



HUMAN RESOURCE POLICY RELOCATION EXPENDITURE

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| Policy No: NLMHREN003 | Effective Date: 01 April 2008 |
| Approved: | Review Date: 01 April 2009 |

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

This Policy applies to all employees of Ngwathe.

2. PREAMBLE

The objective of this policy is:

- 2.1 To reimburse employees being transferred at the request of Ngwathe to another locality necessitating a residential change.
- 2.2 To reimburse new employees relocating from a location situated more than 20km from the workstation or more than 20km from the Municipal Offices.
- 2.3 To encourage employees to move closer to the Ngwathe working stations.

3. POLICY

- 3.1 The following expenses may be reimbursed by Ngwathe:
- 3.1.1 Transport expenses and insurance costs of personal effects. An employee will be required to use a removal company that covers insurance for personal items in transit. Items of personal effects are insured for a maximum of 1 month's from the date of arrival at a new location. Employees who choose to use a removal company which does not cover insurance on items in transit will do so at their own risk.
 - 3.1.2 Storage costs of personal effects will be reimbursed for a period not exceeding 1 month;
 - 3.1.3 Accommodation expenditure in a maximum three (3) star hotel or Bed and Breakfast or Guesthouse approved by the Chief Financial Officer situated within the Ngwathe Municipal Boundaries for a period not exceeding 1 month. An employee may be given an option of taking a cash disbursement of up to R360.00 per night for accommodation costs. The limit amount of R360.00 per night may be reviewable annually by the Chief Financial Officer;
 - 3.1.4 Transfer and bond registration connected with the purchase or erection of a new dwelling.

The BEE procurement policy of Ngwathe Local Municipality will apply in the reimbursement of relocation expenses.

- 3.2 Existing and new employees who wish to relocate on their own accord. All relocation expenses in this regard will be for the account of the employee.

4. AUTHORISATION AND PAYMENT OF RELOCATION EXPENDITURE

- 4.1 The Municipal Manager will be responsible for the approval of any expenditure related to the transfer or resettlement of employees and any other costs under this section.
- 4.2 In the case of household removals, three quotations should be obtained and submitted to the Corporate Services Division. The Corporate Support Services will determine and authorise the removal company which Ngwathe will contract, subject to the Supply Chain Management Policy of the Ngwathe.
- 4.3 The Finance department will effect payment of relocation expenses.
- 4.4 Ngwathe will keep a list of BEE compliant accommodation and will encourage use of such for relocation accommodation in terms of this Policy

5. STAKEHOLDER ANALYSIS

| Role | Responsibility |
|---|--|
| Municipal Manager / Director Corporate Services (subject to its delegations if any) | Approve any expenditure related to this policy |
| Corporate Services Director | Authorise the removal company and associated expenditure |
| Line Manager | |
| Finance Department | Effect payment of approved relocation expenses: Maintain register of BEE compliant accommodation |
| Human Resources | |

6. AUTHORITY

- Formulation Policy : Municipal Manager
- Authorisation Policy : Council
- Ownership and Maintenance Manager : Director Corporate Services