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**Department:**  
**Public Works; Roads and Transport**  
North West Provincial Government  
Republic of South Africa

## **HUMAN RESOURCES POLICY**

**POLICY TITLE :        RESETTLEMENT POLICY**  
**DEPARTMENT :        PUBLIC WORKS, ROADS AND TRANSPORT**

## **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. SCOPE OF APPLICATION**

The policy covers all newly recruited employees from within and outside the Public Service as well as permanent employees who are being transferred by the employer from their current place of employment to within the Department. This policy does not cover employees who relocate as a result of a transfer from their own initiative. It covers recruits equally at all levels.

## **3. PURPOSE**

The policy seeks to render assistance to newly recruited employees who come from outside of their new workstation as well as permanent employees who are being transferred by the employer, with accommodation for a determined period and transportation of their household goods in order to be able to assume duty and to ultimately find their own accommodation.

## **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 state 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**

- 6.1. 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.
- 6.2. 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.
- 6.3. Where expenditure has to be paid in terms of this policy, written application shall be made for authorisation of expenditure by the Head of Department (HoD) or his/her delegate.
- 6.4. 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.
- 6.5. The reasonable travel time of an employee being transferred should be regarded as official duty (refer to Leave Administration policy).
- 6.6. Where state house is provided at the place of work, the provisions for interim accommodation will not be applicable.

# **7. POLICY PROVISIONS**

## **7.1. Resettlement of officials already employed within the Public Service:**

### **7.1.1. Travel and subsistence during relocation**

The employer may meet the reasonable actual costs which an employee 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, and
- (b) The move of the employee and her or his immediate family to the new place of work. The most reasonable mode of transport must be used.
- (c) Accommodation for one month in a lodge/hotel in the event the employee moves for assumption of duty. For the interim accommodation, the normal procurement procedures must apply.
- (d) Travel by the employee and her or his immediate family, and
- (e) Transport, insurance and one month's storage for personal and household goods.
- (f) If an employee must interrupt her or his journey as a result of her/his health reasons or that of hers/his immediate family member, the reasonable expense on accommodation can be reimbursed.
- (g) A maximum of three (3) days expenses at the most can be paid.
- (h) The mode of transport and maximum expenditure shall be determined by and agreed with the employer.

#### **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.
- (c) Interim accommodation costs are limited to lodge/hotel costs, meals and parking for one month.

#### **7.1.3. Transportation and storage of household goods during relocation**

- (a) Storage of household goods at the old or new place of work 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.
- (b) Storage costs will be paid for a maximum period of three (3) months.
- (c) Assistance with transport, insurance and one month's storage costs of personal and household goods.
  - (i) The number of vehicles are limited to the following:
    - Two (2) motor vehicles.
    - One (1) caravan.
    - One trailer.
    - One motorbike
  - (ii) The normal procurement procedure for acquiring transportation services and storage of household goods should apply.
  - (iii) 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.

## 7.2. New school books, uniforms and related costs

- a. 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.
- b. On a quarterly basis, the Minister revises the amount for clothing and footwear in accordance with the Consumer Price Index.
- c. If an employee is transferring during the school year and has to incur accommodation costs because she or he cannot interrupt the schooling of her/his child, she/he may be compensated until the end of the school year in which he or she is transferred on the basis of reasonable actual expenses on the following basis:

### **When an employee's whole immediate family is left at his/her old place of work:**

- Repayment of her/his reasonable actual accommodation expenses at her/his new place of work.

### **Where an employee' immediate family is divided:**

- Repayment of the difference between the reasonable actual subsistence expenses and the reasonable actual expenses on board and lodging, irrespective of where the members of his/her immediate family find themselves.  
**or**
- Actual expenditure incurred may be paid.

## 7.3. Transfer fees on accommodation

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 24 months after the date of transfer.

7.3.1 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**.

7.3.2 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 purchase a dwelling.

7.3.3 In cases where the transfer fees are included in a mortgage loan, payment from state funds must not be made to the employee personally but directly into his or her mortgage loan amount

7.3.4 Documentary proof must accompany the claim.

## 7.4. Sundry costs

### **7.4.1. Provision**

To meet incidental expenses arising from occupation of permanent accommodation, the employer may pay:

- (a) 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**

- (b) 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*).
- (c) The employee must inform the employer in writing when he/she has secured permanent accommodation and confirm the type of such accommodation.

## **8. PRIVILEGES FOR NEW APPOINTEES FROM OUTSIDE THE PUBLIC SERVICE**

### **8.1. Provision**

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.

#### **8.1.1. Travel and subsistence during visit of new place**

The employer may meet the reasonable actual costs which an employee may 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 appointment, and
- (b) if an employee must interrupt her or his journey as a result of her/his health reasons or that of hers/his immediate family member, the reasonable expense on accommodation can be reimbursed.
- (c) A maximum of three (3) days expenses at the most can be paid.
- (d) The mode of transport and maximum expenditure shall be determined by and agreed with the employer

#### **8.1.2. Accommodation during relocation**

Accommodation for one (1) month in a lodge/hotel/guest house in the event the employee moves for assumption of duty. The normal procurement procedures must apply.

#### **8.1.3. Travel during actual relocation**

- (a) Assistance with or re-imbursement of reasonable travel cost by the employee and her or his immediate family.
- (b) The mode of transport and maximum expenditure shall be determined by and agreed with the employer.

#### **8.1.4. Transportation and storage of household goods during relocation**

- (a) Storage of household goods at the old or new place of work 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.
- (b) Storage costs will be paid for a maximum period of three (3) months.
- (c) Assistance with transport, insurance and one month's storage cost of personal household goods.

- (d) The number of vehicles are limited to the following:
  - a. Two (2) motor vehicles.
  - b. One (1) caravan.
  - c. One trailer.
  - d. One motorbike
- (e) The normal procurement procedure for acquiring transportation services and storage of household goods should apply.
- (f) 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.

#### **8.1.5. New school books, uniforms and related costs during relocation**

- a. 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.
- b. On a quarterly basis, the Minister revises the amount for clothing and footwear in accordance with the Consumer Price Index.

#### **8.1.6. Interim accommodation**

- (a) If the employee and her or his immediate family must unavoidably rent interim furnished accommodation at the old and/or new place of work, the employer may meet reasonable actual costs.
- (b) Costs for interim accommodation shall be limited to one (1) calendar month.
- (c) Interim accommodation costs are limited to lodge/hotel costs, meals and parking for one month.
- (d) If an employee is recruited from the 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.

### **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, as provided in paragraphs 5.2 and 5.3. Resolution No. 3 of 1999, if:

- (a) an employee dies or retires, or
- (b) the employer terminates the contract of a contract employee.

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

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

9.1.3 The employer may meet the costs of transporting home the remains of an employee who died on official duty away from her or his normal place of work.



**9.1.4** his provision is applicable to an employee whose service is terminated due to the following reasons:

- Discharge due to ill health in terms of Section 17.2(a) of Public Service Act, 1994.
- Discharge due to attaining the prescribed retirement age or on the grounds of old age in terms of Section 16(l)(a) of the Public Service Act, 1994.
- At death while in government service.
- Retirement in terms of Section 16 (5)(a) of the Public Service Act, 1994.

9.2 The costs associated with assistance of an employee at retirement or death or who is away from his/her normal permanent residence (including expenses for transporting home his/her remains but excluding funeral costs) may be paid for:

9.2.1 The move of the employee and her/his immediate family to their permanent home.

9.2.2 The reasonable actual transport costs of household and personal effects of the employee and her or his immediate family.

## **10. IMPLEMENTATION MONITORING AND REPORTING**

The Head of Department 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.

If and when any provision of this policy is amended, the amended provision will supersede the previous one.



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**P J N VAN STADEN**  
**HEAD OF DEPARTMENT**

**Date: 1 September 2009**