



O.R. TAMBO
DISTRICT MUNICIPALITY

RELOCATION POLICY



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RELOCATION POLICY AND TRANSFER OF STAFF

1. PREAMBLE

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. DEFINITIONS

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

3. LEGAL FRAMEWORK

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

4. 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 staff members and prospective staff members.

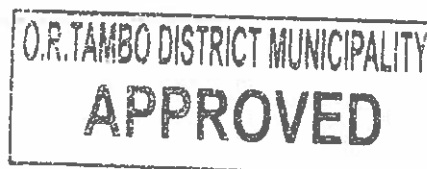
5. SCOPE OF APPLICATION

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

6. PROVISIONS OF THE POLICY

6.1 Relocation of newly appointed employees

- 6.1.1 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.

6.1.2 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 a 20km radius of the O.R. Tambo District Head Office / workplace.

6.1.3 The removal of household belongings shall be done within six (3) months after commencement of duties.

6.2 Relocation of internal staff

6.2.1 When a staff member of the Municipality voluntarily and at his / her own accord applies for a 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 at the O.R. Tambo District Municipality's cost.

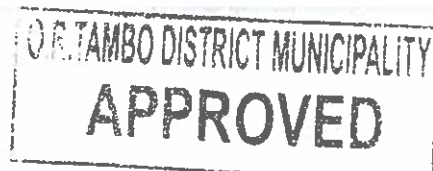
6.3 Internal Transfer, Secondment or Temporary Assignment

6.3.1 Should the municipality transfer a staff member for operational reasons to another location outside the 20km radius of 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 lowest quotation of the three (3).

6.3.2 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.

6.4 Exclusions

6.4.1 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 staff member.

6.5 Staff member Obligations

6.5.1 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 staff member by the municipality.

6.6 Interim accommodation of newly appointed and relocated employees

6.6.1 The municipality shall make arrangements and pay for the interim accommodation of an employee who has been newly appointed, transferred, promoted or placed in a position at a workplace that is further than 20 kilometers from her/his previous workplace.

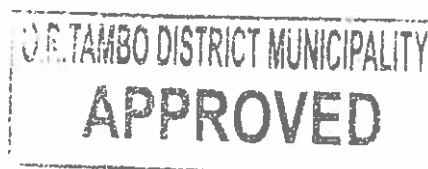
6.6.2 An employee will be accommodated for a period not exceeding two (2) months at an accommodation establishment, calculated from the day she/he commences working in such new position.

6.6.3 An extension to this period shall be by written consent of the head of department stating reason and submitted to Municipal Manager for approval of an extension of one (1) month.

7. Roles and Responsibilities

7.1 The Municipal Manager or his / her delegated assignee(s) accept overall responsibility for the implementation and monitoring of the policy.

7.2 The financial implications related to implementing this policy shall be qualified and quantified by Human Resource Management in consultation with the Budget and Treasury Office.



8. Interpretation Of The Policy

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

9. Policy Monitoring And Evaluation

- 9.1 This policy shall be implemented and effective once recommended by the Local Labour Forum and approved by Council.
- 9.2 Non-compliance to the stipulations 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.
- 9.3 The Human Resource Management is responsible for communicating the provisions of this policy to all employees;
- 9.3 The affected institutions and components are also responsible for the implementation thereof; and
- 9.4 The policy will be monitored, evaluated and reviewed on regular basis to ensure that it achieve the intended purpose.

10. Policy Approval

Signed by the Municipal Manager on behalf of the O.R. Tambo Council

Signature  Date 14/12/2023 Official Stamp

