



LESEDI
Local Municipality



**DRAFT RELOCATION POLICY
2018**

APPROVAL DATE BY COUNCIL: 29 MARCH 2018

COUNCIL RESOLUTION NUMBER: LC.MC- 28/03/2018

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DRAFT

1. PREAMBLE

The Lesedi Local Municipality (LLM) endeavours to attract and employ competent employees. If such employee resides 100km (single trip) **beyond the geographic boundaries of Lesedi, LLM accepts the responsibility to meet, within reason, the relocation costs to be incurred by such an employee. This policy is applicable to new employees of Lesedi Local Municipality.**

2. PURPOSE

The purpose of this policy is to define and regulate the circumstances and conditions in which relocation costs may be paid.

3. DEFINITIONS

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

Council means the Lesedi Local Municipality (LLM) and includes Councillors or any officer employed by the Council, acting by virtue of any power vested in the Council.

Employee means any person, excluding an independent contractor, who has accepted of employment with LLM and who receives, or is entitled to receive any remuneration.

Interim accommodation A temporary place to stay while an employee is actively looking for permanent accommodation.

Household effects the furniture and contents of the primary dwelling occupied by a household.

4. SCOPE AND APPLICATION

This policy applies to all prospective employees of LLM.

5. DETERMINATION

The requirement for relocation shall be determined at the interview stage of the recruitment process.

6. APPROVAL

The appointment of a prospective employee requiring relocation must be approved by the Municipal Manager

7. COSTS ASSOCIATED WITH RELOCATION

LLM will take responsibility for the following expenses:

7.1 Transportation Expenses

Transportation costs of the removal of all furniture and household items. The employee is responsible to obtain and submit three quotations in advance, inclusive of insurance cost from reputable cartage contractors. The transportation cost is only applicable to new appointees that reside beyond a 100km radius from LLM.

7.2 Accommodation expense

7.2.1 Interim Accommodation

- Interim accommodation will be provided at a Guesthouse or a comparable alternative. The interim accommodation will be provided for a period not exceeding one calendar month. All other expenses are for the employee's own account.
- LLM reserves the right to arrange the interim accommodation but could consent to arrangements made by the individual when it appears to be reasonable and cost effective.

8. EMPLOYEE OBLIGATION

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

9. IMPLEMENTATION AND MONITORING

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

10. COMMUNICATION

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

11. POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

12. BUDGET AND RESOURCES

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

13. ROLES AND RESPONSIBILITIES

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

14. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Senior Management Team (SMT) of the municipality for adjudication.

15. AUTHORITY

Formulated by:

Date:

Consulted: LLF:

Date:

Section 80 Approval:

Date:

Council Approval:

Date