11. PRIVILEGES ON TERMINATION OF SERVICE ON DEATH

- 5.2.11.1 The Department shall meet the reasonable actual costs of resettlement of an employee and/or his household within the Republic due to –

- (a) retirement from Public Service,
- (b) discharge owing to ill-health occasioned without default, inefficiency (as distinct from misconduct), redundancy, abolition of post or reorganization,
- (c) termination of service contract as a result of the expiry of the period of service prescribed in the contract, or
- (d) his/her death while in Government employment.

- 5.2.11.2 Resettlement expenses may also be paid mutatis mutandis on termination of service to an employee who was recruited abroad for appointment or his/her household in the case of his/her demise, from his/her existing place of residence back to his/her country of origin.

- 5.2.11.3 The expenditure on resettlement should be incurred within three months of termination of service. Deferment of transport of the employee's household and/or personal effects may be granted

in certain circumstances if the employee has obtained prior written approval and subject to the following conditions:-

- (a) the expenditure should not be incurred later than 30 days after the initial three months;
- (b) the request for deferment may not be granted under the following circumstances
 - (aa) to enable the employee to accept employment outside the public service
 - (bb) for any other reason where the employee's household's request centers around personal interests or tastes, except where she/he experiences problems in selling his/her house owing to circumstances out of his/her control.

5.2.12. PRIVILEGES WHEN AN EMPLOYEE DIES WHILE ON OFFICIAL DUTY AWAY FROM HIS/HER OFFICIAL HEADQUARTERS.

5.2.12.1 In the case of the death of an official as a result of accident caused in the execution of his/her official duty, the transportation costs of his/her remains to his/her headquarters shall be met from State fund.

5.2.12.2 If an employee is on official duty in a foreign country, or is stationed there and dies there, or if a family member dies there, the cost of transporting the body to the place of burial in the Republic will be recovered from state fund. If the burial should take place in a foreign country other than the country where the employee was stationed, the body may be transported to the country on state funds, but limited to the amount that would have been incurred had the body been transported to the Republic.

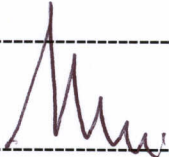
6. MONITORING, EVALUATION AND REPORTING

An annual report with particulars regarding all expenses resulting from the application of this policy should be compiled by Human Resource Management.

7. REVIEW OF THE POLICY

The policy will be reviewed when necessary.

ENDORSED



HEAD OF DEPARTMENT

18/02/09

DATE

Note: This policy document is a blue print of the original policy that was approved by MEC Justice Piitso on 06.06.08.