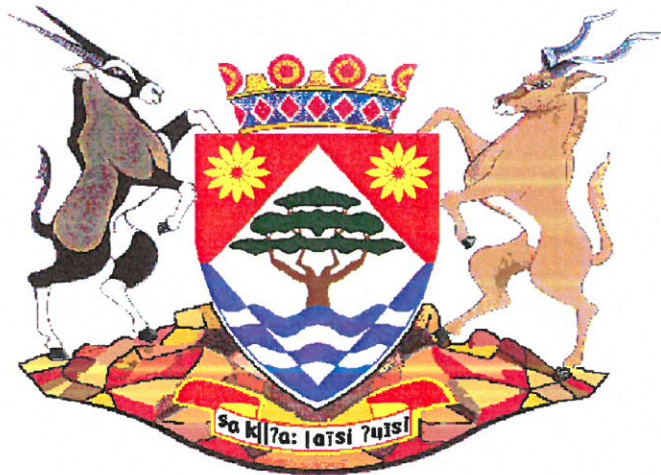


# POLICY



## RESETTLEMENT

Northern Cape Provincial Department of Agriculture,  
Environmental Affairs, Rural Development and Land Reform

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## 1. CONCEPTUAL BACKGROUND

The Department has the responsibility to meet, the reasonable actual resettlement costs within the country incurred by a new or serving employee and her/his immediate family as a result of resettling due to an appointment, transfer from one place of work to another or in some cases on termination of service or death

In terms of the Public Service Co-ordinating Bargaining Council Resolution 3 of 1999, departments were given the mandate to develop policies and programmes which would enhance their managerial actions especially in respect of their human resource matters.

## 2. LEGAL FRAMEWORK

- Public Service Act, 1994 (as amended)
- PSCBC Resolution 3 of 1999

## 3. DEFINITIONS

**"Transportation by land"** for the purpose of this policy transportation by land refers to movement of people and goods from one location to another on land.

**"Newly Appointed Public Servant"** means a person who has been recruited and appointed from outside the Public Service.

**"Serving Public Servants"** means person employed by the Public Service prior to their appointments and/or transfers.

**"Furnished accommodation"** means accommodation with basic and essential furniture other than that belonging to an employee.

**"Unfurnished accommodation"** a property, which the employee rents or buys and occupies with his/her own furniture (empty dwelling)

**"immediate family"** for purpose of this policy, an employee's immediate family includes only an employee's

(a) spouse,

(b) minor child, adopted child, and/or

(c) relative who lives with the employee except when attending an educational institution, and who relies on the employee for the bulk of her or his subsistence.

**"Household goods"** means goods and products used within households. They are the tangible and moveable personal property placed indoors and outdoors.

**"Interim accommodation"** means furnished accommodation occupied temporarily pending relocation to permanent place of residence, e.g. hotel, guest house.

**"School year"** means first date of the first school term to the last day of the fourth school term according to the school calendar.

**"Sundry cost"** means to meet incidental expenses that is applicable to serving employees only

**"Secondment"** means when an employee temporarily assigned to work for another organization or a different place of work.

**"headhunt"** means to seek and identify suitable candidates for positions where difficulty is experienced to recruit suitably qualified candidates.

**"appointed /appointment"** an act of assigning a job or position to someone.

**"dependents"** is a person/s who relies on another as a primary source of income. For example, minors are dependants of their parents or legal guardians or a common-law spouse who is financially supported by their partner.

#### **4. PURPOSE**

This policy seeks to establish and outline a broad policy framework that the department must adhere and follow to compensate a person who, in the interest of the State and at State expense, is transferred or appointed or, due to certain service requirements, is utilized at a place other than his or her headquarters, or is transferred on termination of service within the framework of the provisions and the measures and guidelines set out in Chapter 15 of Resolution 3 of 1999. (Includes transfer).

#### **5. SCOPE OF APPLICATION**

- (i) This policy shall be applicable to all newly appointed or serving Public Servants in the Department who are appointed in accordance with the Public Service Act 1994, as amended;

#### **6. POLICY OBJECTIVES**

The objective of this policy is to provide guidelines with regard to the payment of reasonable costs for resettlement with specific reference to: -

- i. Limits on expenditure incurred relating to resettlement;
- ii. Maximum periods for which compensation is payable;
- iii. Restriction on quantity and kind of personal effects covered;
- iv. The type of resettlement costs payable from state funds
- v. Eligibility of persons covered in terms of resettlement costs
- vi. Expenses not covered by state funds

## **7. POLICY PROVISION**

### **A. TRANSFER ON OWN REQUEST**

The Department is not liable for resettlement cost upon transfer from the existing headquarters to another work station (new headquarters) at an employee's own request.

### **B. LIABILITY FOR RESETTLEMENT COSTS**

The Department will cover reasonable costs for resettlement in respect of an employee upon resettlement from the old headquarters to the new headquarters the movement must be between different Magisterial Districts or with a radius of at least thirty (30) km for the following reasons:

- (a) Appointment in the Department;
- (b) Transfer in the interest of the Department;
- (c) Secondments/ Head hunting
- (d) Termination due to under-mentioned grounds:
  - (i) Retirement due to ill-health;
  - (ii) Discharge as a result of attainment of the pensionable age on the grounds of old age;
  - (iii) Discharge as a result of early retirement (voluntarily requested by employee);
  - (iv) Discharge as a result of redundancy, abolition of a post or reorganisation;
  - (v) Compulsory retirement in terms of section 16(4) of the Public Service Act, 1994 as amended;
  - (vi) Death; and
  - (vii) Contract termination of employment by employer

### **C. RESETTLEMENT EXPENSES PAYABLE FROM STATE FUNDS**

The following expenses are payable from state funds for all newly appointed or serving public servants in the event an employee is appointed, headhunted, seconded or transferred.

#### **(a) Travel & Subsistence**

The employer shall meet the following actual expenses that an employee incurs:

- (1) One visit by an employee or/and a member of her/his immediate family to the new place of work before the date of the transfer. The visit is restricted to a maximum of two night's accommodation at the new place and will include meals (breakfast, lunch and supper). The Department will also be liable for the transport costs for the pre-visit.
- (2) The move (relocation) of the employee and her/his immediate family to the new place of work. Only one trip is allowed per member of the household.

#### **(b) Transport of immediate family for relocation purposes and pre-visit**

The employer shall meet the following actual expenses:

- (1) If an employee and her/his immediate family members travel by land the most cost-effective fare will be paid.
- (2) For employees and their immediate family members travelling by car, the Department will reimburse the employee according to prescribed kilometre tariffs as approved by the National Department of Transport. If dependents of the employee's immediate family must remain in a school near the employee's former place of work, the employer may, for a maximum of one school year, cover the most economically reasonable mode of travel to the new place of work at the beginning and end of the school year and for school holidays.

**(c) Transportation and storage of household and personal effects**

The employer shall meet the following actual expenses:

- (1) Department shall meet the actual expenses for transport, insurance and one month's storage for personal and household goods, and any matter incidental to the transport of goods (packing and unpacking, etc.)
- (2) The period for storage of personal effects will be limited to one month.

**(d) Interim accommodation**

- (1) If the employee and her or his immediate family must unavoidably rent interim accommodation at the new place of work, the employer may meet reasonable actual costs to a maximum of two months.
- (2) Approved expenses whilst staying in a hotel
- (3) Accommodation and meals (breakfast, lunch and supper) that are included as part of accommodation costs according to prescribed limits set by the Department.
- (4) A newly appointed public servant shall agree in writing to repay the employer's all expenditure for relocation if she or he should leave the public service in a year or less.

**(e) School books, uniforms and related costs**

- (1) For each dependant school child of the employee who changes schools, Departments will make a once-off payment as prescribed by the Department of Public Service Administration. The amount will cover costs of schoolbooks, uniforms and other related requirements.
- (2) The Minister of Public Service and Administration revises the amount on a quarterly basis in accordance with the CPIX for clothing and footwear.
- (3) To claim the benefit mentioned above, a transfer letter from the previous school as well as an admission letter from the current school must accompany the claim.

**(f) Transfer fees on accommodation**

The employer may pay reasonable actual transfer fees if the employee purchases a dwelling or a building site at the new place of work.

**D. EXPENSES NOT PAYABLE FROM STATE FUNDS**

(i) The Department will not pay for the following expenses:

- (a) Private telephone calls
- (b) Newspapers
- (c) Tips
- (d) Alcohol
- (e) Room Service
- (f) Magazines
- (g) Movies
- (h) Meals that are included in hotel expenses

(ii) Liability of the Department's in respect of resettlement costs is limited to authorized and necessary expenditure resulting from the most cost-effective arrangement. Additional expenditure, which results from personal preferences or arrangements made in own interest, will not be incurred by the Department but by the relevant employee.

**E. PRIVILEGES ON TERMINATION OF SERVICE OR DEATH**

(i) If an employee dies or retires, or the employer terminates the contract, the employer shall meet, at the request of the employee or her or his family, the reasonable actual costs of resettlement of the employee and her or his immediate family, as provided in paragraphs(ii) and (iii) below.

(ii) In the case of an employee recruited in South Africa, the employer will pay for resettlement within South Africa.

(iii) In the case of an employee recruited from abroad, the employer will pay for resettlement at the employee's place of origin.

(iv) The employer may meet the costs of transporting home the remains of an employee who died on official duty away from her or his normal place of work.

**F. SUNDRY COSTS**

(i) This benefit does not apply to newly appointed Public Servants. This benefit only applies to employees who have been headhunted and serving public servants who have been transferred.

(ii) The Department will pay the following amounts to meet incidental costs associated with establishing a new permanent place of residence at the new headquarters:

- (a) 25 % of the employee's basic monthly salary that she/he receives on the date of resettlement, if the employee occupies furnished accommodation, or
- (b) the employee's basic monthly salary that she/he receives on the date of resettlement, if an employee occupies unfurnished accommodation.



(iii) This amount is intended to cover costs amongst other things the replacement of curtains; telephone, water, electricity connection; etc.

#### **G. RECRUITING FROM ABROAD**

- (i) If an employee is recruited from abroad, her or his Accounting Officer shall provide a once-off sum as set out in Section F (ii)(a) or (b) above, to assist her or him with initial expenses before she or he receives her or his first salary payment.

#### **H. ROLES AND RESPONSIBILITIES**

- (i) The HRM Directorate, HRA Unit must make a requisition to the Finance Unit for the resettlement costs of an individual/employee to perform calculations in accordance with the policy and further processing for payment.

### **8. COMMUNICATION**

Upon approval, this policy will be circulated to all employees within the Department. The Human Resource Head will be responsible to inform all officials in the Department of the content of this policy.

### **9. MONITORING AND EVALUATION**

It is the responsibility of each Programme Manager to ensure that this policy is carefully followed within the Department.

### **10. POLICY REVIEW AND AMENDMENTS**

#### **10.1. REVIEW**

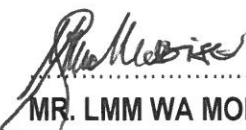
This policy is subject to reviewal when the need arises or in case of the occurrence of extenuating circumstances (pronouncements by legislation and / regulations).


#### **10.2. AMENDMENTS**

No amendments may be made to any section of this policy without such amendments first being consulted with all stakeholders and approved and signed by the Head of the Department.

### **11. APPROVAL OF POLICY**

The Resettlement policy is hereby approved / not approved.

  
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**MR. LMM WA MODISE**  
**ACTING HEAD OF DEPARTMENT**

 June 2023  
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**DATE**