



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF AGRICULTURE

RESETLEMENT POLICY

Ref.: S4/P

DATE OF EFFECT: 01 JULY 2010

RECOMMENDED / ~~NOT RECOMMENDED~~

Prof. AE NESAMVUNI
HEAD OF DEPARTMENT

05/07/10
DATE

APPROVED / ~~NOT APPROVED~~

COMMENTS: _____

Me. D.B. LETSATSI-DUBA
MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010
DATE

ACRONYMS

<u>LDA:</u>	The Limpopo Department of Agriculture,
<u>PSC:</u>	Public Service Commission
<u>PSR:</u>	Public Service Regulations
<u>HRS:</u>	Human Resource Services
<u>DPSA:</u>	Department of Public Service and Administration
<u>MPSA:</u>	Ministry of Public Service and Administration
<u>EA:</u>	Executive Authority
<u>HRM:</u>	Human Resource Management

1. DEFINITIONS

- (a) **Department:** Limpopo Department of Agriculture
- (b) **Furnished accommodation:** a hotel or guest house, caravan, a rental furnished private house or official quarters furnished with the basic and essential furniture other than the employee
- (c) **Interim accommodation** means furnished accommodation temporarily provided by the employer whilst permanent accommodation is being sought by the employee.
- (d) **Transfer** means the movement of an employee and his/her household from one headquarters to another in the Limpopo or other Provincial Departments and National Department.
- (e) **Immediate family** includes only an employee's
 - (i) Spouse,
 - (ii) Minor child, adopted child, dependent child and/or
 - (iii) Relative
 - (1) Who lives with the employee except when attending and educational institution, and
 - (2) Who relies on the employees for the bulk of her or his subsistence?

2. PURPOSE

To provide guidance within which decisions on compensating expenses related to movement of officials can be made.

3. LEGAL FRAMEWORK

- (a) Public Services Act, No. 103 of 1994
- (b) Public Services Regulations, 2001.
- (c) Public Finance Management Act (Act No1 of 1999.
- (d) Labour Relations Act (Act 42 of 1995)
- (e) Basic Conditions of Employment Act (Act No. 25 of 2002)
- (f) Employment Equity Act (Act No. 55 of 1998)

4. OBJECTIVES OF THE POLICY

- 4.1 To compensate an employee who in the interest of the Head of the Department is transferred due to certain service requirements and is utilized at a place other than his/her place of appointment.
- 4.2 To assist in determining the actual resettlement costs incurred by an employee and his or her immediate family as a result of official duties, or in some cases, on termination of service or death.
- 4.3 To outline the limits on expenditure, maximum period of compensation, restrictions on the quality and kind of personal effects covered, as well as costs of transfer the department shall pay out.

5. SCOPE OF APPLICATION

This policy is applicable to Limpopo Department Agriculture

6. POLICY STATEMENTS

- 6.1 If an employee requests a transfer from one station to another, the expenses shall not be covered by the state and any absence from duty as a result of transfer shall be covered by granting vacation leave.
- 6.2 If the employer requires the employee to be transferred to another station, the employer shall assist the employee with the associated costs.
- 6.3 Travelling and subsistence expenses during one visit by an employee or a member of her/his family to the new place of work before the date of a transfer shall be settled by the state. In cases where it is not covered the employee can be compensated for reasonable actual accommodation and meals. Travel time shall be regarded as official
- 6.4 The employer shall generally meet, within reason, the actual resettlement costs within the country incurred by an employee and her or his immediate family as a result of official duties, or, in some cases, on termination of service or death
- 6.5 The employee shall be responsible for coordinating the transporting of his goods i.e. loading, packaging and off- loading.
- 6.6 The employer shall provide temporary accommodation for a period not exceeding one [1] calendar month from the date of transfer, any extension shall require approval by the Head of Department.
- 6.7 The distance shall be above the radius 70km to the new place of work from the previous work station.
- 6.8 The employer may compensate the employee for the expenditure related to the storage of his/her personal effects for a period not exceeding (3) months if there are valid reasons given in writing e.g. if the employee's accommodation at the new residence is

very small to accommodate all his/her property or experiencing problems in securing accommodation

- 6.9 The resettlement costs shall be lodged within three [3] calendar months from the date of transfer or shall not exceed six [6] calendar months.

6.10 School books, uniforms and related costs

- 6.10.1 The employer may compensate the employee for each child (once-off) who changes school and who is a dependent of the employee transferred to another headquarter

- 6.10.2 The employee shall move to a new headquarters with his/her dependents, if in case the transfer of school children shall not occur immediately the employee shall inform the Department in writing within thirty [30] working days from the date of transfer.

- 6.10.3 The maximum period for compensation of school uniform shall not exceed twelve [12] calendar months from the date of transfer unless valid reason given as indicated above.

6.11 Sundry costs

Sundry costs shall be provided to meet the incidental expenses incurred by the employee due to his/her transfer.

6.12 Furnished accommodation

The employer may pay 25% of the employee's basic monthly salary on the date of resettlement if he/she permanently occupied furnished accommodation.

6.13 Unfurnished accommodation

The employer may pay the employee's basic monthly salary on the date of resettlement if he/she permanently occupied unfurnished accommodation.

6.14 Transfer fees on accommodation

- 6.14.1 The employer may compensate the employee to pay reasonable actual transfer fees which may include conveyance of the property, mortgage costs, and expenses arising from the drafting of a purchase contract if he/she purchases a dwelling or building site at the new place of work.

- 6.14.2 The transfer costs shall be done within 36 calendar months.

7 POLICY REVIEW

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC.