



# **UMJINDI MUNICIPALITY**

## **RELOCATION POLICY**



# UMJINDI MUNICIPALITY

## RELOCATION POLICY

<b>Core Business Area</b>	Corporate Services Directorate
<b>Operational Area</b>	All Directorates

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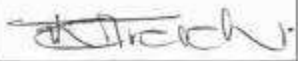
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Date	Version	Description	Author/s
01 July 2008	0.02	Approved under Item FA 85 dated 26/06/08	AW Treurnich 

### DOCUMENT APPROVAL

Position	Name	Signature	Approval Date
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## 1. PURPOSE

To make provision for the granting of financial assistance to newly appointed employees on taking up full-time permanent employment with Umjindi Municipality in respect of expenses incurred with accommodation as well as furniture and household removal after appointment.

## 2. DEFINITIONS

Temporary employee: means an employee, excluding a contract employee, appointed to a post on the fixed temporary establishment of Council in a temporary capacity, whether full-time or part-time, for a continuous period not exceeding 12 months.

Permanent employee: means an employee, excluding a contract employee and a temporary employee, occupying a post on the fixed establishment of the Council in a permanent capacity, whether full-time or part-time, and includes an apprentice and a person appointed in such post for a probationary period.

## 3. EXEMPTIONS

- 3.1 This policy does not make provision for financial assistance to Section 57 employees or temporary appointed employees.
- 3.2 The appointment of the employee must be from within the Republic of South Africa but outside the boundaries of Umjindi Municipality.

## 4. FINANCIAL ASSISTANCE

### 4.1 FURNITURE TRANSPORT GRANT

- 4.1.1 Financial assistance may be given for the transport of furniture and household effected by rail or by road-motor transport whichever may be the most practical and reasonable in the circumstances and Council approve a maximum Furniture Transport Grant of **R 30 000.00** (thirty thousand rand).
- 4.1.2 An ex gratia payment above the maximum amount of **R30 000.00** must be subjected to Council for approval. The payment of such an ex gratia payment is further subject to a written application/motivation from the newly appointed employee.

4.1.3 The payment of a Furniture Transport Grant is to be agreed upon/negotiated directly after appointment of an employee and before commencing of employment and the process should be facilitated by the Human Resource Section with in the Municipality.

4.1.3 The allocation of a Furniture Transport Grant is subject to the availability of funds and the final approval by the Municipal Manager.

## **4.2 ACCOMMODATION ALLOWANCE**

4.2.1 An accommodation allowance of R 2 000.00 per month will be paid to all employees who relocate from within the Republic of South Africa but outside the boundaries of Umjindi Municipality, for a period of two months from the date of commencing services.

4.2.2 The employee need not refund the accommodation allowance paid by Council.

## **5. PROCUREMENT OF SERVICES**

5.1 A minimum number of three quotations for furniture removal services should be obtained through the Supply Chain Unit of Umjindi Municipality.

5.2 Quotations must be provided to the Chief Financial Officer who will directly pay the successful contractor after successful completion of the contract.

## **6. CONTRACT OF AGREEMENT**

6.1 Before the ex gratia amount is paid, the person so employed shall sign an acknowledgement of debt, wherein the Council is given the right to deduct such monies owing to it from any monies owing to the employee, so appointed and further that the Council be given the right to claim such monies owing to it, from the employee's pension fund contributions.

6.2 The refund of the expenditure incurred by Council in respect of the employee's furniture and household removal expenses shall be on the following basis should the employee resign from Council's service:

- before the expiry of 12 (twelve) months service with the Council, the full amount;
- before the expiry of 24 (twenty four) months but more than 12 (twelve) months service with the Council, 50% (fifty percent) of the amount;
- before the expiry of 36 (thirty six) months but more than 42 (twenty four) months service with the Council, 25%.

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