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DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POLICY TITLE : RESETTLEMENT POLICY

POLICY Ref. No. : S1/P/Resettlement Policy

1. PREAMBLE

This policy seeks to respond to the Departmental strategic plan regarding the need to capacitate all Business Units within the Department so as to build the necessary human resource capacity that will meet the ever changing trends in the needs of the clients of the Department. This policy therefore forms part of the techniques and endeavours towards a successful recruitment strategy.

2. PURPOSE

The policy seeks to offer resettlement benefits to employees recruited to the department, existing employees who are being transferred by the employer and relocation on termination of service or death.

3. SCOPE OF APPLICATION

The policy applies to employees appointed by the Department of Public Works and Roads.

4. LEGISLATIVE FRAMEWORK

The Department derives its mandate to develop this policy from the provisions of the PSCBC Resolution No. 3 of 1999, (XV).

5. DEFINITIONS

5.1. Head of Department:

The Head of a Provincial Department (viz. the incumbent of a post mentioned in the second column of Schedule 2 of the Public Service Act, 1994 as amended).

5.2. Dependants

Members of an employee's immediate family, excluding domestic workers.

5.3. State Housing

Those premises, inclusive of buildings, outbuildings, grounds, fixtures, plant and equipment, but exclusive of furniture which, being owned or held on lease or otherwise in the lawful possession of the state, are available to a department for assignment in terms of PSCBC Resolution 3/99 (XVI).

5.4. Personal effects

Movable property of an officer or employee and of his/her immediate family which is normally for personal use, including vehicles, but excluding livestock, domestic animals and pets.

5.5. Immediate Family

Includes only an employee's

- a.** Spouse,
- b.** Minor child, and/or
- c.** Relative
 - i.** who lives with the employee except when attending an educational institutions, and
 - ii.** who relies on the employee for the bulk of his/her subsistence.

5.6. Employee

Employee as defined in the Public Service Act, 1994 as amended.

5.7. New Employee

An employee recruited from outside the Public Service.

5.8. Furnished accommodation

A hotel or boarding room, caravan, a rented furnished private house or sate house furnished with the basic and essential furniture *other than by the officer or employee him/ herself.*

5.9. Interim accommodation

Furnished accommodation occupied temporarily.

6. GENERAL

- i.** The employer shall generally meet, within reason, the actual resettlement costs within the country incurred by an employee and her or his immediate family as a result of official duties, or, in some cases, on termination of service or death.
- ii.** For this purpose, an employee's immediate family includes only an employee's:
 - a.** spouse,
 - b.** minor child, and/or
 - c.** relative who lives with the employee except when attending an educational institutions, and who relies on the employee for the bulk of her or his subsistence.
- iii.** Where expenditure has to be paid in terms of this policy, written application shall be made for prior authorisation of expenditure to be incurred by the Head of Department (HoD) or his/her delegate.
- iv.** The employee shall agree in writing to repay the employer's expenditure for relocation if she or he should leave the public service within a period of a year or less.
- v.** The reasonable travel time of an employee being transferred should be regarded as official duty (refer to Leave Administration policy).
- vi.** Where state house is provided at the place of work, the provisions for interim accommodation will not be applicable.
- vii.** No claim arising from this policy will be accepted if it is done six (6) months after the date of transfer, appointment, termination of service or death.
- viii.** Employees who relocate as a result of own initiated transfer will not be paid resettlement benefits.

7. POLICY PROVISIONS

7.1. Resettlement of officials and candidates already employed within the Public Service:

7.1.1. Travel and subsistence during pre-visit and relocation

a) The employer may meet the reasonable actual costs which an employee/candidate incurs for travel and subsistence during pre-visit:

- i.** One visit by an employee/candidate or one member of her or his immediate family to the new place of work before the date of the transfer. The visit is restricted to one (1) night accommodation at the most reasonable and economical guest house/Lodge.
- ii.** The employee/candidate is responsible for her/his accommodation and travelling arrangements subject to prior notification to the employer
- iii.** The travelling of the employee/candidate and her or his immediate family member to the new place of work. The most reasonable mode of transport must be used.
- iv.** Acceptable supporting documents for expenses incurred must be attached to the claim.
- v.** The employee/candidate shall agree in writing to reimburse the employer's actual costs incurred on a pre-visit if he/she subsequently withdraws an already accepted offer.

b) The employer may meet the reasonable actual costs which an employee/candidate incurs during relocation:

- i.** Travel by the employee/candidate and her or his immediate family, and
- ii.** The mode of transport and maximum expenditure shall be determined by and agreed with the employer.
- iii.** If an employee/candidate must interrupt her or his journey as a result of her/his health reasons or that of hers/his immediate family member, the reasonable expenses on accommodation can be reimbursed. Medical certificate must be submitted as supporting document. Payment is limited to a maximum of three (3) days expenses.

7.1.2. Interim accommodation

- a. If the employee and her or his immediate family must unavoidably rent interim furnished accommodation at the new place of work, the employer may meet reasonable actual costs.
- b. Costs for interim accommodation shall be limited to one (1) calendar month. Request for extension to an additional one month may be considered based on proven exceptional circumstances.
- c. Interim accommodation costs are limited to lodge/hotel costs, meals and parking.
- d. The normal procurement procedure for acquiring accommodation should apply.

7.1.3. Transportation and storage of household goods during relocation

- i. Storage of household goods is only meant as an aid when the employee experiences real problems to obtain suitable and reasonable accommodation that satisfy the reasonable requirements of the family.
- ii. Storage costs will be paid for a maximum period of three (3) months.
- iii. The number of vehicles are limited to the following:
 - a. Two (2) motor vehicles.
 - b. One (1) caravan.
 - c. One trailer.
 - d. One motorbike
- iv. The normal procurement procedure for acquiring transportation services and storage of household goods should apply.
- v. The contract for the transport and insurance costs of household goods of the employee and his immediate family must be entered into between the employee and the relevant Service Provider and not the Department and the Service Provider.
- vi. In the event the employee utilised own arranged transport to relocate household goods for economic reasons, **prior approval** must be obtained (When the employee/candidate hires and not use his/her personal transportation three quotations must be sourced) and reimbursement will be considered based on submission of supporting documents.

7.1.4. New school books, uniforms and related costs

- i. For each school child who must change school and who is a dependent of the employee, the employer may provide a once-off amount which is determined by the Minister from time to time.
- ii. No expenses will be paid towards a child leaving primary school to attend a high school.
- iii. The necessary supporting documents (e.g proof of registration at a school at the new place of work) must be submitted for payment.

7.1.5. Travel expenses of dependent school children.

- i. If members of the employee's immediate family must remain in a school near the employer's former place of work, the employer may for a maximum period 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 year and for school holidays.

7.1.6. Transfer fees on accommodation

- i. The employer may pay reasonable actual transfer fees if the employee purchases a dwelling or a building site at the new place of work within 12 months after date of transfer.
- ii. The employee can be compensated at the most for the actual expenses incurred on the transfer fee attached to the loan amount of **R500, 000**.
- iii. The employee must sell his/her home at his/her previous place of work and buy or erect a home at a new place of work or vacate official quarters and a dwelling.
- iv. In cases where the transfer fees are included in a mortgage loan, payment from the state funds must not be made to the employee personally but directly into his/her mortgage loan amount (Documentary proof must accompany the claim).

7.1.7. Sundry costs

- a. To meet incidental expenses arising from occupation of permanent accommodation, the employer may pay:
 - i. if an employee will *permanently* occupy furnished accommodation (lodge/hotel/guest house/state house) at the new place of work, twenty five per cent (25%) of the employee's basic monthly salary on the date of resettlement (i.e. *on the date of securing permanent accommodation*) , or

- ii. if an employee will occupy unfurnished accommodation, the employee's basic monthly salary on the date of resettlement (i.e. *on the date of securing permanent accommodation*).
- b. The employee must inform the employer in writing when he/she has secured permanent accommodation and confirm the type of such accommodation.
- c. Employer's offer letter must be submitted with the application/claim.

8. PRIVILEGES FOR NEW APPOINTEES FROM OUTSIDE THE PUBLIC SERVICE

8.1. Provision

- i. The employer may pay the reasonable actual costs of relocation of a newly appointed public servant to her or his place of work after determining that there was indeed a need. The circumstances must be such that the new employee is not resident within the same area where the posts is stationed and that accommodation is not readily available. The general provisions of Clause 6 of this policy must be adhered to.
- ii. **The employer may meet the following reasonable actual costs:**
 - 8.1.1 Travel by the employee and his/her immediate family during actual relocation
 - 8.1.2 Transportation and storage of household goods during relocation (conditions are similar with the provisions in 7.1.3. above.)
 - 8.1.3 Interim accommodation for one month and the normal procurement procedure should apply

8.1.4 New school books, uniforms and related costs during relocation

For each school child who must change school and who is a dependent of the employee, the employer may provide a once-off amount which is determined by the Minister from time to time. Conditions are similar with the provisions in 7.1.4 above.

- 8.1.5 If an employee is recruited from abroad, her or his Executing Authority may provide a once-off sum to assist her or him with initial expenses before she or he receives her or his first salary payment.
- 8.1.6 The employee shall agree in writing to repay the employer's expenditure for relocation if she or he should leave the public service in a year or less.

9. PRIVILEGES ON TERMINATION OF SERVICE OR DEATH

9.1. Provision

The employer may meet, at the request of the employee or her or his family, the reasonable actual costs of resettlement of the employee and her or his immediate family in the following circumstances:

- i. In case of an employee recruited in South Africa, the employer will pay for resettlement in South Africa. This will be limited to the place from which the employee was recruited.
- ii. If recruited from abroad, resettlement at the employee's place of origin.
 - Expenses include the reasonable travel and actual transport costs of household and personal effects of the employee and her or his immediate family.
- iii. **This provision is applicable to an employee whose service is terminated due to the following reasons:**
 - a. Discharge due to ill health in terms of Section 17.2(a) of Public Service Act, 1994.
 - b. Discharge due to attaining the prescribed retirement age or on the grounds of old age in terms of Section 16(I)(a) of the Public Service Act, 1994.
 - c. Retirement in terms of Section 16 (5)(a) of the Public Service Act, 1994.
 - d. At death while in government service.
- iv. The employer may meet the costs of transporting home the remains of an employee who died on official duty away from his or her normal place of work.

10. IMPLEMENTATION MONITORING AND REPORTING

- i. The Chief Director Corporate Services or his/her delegate shall monitor the implementation process and ensure adherence to these policy provisions. He/she shall report on specific cases when required to do so.
- ii. If and when any provision of this policy is amended, the amended provision will supersede the previous one.

APPROVED

MR M.S. THOBAKGALE
ADMINISTRATOR

20/08/2020
DATE