

RESETTLEMENT AND RELOCATION POLICY

DEPARTMENT OF SAFETY, SECURITY AND LIAISON

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RESETTLEMENT AND RELOCATION POLICY

Introduction

The Department of Safety, Security and Liaison recognizes the fact that employees within its employment or prospective personnel may at one stage or another be transferred, or be resettled from their current workstation or residence/home to a new station. It is for these purposes that the Department developed the resettlement expenditure policy, to compensate and reimburse the expenses that might be incurred due to such a process.

In terms of this policy, resettlement will mean the moving of an employee and his/her immediate family and personal belongings from his original work place to the new work place.

1. OBJECTIVES

- The resettlement expenditure policy is designed to compensate an employee, who has been transferred or appointed or owing to certain service requirements in the interest of the department and at state expense in accordance with the Public Service Regulations and the PSCBC Resolutions.
- This policy will to serve as a guideline to give direction and consistency on the implementation of resettlement / relocation of employees.

2. LEGAL MANDATES

- 3.1 The Public Service Regulation 2001 Part V E2 (b)
- 3.2 Determination by the DPSA on the consideration of the Customer Price Index.
- 3.3 The Public Service Coordinating Bargaining Chamber Resolution No 3 of 1999, Part XV.
- 3.4 Public Service Act, 1994 as amended

3. SCOPE OF APPLICATION

This policy applies to all employees and prospective employees appointed or recruited in terms of the Public Service Act, 1994 within the Department of Safety, Security and Liaison. The PSCBC Resolution No 3 of 1999, Part XV (subsection 1.1) stipulates that "the employer shall generally meet within reason, the actual resettlement costs within the country incurred by an employee and or his/her immediate family as a result of official duties, or, in some cases, on termination of service or death".

The resolution further describes that for the purpose of resettlement (subsection 1.2) an employee's immediate family includes only an employee's

(a) Spouse

(b) Minor Child, adopted child, dependent child and/or

© Relative (i) who lives with the employee except when attending an educational institution, and (ii) who relies on the employee for the bulk of her or his assistance.

4. Transfer of an employee (State Initiated)

4.1. Costs associated with the transfer (PSCBC No 3 of 1999)

The Department shall pay the following expenses when employees are transferred due to service delivery requirements and on the department's initiatives.

4.1.1 Interim Accommodation

- The department may provide interim accommodation for a period of one month on assumption of duty at the new station subject to the approval of the Head of Department, and thereafter, the employee should obtain own accommodation at his/her own expense.

4.2 Incidental Expenses

- Incidental expenses from resettlement are those expenses for which provision is not made elsewhere in the policy framework. They include evaluation of properties, telephone connection, replacing household appliances, new school books, uniforms, transportation and storage of household, sundry costs, etc.
- In order to meet the above costs, the Department shall pay the employee a single amount of one-month of an employee's basic salary for resettlement upon approval by the Head of Department.

5. PRIVILEGES FOR NEW APPOINTEES IN THE DEPARTMENT

The Department MAY pay the reasonable actual costs of relocation of a newly appointed public servant to her or his new place of work. These expenditures may include reasonable actual costs of:

5.1. Interim Accommodation

- a. Accommodation for a period of one month.
- b. Transport, insurance and one month storage for personal and household goods.
- c. The employee shall agree in writing to repay the employer's expenditure for relocation if she or he should leave the Department/ Public Service within a year of assumption of duty or less.
- d. If an employee is recruited from abroad, the Executing Authority may provide a non-refundable once-off sum to assist her or him with initial expenses before she or he receives her or his first salary payment including assistance with the reasonable accommodation for a period of one month.

6. MAXIMUM PERIOD OF COMPENSATION

- All resettlement/relocation claims should be done within a maximum period of three months from the date of resettlement and late submission/claims shall not be paid.
- Employees who will be found submitting or recommending illegal resettlement claims shall be charged with fraud as this will be regarded as misuse of public funds.
- The HR Directorate must budget for resettlement expenditure to cover the costs.

7. IMPLEMENTATION OF THE POLICY


Date of implementation is the date of signing and will be reviewed from time to time when the need arises.



HEAD OF DEPARTMENT
Thobakgale M.S

17/06/2024
DATE

APPROVED/DISAPPROVED

EXECUTING AUTHORITY
MEC: R.S NDOU

17/07/2024
DATE