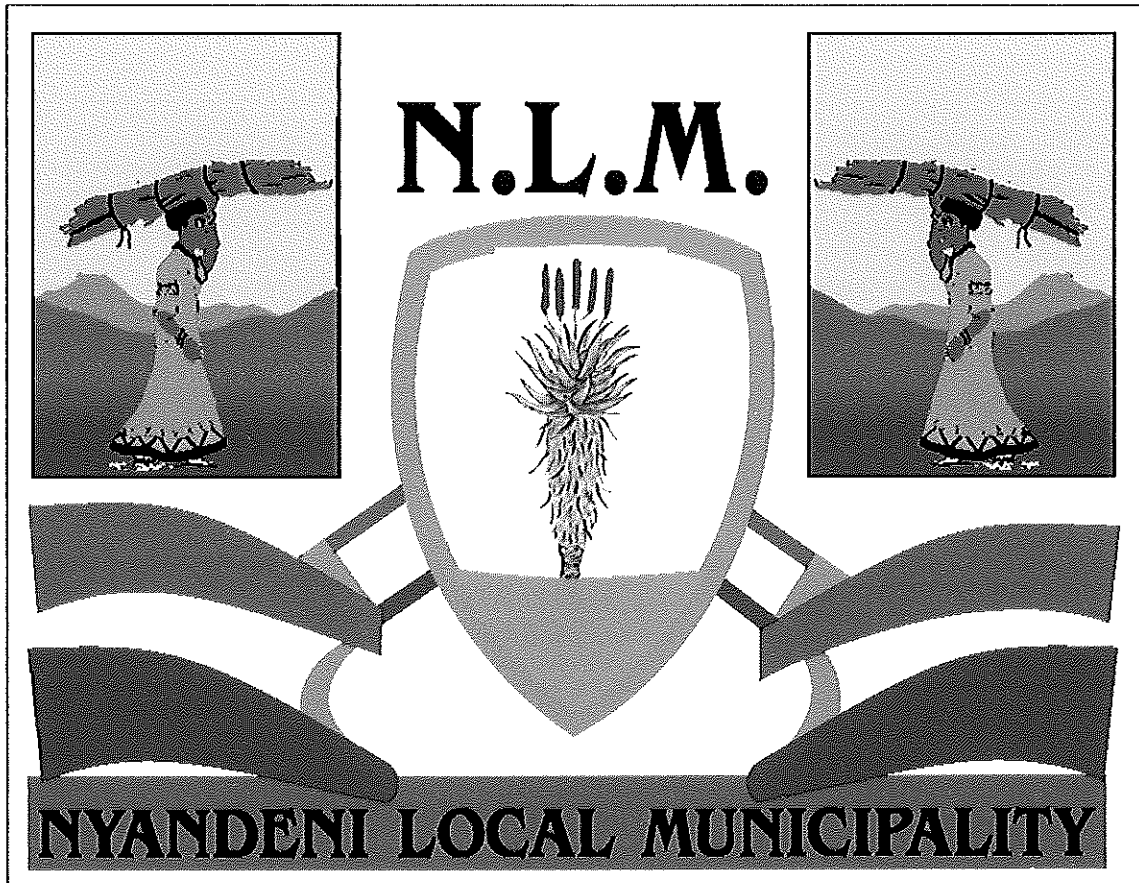


RELOCATION POLICY



APPROVED BY:


MRS N. NOMANDELA
MUNICIPAL MANAGER

DATE: 29 July 2013

APPROVED BY:


CLLR T SOKHANYILE
MAYOR

DATE: 29 July 2013

1. PREAMBLE

The policy is aimed at facilitating the reimbursement of employees being transferred at the request of the Municipality to another locality, necessitating a residential change.

2. DEFINITIONS

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 Municipality and/or prospective employees (appointees).

5. OBJECTIVES OF POLICY

The purpose of this policy is to outline provisions for traveling and removal expenses for employees and prospective employees (appointees). It will regulate internal transfers that may warrants relocation of furniture.

6. POLICY CONTENT

6.1 The relocation Allowance will cover the following: The employee is entitled to:

- (i) Economy class flight ticket or an amount equal to it.
- (ii) Temporal accommodation on arrival [not exceed 2 months.

6.2 Internal Appointments

When an employee of Municipality voluntarily and at his/her own accord applies for a position within Municipality service, and is successful in a position warranting traveling and moving to a different location within the boundaries of the municipality, such traveling and removal costs will be at the employees cost.

6.3 Voluntary Internal Transfer

When an employee of Municipality voluntary request Municipality to relocate to another area within the municipality, even when no vacant position exists, such cost will be at the employee's own cost.

6.4 Exclusions

Municipality is not responsible for expenses associated with storage of appointee households and insurance. This is the sole responsibility of the employee.

6.5 Employee Obligations

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

7. IMPLEMENTATION AND MONITORING

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

8. COMMUNICATION

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

9. POLICY REVIEW

This policy will be reviewed annually and revised as necessary.

10. BUDGET AND RESOURCES

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

11. ROLES AND RESPONSIBILITIES

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

12. PENALTIES

Non-compliance to any of the stipulations contained in this policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

13. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Local Labour Forum for adjudication. Resolutions from the Local Labour Forum must be incorporated into the policy.