



Western Cape
Government

BETTER TOGETHER.

WESTERN CAPE GOVERNMENT POLICY: TRANSVERSAL RESETTLEMENT POLICY FRAMEWORK

Policy Update Rationale

*Updated to align the current policy with the
Public Service Regulations 2016*

TRANSVERSAL
FRAMEWORK

RESETTLEMENT

POLICY

APPROVED BY THE
DIRECTOR-GENERAL ON:

DATE: **31 MAY 2018**

Contents

1. PREAMBLE	3
2. PURPOSE	3
3. REGULATORY FRAMEWORK.....	4
4. SCOPE OF APPLICATION	4
5. DELEGATION	4
6. DEFINITIONS AND TERMS	4
7. POLICY PROVISIONS AND RESPONSIBILITIES	6

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

TRANSVERSAL RESETTLEMENT POLICY FRAMEWORK: WESTERN CAPE GOVERNMENT

1. PREAMBLE

The Western Cape Government (WCG) is, through this resettlement policy framework, committed to ensure a high level of uniformity and consistency with regard to the provision of transfer, resettlement and relocation assistance within the provincial departments in support of the principles of fairness, as well as prescripts as contained in the Public Service Regulations, applicable Collective Agreements and Financial Guidelines.

This is a policy framework stipulating how the provision of support to employees within the WCG will be managed within departments, for the purpose of rendering assistance to employees on relocating from one head quarter to another at state expense, and to ensure that all departments carry out relocation/ resettlement of employees in ways which contribute towards the principles of fairness and to financial accountability, in order to promote cost- effective expenditure with regards to resettlement assistance , and transfer cost.

The WCG recognizes the fact that its personnel possess knowledge and skills that are critical for the Province to deliver on its developmental mandate. It further notes that available skills have to be optimally utilised in order to better the living standards of all people in the Western Cape. For maximum impact on society, strategic human resources have to be placed at critical service delivery points, which involves correct placing and possible resettling of employees. In addition, it is recognised that appropriate skills may have to be sourced from outside the WCPG, from other locations and even from other regions/provinces and therefore also needs to assist appointee's resettlement.

2. PURPOSE

The provide a policy guideline and framework to provincial departments on how to assist an employee who, in the interest of the State and at the State expense, is transferred or appointed to another headquarters/ location, or who wishes to relocate upon retirement, within the framework of the provisions, measures and guidelines set out in part XV of Public Service Coordinating Bargaining Council Resolution 3 of 1999.

TRANSVERSAL FRAMEWORK	RESETTLEMENT POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	------------------------	---	--------------------------

3. REGULATORY FRAMEWORK

This policy document draws its mandate from, *inter alia*, the following legislation: -

- Constitution of the Republic of South Africa, 1996;
- Public Service Act, 1994(as amended), Proclamation 103 of 1994;
- Agreement on remunerative allowances and benefits: Chapter XV of PSCBC Resolution 3 of 1999;
- Public Service Regulations, 2016; and
- Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993.

4. SCOPE OF APPLICATION

This policy framework applies to the following in the manner as defined in the appropriate sections of paragraph 7:

- All employees of the WCG employed in terms of the Public Service Act, 1994 (as amended)
- Public Servants employed permanently (including permanent on probation) elsewhere in the Public Service, in terms of any public service employment legislation, upon transfer/ appointment to a post in the WCG;
- New appointees to the WCG including Public Servants employed on contract elsewhere in the Public Service.

5. DELEGATION

In terms of resolution 3/1999 the power to develop a policy in respect of resettlement is vested in the Executing Authority(EA). These powers are to be delegated and incorporated in departmental HR delegations as set out in Annexure A.

6. DEFINITIONS AND TERMS

The following definitions and terms are applicable for purposes of the application of this policy:

Household: Spouse/ partner, parents and minor children/ relatives who live with and are dependent on the employee (including a minor dependent who boards elsewhere to attend an educational

TRANSVERSAL FRAMEWORK	RESETTLEMENT POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	------------------------	---	--------------------------

institution). Domestic animals are not included as part of the household.

Station: City, town or area where the normal place of work is situated or where an employee wishes to reside upon retirement.

Permanent dwelling: The dwelling at the new station secured by the employee for permanently housing her/himself and her/ his household after transfer.

Temporary dwelling A dwelling secured by the employee at the new station to be temporarily occupied by her/ himself and her/his household upon the date of assumption of duty, or as soon as possible thereafter, where the employee may not have timeously secured a suitable permanent dwelling, or where a secured permanent dwelling may not have timeously secured a suitable permanent dwelling may not be timeously available.

Interim accommodation Furnished accommodation/ dwelling occupied by an employee and her / his household as an interim arrangement whilst awaiting availability of a temporary or permanent dwelling. Such accommodation may be in a hotel, guesthouse or boarding house or a caravan, a rented furnished private dwelling or official quarters furnished with basic, essential furniture for which the recipient departmental bears the cost.

Personal effects The normal contents of a household dwelling, including but not limited to furniture, garden furniture, tools and clothing, but excluding any vehicles, livestock and domestic animals.

Transfer A transfer constitutes the relocation of an employee from a post to another Station.

Subsistence An allowance(S&T) to reimburse an employee in respect of reasonable expenses incurred, as pre-approved, during a journey related to a transfer.

Accident An accident arising out of and in the course of an employee's employment and resulting in a personal injury.

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

Calendar month: A period extending from a day in a month to a day preceding the day corresponding numerically to that day in the following month, both days inclusive.

Resettlement: The relocation of the personal effects and household of a transferred employee, or of an appointee, or of a retired employee to an area in the vicinity of the new Station or place of retirement.

7. POLICY PROVISIONS AND RESPONSIBILITIES

Unless otherwise provided for in this policy document or in a policy document on the transfer of employees, the WCG will not provide any assistance at state expense and / or incur any expenditure and will not be liable for any transfer costs in respect of any transfer requested / initiated by an employee. Such employee will be responsible for all costs resulting from a transfer/ resettlement requested/ initiated by her / himself and will not be granted any official time off or special leave for a transfer, resettlement, etc.

Where an employee is successful in securing an advertised post, which results in an unavoidable resettlement (as determined by the HoD upon the request of the employee) to (or nearer to) a new Station, such transfer must be a state expense.

Subject to the specified conditions and limitation, as indicated in paragraph 8 hereunder, this policy framework provides for the rendering of the following categories of assistance in terms of resettlement related to an appointment, transfer and termination of service.

7.1. ASSISTANCE TO APPOINTEES

7.1.1. Definition;

An appointee is, for purposes of this policy framework, defined as a person who is newly appointed permanently in the Public Service (including permanent on probation or to a position of Head of Department), or who is newly appointed on a fixed term contract for an initial period of no less than 3 years, to a post within the WCG in terms of the Public Services Act 1994(as amended) and who:

- Is not already permanently employed (including permanent on probation) or not in employ on a fixed term contract for a continuous period of at least three years, elsewhere in the Public Service, in terms of any public service employment legislation;
- OR

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

- May already be in employ on a fixed term contract (excluding Head of Department) for a continuous period of less than three years anywhere in the Public Service, in terms of any public service employment legislation.

7.1.2. Assistance:

(a) The HoD may pay the reasonable actual cost of resettlement to the new station, provided that the appointee and her /his household reside in South Africa. Subject to the specified and applicable general conditions as stipulated in paragraph 8, expenditure may include and is limited to costs of:

- Travel (not subsistence) by the appointee and her/ his household to the new Station in order to assume duty,
- Transport and insurance (not packing and unpacking) of the appointee's personal effects to the new Station, and
- One month's storage of personal effects.

(b) If an appointee is recruited from abroad, the costs of travelling, transport and insurance, in respect of the assistance as indicated above, are only payable from the nearest port(s) of entry into the country as agreed to by the HoD. However, the EA may provide a once off sum to assist such appointee with initial expenses before she/ he receives her /his first salary payment, limited to an amount as calculated for sundry, incidental costs.

(c) No further assistance may be provided to an appointee who has to be resettled in order to take up an appointment, however, an HoD may provide further assistance in terms of a Scarce Skills Recruitment Plan or an Affirmative Action Plan, provided that such assistance will not be inconsistent with the broader provisions of this policy

7.1.3. Conditions:

The appointee shall agree in writing to repay the employer the pro rata expenditure incurred for the assistance as indicated above if she/ he should leave the public service on her/his own accord (including misconduct but excluding medical incapacity and death) within a year from the date of assumption of duty. (Contract is attached as annexure B)

7.2. ASSISTANCE TO AN EMPLOYEE TRANSFERRED AS STATE EXPENSE

7.2.1. Definition:

An employee is, for purposes of this policy framework, defined as a person who is employed in a permanent capacity (including permanent on probation or as a HoD of Department) anywhere in the Public Service or in terms of any public service employment legislation. An employee in employment, as described above, but on a fixed term contract for a continuous period of at least three years, and who, based on a formal recruitment and

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

selection process, has been transferred to a public service post in the WCG is likewise defined as an employee;

7.2.2. The HoD may pay the reasonable actual costs of resettlement to the new station. Subject to the specified and applicable general conditions as specified elsewhere in this document, expenditure may include reasonable actual costs of, or provision for:

- A prior visit to the new Station;
- Transport, travel and subsistence incurred by the employee and her/ his household to the new Station in order to assume duty;
- Packing, transport, insurance and unpacking of the employee's personal effects
- Special leave for packing and unpacking of personal effects;
- Transport of privately owned vehicles
- Provision for interim accommodation;
- Storage of personal effects;
- Costs incurred in connection with the purchase of a dwelling;
- Sundry/ incidental costs as per the Financial Manual;
- Expenditure on new schoolbooks, uniforms and related costs; and (as per the natural determined tariff).
- Tax and levies on privately owned vehicles that cross international borders.

7.3. ASSISTANCE UPON RETIREMENT OR DEATH OF AN EMPLOYEE

7.3.1. Definition:

A retired employee in this context of this policy framework is defined as a person who is, has legally given notice to be, who has been granted authorization to be, or shall be, retired from holding an employment in terms of the Public Service Act, 1994(as amended) within the WCG. For purposes of this policy framework, an employee is regarded as retired if the termination of service is governed by a provision or contractual provision, which so directs.

7.3.2. Assistance:

(a) Upon retirement

The HoD may pay the reasonable actual costs of resettlement of a retired employee to the place of retirement in South Africa. An employee recruited from abroad may be resettled at the place where she/he was recruited when the contract expires. Subject to the specified and applicable general conditions, expenditure may include reasonable actual costs of:

- Packing, transport, insurance and unpacking of personal effects of a retired employee to the place of retirement.

(b) Upon Death

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

- (i) The assistance, as indicated for a retired employee, may be granted for the resettlement of the household of a deceased employee.
- (ii) In the event of an employee dying whilst on duty, the HoD shall provide assistance for the transport of the body to an appropriate facility in the region of the residence of the household of the deceased employee, including the preparation of the body for its safe transportation, as may be required by law. Provision shall also be made for the transportation of the personal belongings of the deceased employee from her/his working location(s) to the residence of her / his household.

8. CONDITIONS AND LIMITATIONS FOR ASSISTANCE

8.1. GENERAL CONDITIONS

The following general conditions apply in the granting of assistance for resettlement:

- (a) Assistance for resettlement may only be considered after formal acceptance of the appointment, transfer or retirement by the employee/ appointee as well as the formal agreement by all parties concerned of the date of assumption of duty/ retirement. The HoD will make necessary arrangements with the HoD as the employer at the old Station in respect of any time off and or special leave to be granted to the employee whilst still employed at the old Station and as provided for herein. Should the employee withdraw her/ his acceptance of the transfer, the costs incurred in relation to any assistance already utilized by the employee will be recovered from the employee.
- (b) The onus is upon the transferred employee/ appointee/ retired employee/ beneficiary to lodge an application for the assistance required, as may be considered in terms of the applicable provisions of paragraph 7 above. The application will be restricted to the most cost effective arrangements and in accordance with the conditions contained herein. The HoD's approval of the assistance to be granted, must be obtained before any arrangements are made or any expenditure is incurred or any funds are committed. In considering the assistance to be granted, the HoD may approve alternative arrangements, which may be more cost effective and/or more appropriate, provided that the applicant for such assistance is consulted and such alternative arrangements are not inconsistent with the broader provisions of this policy.
- (c) The agreed date of assumption of duty of the employee/ appointee may not coincide with any leave except for sick leave and family responsibility leave. The date of assumption of duty must be set after utilization of leave which may have been granted at the old Station,

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	-------------------

likewise, leave for a period after the date of assumption of duty will only be considered at the new Station and only after physical assumption of duty.

- (d) Any accommodation utilized for purposes relating to the relocation of an employee may not exceed three-star classification in the case of hotel/guest house accommodation.
- (e) The onus is upon the employee/ appointee/ retired employee/ beneficiary to provide documentary evidence as may be required by the HoD in order to substantiate any application for assistance or claim for expenses incurred etc.

8.2. SPECIFIC CONDITIONS

The specific conditions and limitations applicable to each type of assistance, as indicated in paragraph 7 above, are as follows:

8.2.1. Prior visit to the new Station

- (a) The HoD may meet reasonable actual costs, which an employee may incur for travel and subsistence, for one visit to the area of the new Station, prior to the date of assumption of duty. One member of her/ his household may accompany the employee at state expense. The purpose of such expense is to enable the employee to familiarize her/ himself with the area where the new Station is situated, to find and secure a permanent (or temporary) dwelling for occupancy by her/his household upon assuming duty (or as soon as possible thereafter), note the arrangements required to travel between home and place of work, make arrangements for the schooling of minor dependents, etc.
- (b) The employee may be reimbursed for subsistence and travel expenses, in respect of her/ himself as well as the member of her/ his household who may be accompanying her/him at State expense, as provided for in terms of subsistence and travel provisions applicable in the recipient Department and in respect of a period not exceeding 3(three) days and 2 (two) nights in total.
- (c) In conducting such prior visit, the employee will be regarded as on duty for all intents and purposes, including any injuries that may result from an accident related to such visit and its purpose. However, the employer will not be liable for any injury or loss sustained by the member of her/ his household who may be accompanying her/ him at State expense. Should the employee extend the visit by way of the utilization of annual leave, incorporating a weekend, etc., the employee does so at her/his own risk.

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

(d) It is obligatory for the employee to secure either permanent or temporary dwelling for occupancy upon assumption of duty (or as soon as possible thereafter) by her/ his household prior to the date of assumption of duty at the new station. The employee will confirm her/his arrangements in this respect with the HoD prior to the date of assumption of duty. It is the employee's prerogative to choose whether a permanent or temporary dwelling should be secured.

8.2.2. Transport, travel and subsistence incurred by the employee/ appointee and her / his household to the new station in order to assume duty

(a) The HoD may meet the reasonable actual costs, which an employee may incur for transport, travel and subsistence, in respect of her/ himself and her/his household travelling to the new Station, in order to assume duty. No subsistence costs may be met in respect of an appointee and her/his household.

(b) The employee may be reimbursed for subsistence expenses, in respect of her /himself as well as her/ his household, as provided for in terms of the subsistence and travel provisions applicable in the recipient Department and in respect of a period not exceeding 2(two) days and 2(two) nights, if unavoidable and reasonable

(c) The employee will be regarded as on duty for the agreed to number of days required for travel purposes.

8.2.3. Packing, transport, insurance and unpacking of the personal effect of an employee/ appointee

(a) The HoD may meet the reasonable actual costs, which an employee may incur for the packing, transport, insurance and unpacking of the employee's personal effects to the dwelling as secured by the employee at the new Station (see paragraph 8.2.1. (d) above) / place of retirement. The assistance provided in this respect to an appointee shall exclude the costs of packing and unpacking of personal effects.

(b) The onus is on the employee/ appointee to secure at least three independent, all inclusive, quotations for the services required. The full quotations must be addressed to the employee and timeously lodged with the recipient Department for consideration. Such quotations must include an inventory of the effects that will be subjected to the quoted services. Upon receipt of the HoD's acceptance of the successful quote and her/ his commitment to pay the account for the quoted service, the employee/appointee must finalise the contract between her/ himself and the identified service provider for the services rendered and the

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

necessary arrangements there for. Should the employee / appointee require any additional services she/ he must secure same by way of separate arrangements and at her/ his own risk and cost.

- (c) The packing, transport and unpacking of an employee's/ appointee's personal effects, as applicable, shall coincide with the arrangements made for travelling to the new Station in order to assume duty and the need to store the personal effects. The packing, transport and unpacking of a retired/ deceased employee's personal effects will be finalized not earlier than 12 calendar months prior to, and no later than 90 days after, the employee's last day of service.
- (d) The employee/ appointee must ensure that she/he is in possession of the original insurance policy before the transporting of her/ his personal effects, the responsibility rests on the employee/ appointee to ensure that the services rendered are in accordance with the policy. Should any losses occur, the employer will not be liable.
- (e) Should an employee wish to secure and occupy a temporary dwelling upon relocating to the new Station, the HoD may not provide assistance to the employee in respect of the subsequent relocation of the personal effects of the employee to the permanent dwelling.

8.2.4. Special leave for packing and unpacking of personal effects

- (a) The employee may be granted a maximum of two working days' special leave with full pay for the purpose of supervising the packing, delivery and unpacking of her his personal effects. The special leave will coincide with the actual dates of packing and unpacking of the effects at the old dwelling and the temporary or permanent new dwelling, whichever is occupied first.

8.2.5. Transport of privately owned vehicles

- (a) The HoD may meet the reasonable actual costs, which an employee may incur for the transportation of a maximum of two privately owned vehicles to the new Station. The specific conditions applicable to securing a service provider for the transport of personal effects of an employee, is applicable to this assistance. The provision of such service may be included in the quotations for the transportation and insurance of the personal effects of the employee, provided that the vehicles are specified on the required inventory.
- (b) The assistance for the transport of privately owned vehicles used for the purposes of transport/ travel of the employee and her/his household to the new Station in order to assume duty. The refundable running costs of any vehicle so used, as per the tariffs for the utilization of private vehicles for official

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

purposes, subsidized vehicles or SMS/ MMS Scheme vehicles as applicable, will form part of the assistance for the employee/appointee and her / his household to travel to the new Station to assume duty.

(c) A privately owned vehicle includes any motor vehicle, motorcycle, trailer (including a boat trailer, etc.) and /or caravan owned by the employee or any member of her/his household.

8.2.6. **Provision of interim accommodation**

(a) In the event of the employee not being able to immediately take occupation of the temporary or permanent dwelling secured at the new Station, for reasons related to reasonable time required for the current occupants to vacate same, the HoD may meet the reasonable actual costs incurred by the employee to accommodate her/ himself and her / his household in interim accommodation for a period of up to one calendar month from the date of assumption of duty.

(b) The HoD may extend the provision of interim accommodation by no more than one further calendar month, should the employee not be able to take occupation of a purchased dwellings related to the finalization of a lodged transfer of title by the Deeds Office.

(c) The HoD will consult with the employee regarding her/ his accommodation needs and assist her/ him to acquire at least three quotations to accommodate the employee and her/ his household in interim accommodation. Upon receipt of the HoD's acceptance of the successful quote and her / his commitment to pay the account for the quoted service, the employee must finalise the contract between her/ himself and the identified service provider for the services to be rendered and the necessary arrangements there for. Should the employee require additional services she/he must secure same by way of separate arrangements and at her/his own risk and cost.

(d) The costs incurred by the employee to accommodate her/ himself and her/ his household in interim accommodation does not include expenditure on laundry services and groceries and/ or meals, unless the accommodation tariff is inclusive of laundry services and meals.

(e) Should an employee wish to reside with friends or family by way of private boarding and lodging arrangements, the employee's request in this regard together with an affidavit from the landlord in respect of the accommodation costs involved, should be submitted for consideration by the HoD.

8.2.7. **Storage of personal effects**

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

- (a) In the event of the employee/ appointee being granted interim accommodation assistance for not being able to immediately take occupation of the temporary or permanent dwelling secured at the new Station, the HoD may meet the reasonable actual costs incurred by the employee/ appointee for the storage of her/ his personal effects whilst the employee and her / his household is accommodated in interim accommodation. An appointee may also be granted assistance with the storage of personal effects but will be limited to one calendar month from date of appointment.
- (b) The provision of such service must be included in the quotations for the transportation of the personal effects of the employee/ appointee. Specific provision must be made for the insurance of the effects of an employee whilst in storage. The quotation must be inclusive of the delivery of the effects from storage to the temporary or permanent dwelling secured at the new Station, whichever is occupied first.

8.2.8. Costs incurred in connection with the purchase of a dwelling

- (a) The HoD may meet the reasonable actual cost incurred by the employee for the payment of the transfer/registration fees/duties and other relevant costs, as specified, in respect of the purchase of a dwelling or erf/ plot at the new Station, provided that the employee has owned a dwelling occupied by her/ himself and her/his household at the old Station. Assistance in this respect is limited to the cost associated with a purchase price of R 800 000, which may be exceeded in exceptional cases by the HoD, subject to budgetary constraints.
- (b) In the event of a dwelling being purchase at the new Station the HoD will make the relevant payment in respect of this assistance only after the employee and her/his household have taken occupation of the dwelling so purchased. Any payments made in order to secure the transfer will only be made to the transferring attorneys and only to secure the immediate transfer of the property. Should difficulties be experienced to sell the property at the old Station, the HoD may grant interim assistance regarding the reasonable actual cost for the payments of the transfer / registration fees/ duties and other relevant costs and shall set appropriate conditions for such assistance.
- (c) The assistance is only granted in respect of employees being transferred from a Station within the borders South Africa, where the dwelling was registered in the name of the employee, or jointly in the employee and her/ his spouse and where the dwelling was occupied by the employee and her/ his household.

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

- (d)** Should the employee apply for assistance regarding the transfer/ registration fees/ duties and other relevant costs, are specified, in respect of the purchase of the erf/ plot at the new Station, the HoD will make the relevant payment in respect of this assistance only to the transferring attorneys and only to secure the immediate transfer. A dwelling must, however, be erected on such site and occupied by the employee and her/ his household within one year from the date of assumption of duty, failing which, the employee will forfeit the assistance granted and refund the expenditure incurred in respect of assistance in this regard. In addition, the employee shall agree in writing to repay the employer the expenditure for assistance in this regard should she/ he leave the public service on her/ his own accord (including misconduct but excluding medical incapacity and death) within the year referred above
- (e)** Should the employee apply for assistance regarding the transfer/ registration fees/ duties and other relevant costs, as specified, in respect of the purchase of a building site at the new Station the employee will not be granted any assistance related to the impossibility for her / him and her / his household to occupy the dwelling to be built or in respect of the eventual occupancy of such dwelling. It follows that for the purposes of relocation to the new Station, the employee must secure an appropriate temporary dwelling to accommodate her/him and her/his household upon assumption of duty and take responsibility for the eventual relocation to the new dwelling.
- (f)** The HoD may not incur any additional expenditure in relation to the inability of the employee to sell the dwelling at the old Station owned and occupied by the employees described in paragraph 8.2.8.(a) above.

8.2.9. Sundry costs

- (a)** The HoD may assist an employee to meet incidental expenses resulting from a transfer at State expense by the payment of an once-off lump sum upon the employee and her/his household taking occupation of the temporary or permanent dwelling, whichever is occupied first, as secured by the employee.
- (b)** The once off lump sum is calculated as 25 per cent of the employee's basic monthly salary on the date of assumption of duty if the employee occupies furnished accommodation at the new Station or equal to the employee's basic monthly salary on the date of assumption of duty if the employee occupies unfurnished accommodation at the new Station

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

- 8.2.10. Expenditure on new school books, uniforms and related costs
- (a) The HoD may assist the employee to meet incidental expenses relating to the schooling of school going members of her / his household, resulting from a transfer by way of a once-off payment in respect of each such child. The amount so payable will be as applicable in the Public Service as at the date of assumption of duty at the new Station. The onus is on the employee to provide appropriate proof of the schooling of such children.
- 8.2.11. Tax and levies on privately owned vehicles that cross international borders
- (a) The HoD may reimburse an employee who has been stationed abroad, the customs duty, tax and other levies or fees arising from the transport across international borders of up to two privately owned vehicles. The onus is on the employee to provide documentary proof of the expenses incurred and of ownership of the vehicles.
- (b) A privately owned vehicle includes any motor vehicle, motorcycle, trailer (including a boat trailer, etc.) and/ or caravan owned by the employee or any member of her/his household.
- 8.2.12. Alternative arrangements
- (a) Upon request from an employee/ appointee, the HoD may approve of alternative arrangements in order to assist the employee/ appointee to minimize the disruption of the schooling of members of her /his household, provided that such alternative arrangements will not delay the date of assumption of the employee/ appointee. The alternative arrangements may not extend beyond the end of the school year in which the date of assumption of duty falls.
- (b) The HoD may not incur additional expenditure in respect of any such alternative arrangements and must inform the employee/ appointee of the revised time limits on the granting of appropriate assistance in terms of this policy.
- (c) The alternative arrangements and revised time limits will not be inconsistent with the provisions of this policy.
- 8.2.13. Travel expenses of dependent school children
- Notwithstanding the provisions of paragraph 8.2.12 above, if one or more members of an employee's household must remain in a school near the employee's old Station, the HoD may, for a maximum of one school year, cover the cost of the most economical reasonable mode of travel between the old and the new station at the beginning and end of the school year and for school holidays in order for such members to spend the school holidays with the employee and the rest of the household.

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

9. ROLES AND RESONSIBILITIES

The Director: Policy and Planning Department of the Premier, is responsible to ensure that the content of this policy is communicated to all People Managers. Departments will be responsible to communicate the content to all employees in all Provincial Departments (Western Cape).

10. GRIEVANCES AND DISPUTES

Any dissatisfaction of an employee with regard to a resettlement should be addressed through the departmental grievance procedure before reverting to other remedies that exists.

11. PROCEDURE FOR NON -COMPLIANCE

If a complaint concerns a matter which cannot be dealt with by the supervisor, or if a complaint is about the supervisor, or if the employee is not satisfied with the answer given by the supervisor she/ he may make representations about the matter to the senior officer specifically designated by the Head of Department to deal with complaints.

12. DATE OF DECISION(APPROVED)

On completion of consultation process

13. DATE OF IMPLEMENTATION(ENFORCEMENT)

Implementation date: 01 September 2006

Review date(s): This guideline document will be reviewed as and when amendments to the collective agreement are effected

TRANSVERSAL FRAMEWORK	RESETTLEMENT	POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	--------------	--------	---	--------------------------

14. ANNEXURES

- Annexure A Delegation on resettlement

ANNEXURE A

OPERATIONAL AND ADMINISTRATIVE DELEGATIONS

POWER	PARAGRAPH	
1. Resettlement Expenses		
2. Travelling and subsistence expenses	8.2.2	
3. Transportation and storage of household and personal effects	8.2.7	
4. Interim accommodation	8.2.6	
5. Subsistence	8.2.2	
6. Subsistence Tax on Motor Vehicles that cross International Border	8.2.11	
7. Travel expenses of dependent School Children	8.2.13	
8. New School Books, Uniforms and related costs	8.2.10	
a. Transfer Fees on Accommodation		
b. Sundry costs	8.2.9	
9. Assistance to new appointees:	7.1.	
10. Assistance upon retirement or death of an employee	7.3.	

TRANSVERSAL RESETTLEMENT POLICY FRAMEWORK	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
---	--------------------------------------	--------------------------

ANNEXURE B

AGREEMENT BETWEEN AN EMPLOYER AND EMPLOYEE IN RESPECT OF RESETTLEMENT COSTS

I, _____ in consideration of my appointment on the terms and conditions specified in my notice of appointment issued under the signature of the head of department of the Department of _____, Western Cape Government hereby undertake to refund the aforementioned department a pro rata portion of the expenditure incurred in _____ in the Republic of South African the event of my resigning or my services being terminated as a result of unsatisfactory service or misconduct within 1 (one) year of the date upon which I assume duty at _____. This period will be extended by any special leave or leave without pay granted to me before I have met my service obligation in full.

SIGNED AT _____ ON THIS _____ DAY OF

SIGNATURE:

AS WITNESS:

SIGNATURE:

FULL NAME:

ADDRESS:

.....
.....

OCCUPATION

TRANSVERSAL FRAMEWORK	RESETTLEMENT POLICY	APPROVED BY THE DIRECTOR-GENERAL ON:	DATE: 31 MAY 2018
--------------------------	------------------------	---	--------------------------