

Chief Albert Luthuli Municipality

*The transparent, innovative and developmental municipality
that improves the quality of life of its people*



Relocation Policy 2024/25

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CONTROL SHEET

Policy Number	HR-20/2024
Policy Name	Relocation Policy
Policy Status	Reviewed
Date of last Approval	May 2024
Policy review / Development	Policy reviewed
Date of next review	This policy shall remain effective until such time approved otherwise by Council and may be reviewed whenever it is necessary to align it with changes of relevant legislation or operations
Purpose	This policy is aimed at facilitating the reimbursement of employees who are transferred/relocated at the request of employer within the municipal jurisdiction, necessitating a residential change.
Aims and objectives	The objective of this policy is to outline provisions for travelling and relocation expenses for employees. (It shall regulate internal transfers that may warrant removal of furniture)
Policy custodian	Director : Corporate Services
Related Policies and Legislations	National Treasury Regulations
Approving authority	Council
Applicability	This policy applies to the entire staff.
Amendments to the Policy	- Under internal appointments the Municipality will not bear any costs for relocation (As per Rule 7.1 under removal expenses) - Under removal expenses the quotation should not exceed R10 000. (As per Rule 7.3 under Internal appointment)
Policy Benchmark and References	GSDM
Stakeholders Consulted	CALM Finance department
Accountability	The Municipal Manager is accountable for the proper implementation of this policy in terms of the Systems Act.

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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.

Purpose of the policy

This policy is aimed at facilitating the reimbursement of employees who are transferred/relocated at the request of employer within the municipal jurisdiction, necessitating a residential change.

The Policy

1. Preamble

This policy is aimed at facilitating the reimbursement of employees who are transferred/relocated at the request of employer within the municipal jurisdiction, necessitating a residential change.

2. Definitions

"Employee" means an employee or a councillor of the municipality.

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

3. Legal framework

None.

4. Scope and application

This policy applies to all employees of the municipality.

5. Objectives

The objective of this policy is to outline provisions for travelling and relocation expenses for employees. (It shall regulate internal transfers that may warrant removal of furniture)

6. Policy content

a) Removal expenses

The municipality shall reimburse, subject to prior approval by the municipal manager, appointees for the lowest of the three quotations for removal of furniture and household items. This reimbursement is subject among others to an appointee residing at the time of appointment outside a 20km radius from the municipal jurisdiction. The removal expenses shall be claimed within 6 months after commencement of duties.

The quotation acquired should not exceed R10 000(Ten Thousand Rands Only).

b) Travel Expenses

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

c) Internal Appointments

Should an employee voluntarily and at his/her own accord apply for a position within the municipal service and is appointed in such a position warranting travelling and relocating to a different location within the municipal boundaries, such travelling and removal costs shall not bear any costs for relocation.

d) Internal Transfer

Should the municipality transfer a employee for operational reasons within the municipal boundaries, and such position warranting travelling and relocating to another area, the municipality shall bear the full costs of the lowest of three quotations submitted for travelling and removal expenses.

e) Voluntary Internal Transfer

Should an employee voluntary request the municipality to relocate to another area within the municipality, even when no vacant position exists, such cost shall be at the employee's own expense.

f) Exclusions

The municipality shall not be responsible for expenses associated with storage of an appointee's household goods and insurance. This shall be the sole responsibility of the appointee.

g) Employee Obligations

Should any employee who's travelling and removal expenses have been covered by municipality leave within a period of less than 12 calendar months, the total amount travelling and removal expenses shall be recovered by municipality.

7. Implementation and Monitoring

This policy shall be implemented and effective once approved by council.

8. Communication

This policy shall be communicated to all municipal employees using the full range of communication methods available to the municipality.

9. Policy Review

This policy shall be reviewed annually and revised as necessary.

10. Roles and Responsibilities

The municipal manager or his/her delegate accepts overall responsibility for the implementation and monitoring of this policy.

11. Penalties

Non-compliance to any of the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the Disciplinary Code Labour Relations Act No 66 of 1995 and Regulations as well as Municipal System Act No 32 of 2000.

12. Dispute Resolution

The dispute resolution procedures as provided for in terms of the SALGBC dispute resolution procedures, shall be followed, where disputes arises in terms of this policy.



MR. ME THABETHE (Pr. Tech. Eng)
MUNICIPAL MANAGER



CLLR. SV GININDA
COUNCIL SPEAKER