

Ntinga O.R Tambo Development Agency SOC Ltd



STAFF/EMPLOYEE RELOCATION POLICY & PROCEDURE

POLICY NUMBER	3/P
POLICY TYPE & CATEGORY	Human Resource Policy
APPROVAL DATE	28 August 2020
COMMENCEMENT DATE	28 August 2020
INITIAL APPROVAL DATE	03 August 2017
PREVIOUS REVIEWALS	Nil
NEXT REVIEW DUE	31 August 2021
RESPONSIBLE MANAGER	Head: Corporate Services

1. INTRODUCTION

Ntinga's success in meeting its mandate depends, to a large extent on the human capital available at any given point in time. Recruiting new personnel or redeploying or transferring any staff calls for a policy framework to guide and regulate these processes. This policy attempts to address this need and gives guide to practices of a transferred employee or appointed employee being relocated.

1.1 Purpose

To ensure that employees who are relocated/transferred are assisted to settle in new places of residence closer to a workplace and compensated for reasonable costs that are incurred as a result of their transfer/movement.

1.2 Scope

The policy will apply to transfer/movement of employees and prospective employees that are newly appointed need to relocate into permanent positions of residence. In all cases any costs incurred should be agreed with and approved by Head of Department.

2. Principles

- 2.1 All benefits/Allowance should be applied for within a period of twelve (12) months from the date of transfer/appointment.
- 2.2 In the event where an employee relocates more than once at the instance of the Agency within a period of twelve months, the transfer benefits/allowance will be paid for both instances.
- 2.3 Transfer benefits /allowances will only be paid to employees whose transfer requires relocation, and the distance of relocation is not less than 30 kilometres
- 2.4 All payments of allowances must be approved by the Head: Corporate Services or delegated person.
- 2.5 An employee to be transferred shall be notified in writing of his or her transfer by the Human Resource Section.

- 2.6 The amount indicated in respect of the various transfer allowances are maximum amounts and are not automatically payable in all instances. The Agency reserves the right to grant lesser payments, which at discretion it is regarded as reasonable, for expenses necessarily incurred in connection with official transfers.
- 2.7 All payments incurred in relocating should be recorded and the employees should sign an acknowledgement of debt (Annexure A). The debt should be written off over twelve (12) months from the date of transfer/appointment. Should the employee resign or be dismissed (other than in the case of retrenchment) during this twelve-month period, he/she will be liable for prorate portion of outstanding debt.
- 2.8 Should an employee leave the service of the Agency within 12 months of relocation, he/she would be obliged to refund the Agency proportionately except in the case of a no-fault termination i.e. death and ill health.

2.9 TRANSFER

- 2.9.1 The term "transfer" in this context shall be defined as the "official movement of an employee from one department or division to another, or from one specific position to another within Ntinga". Transfers in this context exclude the normal relocation of employees within the Ntinga to perform their duties from one project to another or a transfer contemplated by Section 197 of the LRA.
- 2.9.2 Transfers may be affected in the following circumstances:
- (a) Where an employee is successful in an application for a vacancy, which has been advertised internally.
 - (b) Where a decision has been taken by management that the services of an employee should be better utilised to the advantage of the employee and the Agency by placing the employee in another department/site/division/position, employee should consent.

- (c) Where a department/division is experiencing an excess of staff due to the reduction of work and transfer of the employee to another department/division is considered to be an alternative to retrenchment.
- (d) Where, following counselling, an employee is deemed to be unable to continue working in a certain capacity/department for personal reasons (e.g. as a result of illness).

2.9.3 Transfers will **not** be considered in the following circumstances

- (a) Where a manager attempts to avoid resolution of a problem issue involving an employee by transferring the employee without first having demonstrated that the employee has been properly counselled.
- (b) Where an employee with an unsatisfactory performance and / or disciplinary record requests a transfer.
- (c) Where an employee that has been in a position for an insufficient period of time to be able to make a substantial contribution to the position, requests a transfer.
- (d) Final authority for transfer rests with the Head: Corporate Services, following recommendations from the departmental manager.

2.9.4 Transfer initiated by the Agency

- (a) In the case of a transfer proposed by the Agency, the head of department / manager must:
- (b) Explain to the employee's manager or supervisor the reason for the proposed transfer before the employee is approached
- (c) Explain to the employee the reason for the proposed transfer, and provide an opportunity for the employee to ask questions and to clarify issues.
- (d) Obtain the employee's acceptance of the proposed transfer.

- (e) If the proposed transfer is not acceptable to the employee, the matter should be referred to the relevant senior member of management for discussion with the Human Resources manager / director.

3. RELOCATION QUALIFYING

- 3.1 The following will be deemed as relocation by the Agency.
- a) When an employee is transferred by Ntinga to another geographical location, which transfer requires that he/she must move his/her residence.
 - b) Relocation of new employees upon appointment, and relocation upon successful internal application for a position at an office other than the employee's current office.
- 3.2 The following expenses will be paid by the Agency provided that acceptance proof that the employee physically relocated from another town or city has been submitted to the Agency, and only if the appointment or transfer was a direct result for the incumbent to physically relocate.

4. REMOVAL AND STORAGE

- 4.1 Agency will pay for the cost of the removal and temporary storage of the employee's furniture, household effects and other personal belongings such items as approved for a period not exceeding three (3) months.
- 4.2 The Supply Chain Management section shall be responsible for procurement of removal/ storage company
- 4.3 In the event where an employee has paid the removal company, he/she may submit the proof of payment for consideration of re-imburement
- 4.3 Insurance should be included from the quotations where considered necessary by the employee.

4.4 If an employee has to move into a flat or other temporary accommodation while looking for a suitable house, the second removal expenses and any further storage expenses beyond the two (2) months period shall be for the account of the employee. Any deviation from this should be motivated for approval by the Management.

5. HOTEL/GUEST HOUSE/B&B/RENTED FACILITY ACCOMMODATION/SELF-CATERING FACILITY.

Agency will pay for any reasonable accommodation costs at the new location for the employee and his/her immediate family (i.e. spouse and dependent children).

This is only for a period of up to Three (3) months.

6. TRAVEL COSTS

Agency will pay all reasonable travel costs for the employee and his/her immediate family on transfer as per provision of applicable SARS rates at that time. This applies if the employee uses public transport and/or if he/she uses his/her private car. Payment of travel costs shall be for a single one-way trip notwithstanding that the employee may relocate his/her family at different time intervals. In the case of air travel, the Agency shall pay economy rates as per provision of applicable SARS rates at that time.. This category of assistance shall expire after six(6) months from the date of engagement of the employee and is subject to the ceiling.

If the employee uses his/her private car, applicable Department of Transport rates will apply. The employee must see to it that he/she and his /her vehicle are adequately insured.

7. OTHER COSTS

Proof of other costs directly associated with the employee's relocation should be submitted with a motivation to the Head: Corporate Services for consideration by the Management Committee.

8. COST ALLOCATION

The total cost to Agency resulting from the transfer of the employee will be borne by the division/enterprise to which the employee is transferred.

9. RELOCATION AT EMPLOYEE'S REQUEST

Where employee requests a transfer and the transfer is agreed to, the relocation allowance shall not be payable except in exceptional cases approved by the Management Committee.

10. RE-IMBURSEMENT PERIOD

Should the employee leave the Agency of his/her own accord or as a result of misconduct or poor performance, within 24 months from the date of relocation, then the employee will be obliged to reimburse the company for all costs incurred as follows:

0 – 6	months	100%	of total cost incurred
6 – 12	months	75%	of total cost incurred
12 – 18	months	50%	of total cost incurred
18 – 24	months	25%	of total cost incurred

Thereafter no reimbursement amount will be payable.

11. INTERNATIONAL RELOCATION

Should the Agency require services of a person residing outside South Africa the total cost for relocation shall subject to ceiling of 10% of the total all inclusive package for the employee. The different category ceilings as outlined in 6 above shall not apply to international relocation.

12. MONITORING AND EVALUATION

12.1 The HR section is responsible to monitor closely the compliance with procedures laid out on Staff/Employee Relocation Policy and the application of disciplinary sanctions/ penalties/recovery as stipulated in this policy.


Staff Relocation Policy reviewed


12.2 This Policy will be communicated to all employees using the full range of communication methods available to the Entity and posted on the entity's website. It is however the responsibility of each Department/ Section Head to monitor adherence to the Staff/Employee Relocation Policy .


13. POLICY REVIEW

This policy shall be reviewed annually from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational changes at the Entity or any change required by law.

14. APPROVAL AND SIGNATURES

FORMULATED BY:  DATE 28/08/2020

CEO RECOMMENDATION:  DATE 28 August 2020

BOARD APPROVAL:  DATE 28/08/2020

BOARD APPROVED COPY
NTINGA O.R. TAMBO DEV. AGENCY
Date:.....
S.O.C
Signature:.....