



**O.R. TAMBO
DISTRICT MUNICIPALITY**

RELOCATION POLICY

**O.R. TAMBO DISTRICT MUNICIPALITY
APPROVED**

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1. Preamble/Introduction

The Municipality recognizes that the effective deployment and utilization of human resources are essential for achieving its strategic objectives and delivering quality services to all communities. In fulfilling its mandate, the Municipality may from time to time require employees to be relocated—either as newly appointed staff taking up duty in designated areas, or as existing employees transferred to another office or satellite due to operational and service delivery needs.

The O.R. Tambo District Municipality commits to reimburse expenses of new staff members joining its ranks from outside the location of O.R. Tambo District jurisdiction.

2. Definition of Terms

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

3. Legal/Statutory Framework

- Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996)
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Employment Equity, 1998 (Act No. 55 of 1998)
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- South African Local Government Bargaining Council: Collective Agreements

4. PURPOSE & OBJECTIVES OF THE POLICY

4.1 To set out the basis for the payment of Relocation expenses for the purposes of business or work-related.

4.2 To outline provisions for relocation expenses for transferred employees and prospective employees.

5. Scope/Application of the Policy

The policy is applicable to all staff /prospective members of the O.R. Tambo District Municipality

6. Guiding Principles

6.1 The Relocation Policy of the Municipality aims to provide a fair, consistent, and transparent framework for managing the movement of employees, whether newly appointed or transferred internally, to different municipal offices or satellites.

6.2 It seeks to balance operational efficiency with employee welfare while ensuring compliance with legislative and financial requirements.

6.3 Links to other Policies

- Human Resources (HR) Policies
- Disciplinary Code
- Financial Management Policies
- Supply Chain Management Policy
- Travel and Subsistence Policy

6.4 Who uses the Policy

- All permanent and Fixed term contract employees

6.5 Who should be consulted upfront in respect of Policy changes

- Council
- Local Labour Forum
- Employees

6.6 Who drives the Policy

- Council

- Municipal Manager as the Accounting Officer
- Corporate Services Department
- Budget & Treasury Department

7. Policy Provisions/Statements

7.1 Relocation of newly appointed employees

7.1.1 The municipality shall pay cost of moving from another place to a place closer to her/his workplace on her/his appointment, including transit insurance, but excluding any packing and packaging cost.

7.1.2 The municipality must obtain three written quotations for relocation of that employee's household and appoint a moving company to relocate an employee's household goods, with the consent of the employee concerned subject to Supply Chain processes. This reimbursement is subject to, among other things, an appointee residing at the time of appointment outside radius of the O.R. Tambo District Head Office / workplace.

7.1.3 The removal of household belongings shall be done within six (6) months after commencement of duties.

7.2 Relocation of internal staff

7.2.1 When a staff member of the Municipality voluntarily and at his / her own accord request for a transfer to the position within the municipality and is successful in a position warranting travelling and moving to a different location within the boundaries of the O.R. Tambo District, such removal costs shall be borne by the employee not the employer

7.3 Internal Transfer, Secondment or Temporary Assignment

7.3.1 Should the municipality transfer a staff member for operational reasons to another location outside the head office / workplace, and such post warranting moving to another area, the municipality shall bear the full costs of removal subject to submission of the request.

7.3.2 In case of secondments or temporary assignments within O.R. Tambo satellite office, the relocation or removal cost shall include return trips between the primary and secondary home residences.

7.4 Exclusions

Apart from secondments and temporary assignments, the municipality shall not be responsible for expenses associated with storage of the appointee's household items and insurance. This shall be the responsibility of the employee.

7.5 Staff member Obligations

7.5.1 Should any newly appointed staff member whose removal expenses have been covered by the municipality, then leave within a period of less than twelve (12) calendar months, the total amount of travel removal expenses shall be recovered from that employee by the municipality.

7.6 Interim accommodation of newly appointed and relocated employees

7.6.1 The municipality may provide interim accommodation of an employee who has been newly appointed, transferred, promoted or placed in a position at a workplace that is further than her/his previous workplace.

7.6.2 An employee will be accommodated for a period not exceeding one (1) month at an accommodation establishment, calculated from the day she/he commences working in such new position.

7.6.3 The extension of interim accommodation by a period of one (1 month) shall be by means of written requests by the head of department stating reasons, recommendation by the Director Corporate Services and approval by the Municipal Manager.

7.6.3. The Director of Corporate Services will make his recommendations after due consideration of the budget for relocations costs.

7.6.4 All employees will be accommodated to guesthouse/bed and breakfast /hotel establishment and in a 3 (three) star hotel

8. Interpretation of this Policy

All terminology used in this policy shall bear the same meaning as in the regulations or applicable legislations.

9. Policy Approval

9.1 This policy was formulated by Human Resources Management in consultation with the Local Labour Forum.

9.2 Approved on behalf of the Municipal Council by Municipal Manager

10. Compliance, Implementation and Enforcement

10.1 This policy shall be implemented and effectively once recommended by the Local Labour Forum and approved by the Council.

10.2 Non-compliance with the stipulation contained in this policy shall be regarded as breach of Code of Conduct, which shall be dealt with in terms of the Code of Conduct.

10.3 Head of Corporate Services shall carry out monitoring and evaluation of the implementation of the policy.

10.4 This policy shall be reviewed in 5 years aligned to the Municipality IDP depending on the changes with legislation and business dynamics within which the Municipality operates.

11. Authentication

Approved on behalf of the Municipal Council by Municipal Manager

Signature:  Date: _____