

UMHLABUYALINGANA RELOCATION POLICY

Policy Number:	Approved Date:
Effective Date:	Review Date:

1. PREAMBLE

The policy is aimed at facilitating the re-imbusement of employees being transferred at the request of the Municipality to another locality, necessitating a residential change.

2. DEFINITIONS

All terminology of this policy shall bear the same meaning as in the applicable legislation.

3. LEGAL FRAMEWORK

None. In the event that conflict exists in the interpretation of this policy and any Legislation (which includes any by-laws made and administered by Umhlabuyalingana Municipality), the later (the Legislation) shall prevail over the former (the Policy).

4. SCOPE AND APPLICATION

This policy applies to all employees of Umhlabuyalingana Municipality and/or prospective employees (appointees).

5. OBJECTIVES OF POLICY

The purpose of this policy is to outline provisions for travelling and removal expenses for employees and prospective employees (appointees). It will regulate internal transfers that may warrants relocation of furniture.

6. POLICY CONTENT

6.1 Removal Expenses

The Municipality will re-imburse, subject to prior approval by the Municipal Manager (MM), new appointees for the lowest of the three quotations for removal of furniture and household items.

This re-imbursement is subject, among others, to an Appointee, at the time of the appointment, residing in a 20km radius area or more outside of the Municipal jurisdiction. The removal expenses must be claimed within 6 months of the commencement of duties.

6.2 Travel Expenses

The Appointee and/or his/her dependant family is not entitled to any travelling expenses for the acceptance of the offer of employment.

6.3 Internal Appointments

When an employee of the Municipality voluntarily applies for a position within the Municipality service and is successful in a position, warranting travelling and moving to a different location within the boundaries of the municipality, such travelling and removal costs will be at Municipality's cost.

6.4 Internal Transfer

Should the Municipality transfers an employee for operational reasons within the boundaries of the municipality and such post warranties travelling and moving to another area, the Municipality shall bear the full costs of travelling and removal, subject to the submission of the lowest quotation of the three (3).

6.5 Voluntary Internal Transfer

When an employee of the Municipality voluntarily requests from the Municipality to relocate to another area within the Municipality, even when no vacant position exists, such cost will be at the employee's own cost.

6.6 Exclusions

The Municipality is not responsible for expenses associated with storage of the Appointee's households and insurance. This is the sole responsibility of the employee.

6.7 Employee Obligations

Should an employee, whose travelling and removal expenses have been covered by Municipality, leave within a period of less than 12 calendar months, the total amount of travelling and removal expenses will be recovered by the Municipality.

7. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended by the Local Labour Forum (LLF) and approved by the Council.

8. COMMUNICATION

This policy will be communicated to all Municipal employees using the full range of communication methods available to the Municipality.

9. POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

10. BUDGET AND RESOURCES

The financial and resource implication/s related to the implementation of this policy should be qualified and quantified.

11. ROLES AND RESPONSIBILITIES

The Municipal Manager or his/her delegated Assignee accepts overall responsibility for the implementation and monitoring of the policy.

12. PENALTIES

Non-compliance of any of the stipulations contained in the Policy will be viewed as misconduct and will be dealt with in terms of the Municipality's Disciplinary Code.

13. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.

14. AUTHORITY

Formulated by:

Date:

Consulted: LLF:

Date:

MM Approval:

Date:

Council Approval:

Date: