

RESETTLEMENT POLICY

1. PREAMBLE

The employer has the responsibility to meet, within reason, the actual resettlement costs within the country incurred by an employee and her/his immediate family as a result of official duties. This policy will provide measures and guidelines for the Department to meet, within reason, the actual resettlement costs incurred by an employee and his/her immediate family as a result of resettling due to a transfer from one place of work to a new one or in some cases on termination of service resulting from death

2. PURPOSE

The purpose of this policy is to compensate a person who, in the interest of the State at a State expense, is transferred or appointed within the framework of the provisions and the measures and guidelines set out in the Public Service Regulations Chapter F, as well as the Public Service Staff Code for the reasonable expenditure actually and necessarily incurred as a result thereof. Each Directorate must budget for resettlement costs.

3. DEFINITIONS

“Employer” – An employee employed by the State, and who falls within the registered scope of the council.

“Employee”- Means everyone employed by the Department under the Public Service Act, 1994.

“Employee’s immediate family” - It includes an employees’ spouse, minor child and/or relative who lives with the employee except when attending an educational institution, and who relies on the employees for the bulk of her or his subsistence.

“Accommodation expenditure” - Means expenditure in respect of lodging, meals, non-alcoholic beverages taken with meals, dry-cleaning, laundering and parking.

“Interim accommodation” - Means a temporary place to stay while an employee is actively looking for permanent accommodation.

- “Personal effects”** - Means the movable property of an employee and of his/her household which is normally to personal use, including vehicles, but excluding livestock, domestic animals and pets.
- “New Employee”** - An incumbent that has just been employed after recruitment, selection and interview and has not been in public service before or does not have a persal.
- “Transfer”** - An employee transfer from National or Provincial Government or any other provincial department in terms of the Public Service Act.

4. AUTHORISATION

Public Service Coordinating Bargaining Council Resolut o. 3 of 1999, section XV

5. REGULATORY FRAMEWORK

5.1 Public Service Act, 1994

5.2 Public Service Regulations

5.3 Public Service Staff Code

5.4 Public Service Coordinating Bargaining Council Resolut No. 3 of 1999, section XV.

6. POLICY FRAMEWORK

6.1 COSTS ASSOCIATED WITH TRANSFER

If the employer requires an employee to transfer to a new place of work, the employer may assist the employee with the associated costs, as provided below.

6.1.1 Travel and Subsistence

The employer may meet the reasonable actual costs an e yee incurs for travel and subsistence during;

- (a) One visit by an employee or a member of her or his immediate family to the new place of work before the date of the transfer,
- (b) The visit shall not last more than four days and if the employee afterwards
- (c) decides not to take up the position, he/she will have refund all costs to the department
- (d) The employee has to utilize the most economical travel arrangements

- (e) The Department shall also pay for the most economical means of transport of the employee and his/her immediate family upon the transfer of the employee to the new place of work.
- (f) An official will also be allowed to travel with his/her own car as per approved state tariff determined by the engine capacity of the vehicle

6.1.2 Transportation and storage of household and personal effects

- (a) For households and personal effects of the employee and her/his immediate family, the employer may meet reasonable actual costs of transport to the new permanent accommodation, storage, packing and unpacking, and insurance cover.
- (b) Three quotations from reputable transport companies should be obtained through the Supply Chain Unit of the Department, based on a full inventory of the employee's furniture and other possessions
- (c) The removal should take place within 6 months after the date of transfer but not before the Department has accepted a quotation.

6.1.3 Interim Accommodation

If the employee and her or his immediate family must use avoidable rent interim furnished accommodation at the old and/or new place of work, the employer may meet reasonable actual costs

6.1.4 New school books, uniforms and related costs

Allowances in this regard shall be subject to promulgations by DPSA from time to time

6.1.5 Travel expenses of dependent school children

If members of the employee's immediate family must remain in a school near the employee's former place of work, the employer may, for a maximum of one school year, cover the most economical reasonable mode of travel to the new place of work at the beginning and end of the school and for holidays.

6.1.6 Transfer fees on accommodation

- (a) The employer may pay reasonable actual transfer fees if the employee purchases a dwelling or a building site at the new place of work. The expenses in this regard refer to the cost of conveyance of property, transfer duty and mortgage costs. Documentary proof of all the costs will be required before a request for the payment of these fees can be considered.

- (b) If the transfer fees or part of the fees are included in the mortgage bond, the payment of all or the relevant portion of the fees will be paid into the employee's bond and not to the employee directly

6.2 PRIVILEGES FOR NEW APPOINTMENTS

6.2.1 The employer may pay the reasonable actual costs of relocation of a newly appointed public servant to her/his place of work. This expenditure may include reasonable actual costs of:

- (a) Travel by the employee and her/his immediate family, and
- (b) Transport, insurance and one month's storage for personal and household goods

6.2.2 If the employee cannot move into permanently rented or bought accommodation immediately upon transfer, the employee and her/his immediate family shall be allowed to utilize the **MOST REASONABLE APPROPRIATE** interim furnished accommodation at Departmental cost for a period of one month and can be extended but not exceeding three months. The cost of the accommodation shall include breakfast, lunch and dinner and two non-alcoholic beverages per day. Laundry and parking will also be paid for by the Department

6.2.3 The employee shall agree in writing to repay the employer's expenditure for relocation if she or he should leave the public service a year or less

6.2.4 If an employee is recruited from abroad, her/his Executive Authority may provide a once-off sum to assist her/him with initial expenses before she/he receives her/his first salary payment.

6.3 PRIVILEGES ON TERMINATION OF SERVICE OR DEATH

6.3.1 If an employee dies or retires or the employer terminates the contract of a contract employee. The employer shall meet, at the request of the employee or her/his family, the reasonable actual costs of resettlement of the employee and her/his immediate family, as provided in paragraph 6.3.1 and 6.3.3.

6.3.2 In the case of an employee recruited in South Africa, the employer will pay for resettlement within South Africa

6.3.3 In the case of an employee recruited from abroad, the employer will pay for resettlement at the employee's place of origin

6.3.4 The employer may meet the costs of transporting home the remains of an employee who died on official duty away from her/his place of work

7. SCOPE OF APPLICATION

The application of this policy applies to all officials of the Department

8. PROCEDURES FOR AMENDMENT OF THE POLICY

The amendment of this policy shall be done in accordance with changing legal frameworks and shall be subjected to approval by the Head of Department. He/she shall have the discretion to deviate from any clause in this policy where needs be but in writing

9. MONITORING EVALUATION AND REPORTING

The department through its delegated structures shall monitor and evaluate effectiveness of the implementation and report to the Head of Department on an annual basis.

APPROVED/NOT APPROVED

MR. S. NGUBANE

ACTING: HEAD OF DEPARTMENT

DATE _____