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INTERNAL MEMORANDUM

To: ALL STAFF

From: Acting DIRECTOR: HUMAN RESOURCE ADMINISTRATION

**Subject: APPROVED DEPARTMENTAL RESETTLEMENT POLICY
APPLICABLE TO BOTH PUBLIC SERVICE ACT AND EDUCATORS
ACT EMPLOYEES**

1. The enclosed Policy on Resettlement has been approved for implementation within the Department.
2. To give background, in 2011 the Department amended its Resettlement policy applicable to both Public Service Act and Educators Act employees. Due to the changing environment within the Public Service it became evident that the policy had to be reviewed.
3. It has been made in terms of Resolution No. 3 of 1999, Employment of Educators, No. 76 of 1998 as amended, Public Service Act, No. 103 of 1994 as amended, Basic Conditions of Employment Act, No.75 of 1997, Public Service Regulations, Act No. 103 of 2016 and other relevant legislations.
4. **N.B** This Policy is approved for implementation with **effect from 1st September 2021** and replaces the existing Policy on Resettlement and any other related Directives issued before this date.
5. The contents of this circular must be brought to the attention of all relevant personnel.
6. Looking forward to your kind cooperation, thank you.


Acting DIRECTOR
HUMAN RESOURCE ADMINISTRATION

DATE: 31/08/2021



EASTERN CAPE DEPARTMENT OF EDUCATION RESETTLEMENT POLICY





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RESETTLEMENT POLICY FOR EASTERN CAPE DEPARTMENT OF EDUCATION

(Public Service Act and Educators Employees)

Policy	Resettlement	Section	Human Resource Administration
Revision	Annually	Effective Date	Date of approval
Preparer	Directorate: HRA Sub-Directorate: HR Compliance	Signature	
Name & Surname	S Nieuwenhuys	Date	26/07/2021
Approver	Head: Department of Education	Signature	
Name & Surname	Dr. N Mbude	Date	28/08/2021



2 DEFINITIONS OF TERMS

"Head of Department":	The Head of the Education Department of the Eastern Cape Province
"Senior Management":	Employees occupying posts on levels 13 and higher and designated as Managers.
"Manager":	A manager is anyone whose main duties involve responsibility for the work of others. Thus, the term includes not only those who are usually referred to as managers because they are members of the so-called "management echelon", but also all first-line supervisors "abnormal living expenses" expenses incurred over and above normal daily living expenses at the old headquarters
"dependants"	relative(s) other than those defined as "immediate family" or any other person who lives with the employee and who relies on the employee for the bulk of his or her subsistence (This does not include household staff or pets.)
"DPSA"	Department of Public Service and Administration.
"ELRC"	Education Labour Relations Council
"dwelling"	a house, simplex, duplex, duet or flat.
"employee"	an employee as defined by the Public Service Act, 1994 as amended
"Furnished accommodation"	a hotel or boarding room, caravan, a rented furnished private dwelling or official quarters furnished with the basic and essential furniture other than by the employee himself or herself.
"Unfurnished accommodation"	official accommodation with no furniture which is provided by the Department or private accommodation where it is needed to provide your own furnisher.
"Immediate family"	legally married spouse (including customary marriages ("lobola"), life partner, minor biological and/or legally adopted child/ren.
"Interim accommodation"	furnished accommodation which is temporarily occupied whilst permanent accommodation is being sought or until permanent accommodation, which has already been obtained, becomes vacant and available for occupation.
"Legally married"	a person who is legally married according to a court of law including persons who were joined in marriage under a customary law e.g., "lobola"
"Life partner"	a person who takes the position of a husband/wife for a period longer than 3 years but commonly not married lawfully to qualify as a spouse.
"Minor child"	a minor dependent legally/adopted child under the age of 21.
"New headquarters"	new place of work/work station, which is more than hundred kilometres (100 km) away from previous (old) headquarters.
"Old headquarters"	old place of work/work station, which is more than hundred kilometres (100 km) away from new headquarters.



"Personal effects"

personal belongings/household of the employee and his or her immediate family as well as his or her dependants.

"Subsistence"

accommodation, meals and parking fees, excluding service charges (tray charges, tips), alcoholic beverages, sweets, private telephone use, newspapers laundry and dry cleaning.

"The Department"

EC Department of Education.

"Transfer"

- a) the geographical relocation of an employee's and/or his or her immediate family's personal effects from the old headquarters to the new headquarters within the borders of the Republic of South Africa or to/from and in a foreign country;
- b) the temporary or permanent evacuation of official quarters at the headquarters of an employee in order to occupy other accommodation; or
- c) the evacuation by an employee of accommodation in order to occupy official quarters at his or her headquarters.

"Transfer at own expense"

employee requests to be transferred from one headquarter to another in the Republic of South Africa or a foreign country.

"Transfer at State expense"

the transfer of an employee (including an employee who is transferred and appointed, without any break in service, in terms of section 15(1) of the Public Service Act, 1994 (as amended) from one headquarter to another in the Republic of South Africa or a foreign country, whereby the Department requests the employee to relocate. (Note: The transferee-receiving organisation, is responsible in terms of the policy for the calculation and payment of any expenses as a result of such a transfer.)

"Resettlement"

"to the movement of an employee, his/her immediate family and personal belongings from his/her current workstation/ sphere of employment to a new workstation/sphere of employment.

"Pre-visit"

Is when and Educator/Official visit to the new headquarters before the actual date of transfer. Pre-visit is for purposes of visiting new headquarters and searching of permanent accommodation.



3. PREAMBLE:

The Department of Education in the Eastern Cape intend to ensure that prospective employees transferred to/within the Department are covered by the provisions of this policy.

4. POLICY STATEMENT:

The Department of Education in the Eastern Cape recognizes the fact that employees within its employment or prospective employees may at one stage or another be transferred or resettled from their workstation or residence /home to a new workstation.

5. SCOPE OF APPLICABILITY:

This policy is applicable to all employees and/or prospective employees of the Department of Education appointed in terms of the Public Service Act No 103 of 1994 and the Employment of Educators Act No 76 of 1998 as amended. Employees who for one reason or the other are horizontally transferred to the Department (employee-initiated transfer) are not covered by the provisions of this policy. Appointees from universities, parastatals, municipalities and semi-government institutions, who were not appointed under the Public Service act, 1994 or Educators Employment Act, 1998, do not qualify for resettlement benefits.

6. LEGISLATIVE FRAME WORK:

This policy is based on:

- 6.1 Constitution of the Republic of South Africa, Act No. 108 of 1996
- 6.2 Employment of Educators Act, No. 76 of 1998 as amended
- 6.3 Public Service Act, No. 103 of 1994 as amended
- 6.4 Basic Conditions of Employment Act, No. 75 of 1997
- 6.5 Public Service Regulations, Act No. 103 of 2016
- 6.6 Labour Relations Act, No. 66 of 1995
- 6.7 Skills Development Act, No. 97 of 1998
- 6.8 National Treasury Regulations, 2005 as amended
- 6.9 Directive issued by the Minister of Public Service and Administration for Resettlement
- 6.10 PSCBC Resolution No.3 of 1999
- 6.11 Determination by DPSA on consideration of the Consumer Price Index Financial Manual for purposes of calculation and application of allowances and Benefits



7. PURPOSE:

- 7.1 To assist the Department in determining the actual costs incurred by an employee as a result of employer-initiated transfer/secondment, new appointment and or termination of service or death.
- 7.2 To compensate and re-imburse an employee who in the interest of the Department is transferred due to particular service requirements and is utilized at a place other than his/her place of employment or residence.
- 7.3 To outline limits on expenditure, maximum period of compensation, and transfer costs the Department will compensate/pay.

8. PROVISIONS, ENTITLEMENTS AND CONDITIONS

8.1 RESETTLEMENT

- 8.1.1 Resolution 3 of 1999 Part XV paragraph 1.1 stipulates that the employer shall reasonably meet the actual resettlement costs within the country incurred by an employee and his/her family as a result of official duties or in some cases on termination of service or death.
- 8.1.2 Employees whose services are terminated as a result of misconduct or who resign as a result of a pending disciplinary hearing are not covered by this policy.
- 8.1.3 For purposes of this policy, employee's immediate family is only limited to employees' spouse, minor children, children with disability who is over the age of 21, adopted children or a relative limited to
 - (1) who lives with the employee attending an educational institution and
 - (2) who is dependent on the employee for the bulk of his/her subsistence.
- 8.1.4 The employer may pay reasonable actual transfer fees if the employee purchases a dwelling of a building site at the new place of work. Such claims must be submitted within three months after assumption of duty.
- 8.1.5 Any delays should be motivated by the employee's directorate and must be approved by the Head of Department: Education before any payments could be affected.
- 8.1.6 Resettlement claims are valid for one year.

8.2 TRANSFER AT OWN EXPENSE (EMPLOYEE-INITIATED)

a) Provision:

If an employee is transferred at his or her own request, no expenses incurred in this regard will be met from the Department's funds. Any absence from duty as a result of such a transfer must be covered by the granting of vacation leave.



b) Conditions

The transfer must be in the best interest of the Department and the health of the employee or his or her immediate family in which case a medical report may be requested for confirmation.

8.3 TRANSFER AT STATE EXPENSE (EMPLOYER INITIATED)

When the Department requires an employee to transfer to a new place of work, he or she may be compensated as follows:

8.3.1 Pre-visit

a) Entitlement

The reasonable actual costs incurred by an employee / educator and /or a member of his /her immediate family during one visit to the new headquarters before actual date of transfer may be paid: Provided that the visit is limited to two (2) nights' accommodation and three (3) days at the new headquarters. Where the applicable subsistence rates (as opposed to actual expenditure) are claimed for a child under the age of (10), the employee/ educator will be paid half the applicable rate.

b) Conditions

- i. The employee is responsible for own accommodation and traveling arrangements. Such days are regarded as official duty.
- ii. The employee must make use of the most economical form of transport. When a private vehicle is used, the employee will be compensated for the lowest amount between the actual expenses or the prescribed fixed transport tariffs for the use of a private vehicle during official duty, as determined by the Department of Transport.
- iii. Reasonable actual expenditure (including parking fees where applicable) or, on request by the employee, the fixed daily subsistence allowance as determined by the DPSA, will be reimbursed to cover accommodation costs.
- iv. Acceptable documentary proof for travel and subsistence expenses must be attached to the claim.

8.3.2 Storage

a) Entitlement

Actual expenses for storage of personal effects at the old or new headquarters for a period of one month may be paid by the Department. When an employee experiences problem to find accommodation that suits his or her immediate family's and/or dependant's reasonable needs extension of one (1) month storage may be paid by the Department. Prior approval must be obtained by delegated authority.



b) Conditions

- i) Requests for storage in excess of one month must be extensively motivated and be approved by the delegated authority prior to the lapse of such a period, thereafter no further extension shall be granted.
- ii) If no storage facilities are available at the old or new headquarters, personal effects must be taken to the nearest place where such facilities exist and removed to the new headquarters in due course at the Department's expense.
- iii) Despite the fact that an employee should obtain at least three storage quotations, the Department reserves the right to obtain additional quotations if necessary.

8.3.3 Travel expenses at transfer to new headquarters

a) Entitlement

The Department may meet the transferred employee's and where applicable, that of his or her immediate family, reasonable actual travel expenses for a single trip only to the new headquarters.

b) Conditions

- i) A transferred employee (and where applicable, his or her immediate family), must travel (excluding traveling by air) *via* the most economic, cost-effective and shortest/direct route. Requests for deviation have to be extensively motivated and approved by delegated authority at least two weeks prior to the travelling date.
- ii) When a private vehicle is used, the employee will be compensated according to the prescribed tariff determined by the Department of Transport. Evidence (vehicle registration) must be attached to the claim.
- iii) The vehicle of Senior Managers admitted to the Senior Management Service (SMS) must be used, except in those extraordinary circumstances where it is impossible / impractical to use such a vehicle and the employee obtained prior approval to travel by air, train, bus, taxi, *etc.* In cases where a vehicle belonging to a member of the SMS is used, the Department may only reimburse those kilometers in accordance with the SMS Handbook.
- iv) If an employee and his or her immediate family/dependents inevitably or due to health reasons, have to interrupt the trip to stay overnight, the employee can be reimbursed for his or her (and where applicable, that of his or her immediate family's) reasonable actual subsistence expenses for a period not exceeding three days. Sufficient documentary proof to justify the delay must be submitted. Should the date of his or her assumption of duty be postponed by a day or longer due to such an interruption, the period of postponement of assumption of duty should be covered by appropriate leave depending on circumstances.



8.3.4 Insurance Cover

a) Entitlement

The reasonable actual costs pertaining to insurance cover, which must be included in all quotations for packing, unpacking, storage periods where applicable as well as the period of transit, may be paid by the Department.

b) Condition

- i) Insurance cover is paid provided that the amount of insurance cover does not exceed the current value of the belongings being transported.
- ii) An employee should inspect his or her personal belongings and any damage or loss detected should be carefully noted and immediately reported to the packer or carrier and the *Department*. It is not the Department's responsibility to liaise on behalf of the employee should there be claims for damaged effects.

8.4 TRANSPORTATION AND STORAGE OF PERSONAL EFFECTS

8.4.1 Packing / unpacking and removal / delivery of personal effects.

a) Entitlement

The Department may pay the reasonable actual expenditure for the packing/unpacking and removal/delivery of an employee's and/or his or her immediate family's/dependent's personal effects from the old headquarters to the new headquarters. Employees who wish to make use of this benefit are required to indicate such requirement on receipt of an appointment letter.

b) Conditions

- i) Expenses regarding the transportation of the transferred employee's (and that of his or her immediate family's/dependant's) personal effects will not be paid by the Department after a period of three months from the date of transfer. Requests for deviation must be extensively motivated and approved by the Head of Department: Education prior to the expiry of such a period.
- ii) Should any increase in the removal company's rates take place after the relevant tender amount has already been accepted by the Department the employee will be responsible for the difference between the actual amount and the originally accepted tender.
- iii) In cases where household transportation is handled by a professional removal company, the transferred employee must submit at least three written quotations, each accompanied by an inventory list, indicating final costs in respect of:
 - (aa) packing of the personal effects at the old headquarters;
 - (bb) transportation of personal effects to the new headquarters;
 - (cc) unpacking at the new headquarters;
 - (dd) all-inclusive insurance cover involved;



- (ee) the estimated date on which respective activities will take place; and
 - (ff) where applicable, also the storage costs (at the old or new headquarters) and eventual delivery of personal effects at permanent accommodation at the new headquarters.
- iv) Should the transferred employee prefer to make use of private methods to transport the relevant personal effects to the new headquarters, prior approval must be obtained and he or she must submit:
- (aa) Written confirmation of his or her choice to make use of private transportation methods at his or her own risk; plus
 - (bb) at least two written quotations as mentioned at paragraph (b)(iii) above.
- v) Irrespective of the preferred method for transportation, the Department reserves the right to obtain additional quotations if necessary.
- vi) The lowest tender amount, or where applicable, the smaller amount between costs involved with private transportation methods and the tenders, will normally be accepted. If the employee chooses to make use of a tender other than the lowest, the employee will be responsible for the cost difference between the approved tender and the one of choice.
- vii) Claims for the payment of transportation costs will only be paid upon receipt of –
- (aa) the relevant removal company's final account (original) together with the employee's written confirmation that his or her personal effects was delivered in satisfactory condition; or
 - (bb) an affidavit by the employee to indicate the amount payable and which is signed and supported by the relevant person who privately participated in the removal of the employee's personal effects at his/her own risk.
- viii) The contract with regard to the packing/unpacking, removal/delivery as well as the all-inclusive insurance costs of an employee's and his or her personal effects, must be concluded between the employee (not the Department) and the removal company / relevant role player(s).
- ix) The Department will not pay for the transportation of animals.
- x) A maximum of two vehicles, a caravan and/or a trailer may be included provided that the employee gives written confirmation that the Department will not be held responsible for any loss or damage to such possessions during the loading, transportation or unloading thereof. Reasonable actual expenses for the hiring of a ground sheet for two vehicles, caravan and/or trailer.

8.5 INTERIM ACCOMMODATION

a) Provision

The Department *will* pay the actual costs pertaining to interim accommodation of an employee and/or his or her immediate family at the old or new headquarters prior to written approval by the delegated authority.



b) Conditions

- i) The entitlement is strictly connected to the non-availability of suitable permanent accommodation at the new headquarters or where unforeseen problems are experienced with regard to packing, removal, unpacking, delivery of his or her personal effects from the old headquarters/at the new headquarters as well as the sale of his or her house at the old headquarters.
- ii) If an employee and his or her immediate family were forced to seek interim accommodation due to unforeseen circumstances, expenses to a maximum of one (1) month will be reimbursed to the employee. Three quotations for interim accommodation in a B&B should be submitted for approval. The choice and cost of interim accommodation should not exceed the rate of B&B.
- iii) An employee and his or her immediate family *will* make use of private interim accommodation with friends or family, in which event the Department will pay the fixed daily allowance as prescribed by the DPSA from time to time based on prior written approval by the delegated authority.
- iv) Further extension of interim accommodation will only be considered in extreme circumstances subject to the approval by the Head of Department on the recommendation of the Chief Financial Officer and the availability of funds. Such requests must be fully motivated, recommended by the relevant manager and accompanied by sufficient proof of attempts to obtain permanent accommodation up to one (1) month only, thereafter no further extension shall be granted.
- v) Claims in respect of accommodation, meals, and parking where applicable for the particular period, must be substantiated with sufficient documentary proof and must be submitted to the Component: Human Resource Management for control and authorisation on or before the seventh working day following the month for which such expenses are incurred. All claims must be signed by the relevant employee and **approved** by at least the **Director** (or equivalent) of the component.
- vi) The payment of expenses will exclude service charges (tray charges), alcoholic beverages, sweets, private telephone use, newspapers, laundry and dry cleaning.

8.6 EXPENDITURE IN RESPECT OF DEPENDANT SCHOOL GOING CHILD/REN

8.6.1 Expenditure on new schoolbooks, uniforms and other related necessities

a) Entitlement

A non-recurring amount, as determined and revised by DPSA from time to time, may be compensated to the employee in respect of each dependant school going child, to partially compensate for the expenses of school books, school uniforms / sport outfits and other related necessities.

b) Conditions

- i) No expenses will be paid with regard to tertiary education of children, thus referring to only dependant school going child/ren from grade R to grade 12.



- ii) The responsibility to submit acceptable documentation (child's birth certificate as well as copy of registration at a school at the new headquarters) to prove that the relevant child is still at school lies with the claimant (parent/legal guardian).

8.6.2 Other related costs regarding dependant school going child/ren

a) Entitlement

If an employee is transferred during a school year (the period calculated from the first day of the first school term to the last day of the last school term) and has to pay for the accommodation (as well as travelling expenses where applicable) of his or her dependant school going child/ren due to the fact that he or she does not want to interrupt their education, he or she can be reimbursed for such actual reasonable expenses until the end of the particular school year.

b) Conditions

- i) Where the employee leaves his or her entire personal effects at the old headquarters, the following changes are applicable to him or her.
- ii) If a dependant school going child remains in a school at the transferred employee's old headquarters, the Department may reimburse the employee for 50% of the relevant hostel's boarding fees levied per child per school term until the end of that particular school year.
- iii) When a transferred employee's school going children have to vacate the hostel during school holidays, as well as when such children relocate from the old headquarters to the employee's new headquarters at the end of the particular school year, the Department may reimburse the employee for the most economic and efficient travel expenses and, if applicable, also the reasonable actual accommodation expenses incurred in this regard.

8.7 COSTS INVOLVED REGARDING THE PURCHASE OF A HOUSE OR STAND AT THE NEW HEADQUARTERS

a) Entitlement

- i) The Department may pay the reasonable actual transfer fees when the employee purchases a primary dwelling at his or her new headquarters provided that he or she:
 - (aa) previously owned a private dwelling at his or her old headquarters that was registered solely in his or her name or in both his or her and the spouse's/partner names; **or**
 - (bb) evacuated state housing which he or she occupied since his or her transfer to the new headquarters in order to permanently move into his or her own private dwelling.



- ii) The Department will reimburse the employee in respect of the costs stated below that are associated with the purchase of a primary home at the new headquarters:

Transfer duty, Registration of title deed (Deed of transfer), Deeds office's fees (Title Deed), Registration on mortgage as well as the Deeds office's fees thereof, Inspection fees, Attorney's fee(s) (including stamp duty, postal and other administrative costs), and VAT on all of the above.

b) Conditions

- i) The transferred employee's private dwelling which was registered in his or her or spouse's name at the old headquarters must be sold (thus the date of registration on the new buyer's name) before a new dwelling at the new headquarters is purchased. The private dwelling at the new headquarters should not have been bought before the date he or she was informed in writing of his or her transfer. Estate agent fees may not be paid out of state funds.
- ii) If the transferred employee and his or her immediate family were living in a privately-owned dwelling at the old headquarters before receiving written confirmation that they could occupy state housing and that the private dwelling was not sold prior to this date of notification, the provision at paragraph 8.7 (a)(i-ii) applies with the necessary changes.
- iii) The Department will reimburse the employee in respect of total expenses as mentioned at paragraph 8.7 (a)(ii).
- iv) Upon receipt of acceptable documentary proof of the method of payment of actual transfer expenses as mentioned at paragraph 8.7 (a)(ii), such expenses can be reimbursed as follows:
- (aa) directly to him or her if the expenses were paid by the employee him- or herself;
 - (bb) directly into the registered mortgage loan account if the expenses were paid from the profit obtained from selling his or her private dwelling at the old headquarters or when such expenses formed part of the registered mortgage loan; or
 - (cc) if the expenses were partly paid from the profit obtained from selling his or her private dwelling at the old headquarters and partly paid by himself or herself, the amount will be paid partly into the bond and partly to him or her according to the applicable percentage of payment.
- v) When a stand is bought, the transfer costs will only be paid after a dwelling has been erected.
- vi) He or she must have purchased a dwelling at the new headquarters within a period of 12 calendar months, which is registered in his or her or spouse's name.



8.8 SUNDRY COSTS

a) Entitlement

The Department *will* meet incidental expenses by means of the payment of a non-recurring amount equal to *one-month salary of the employees' level upon prior written approval by delegated authority.*

b) Conditions

- i) The amount may not exceed an employee's basic monthly salary.
- ii) Upon receipt of acceptable documentary proof of occupation, payments are made on the following basis:
 - (aa) If furnished accommodation is occupied on a permanent basis, an amount equal to 25% of an employee's basic monthly salary applicable on the date transfer. This includes employees who made use of interim accommodation, storage and transportation of personal effect benefits.
 - (bb) If unfurnished accommodation is occupied on a permanent basis **with dependents**, an amount equal to 100% of an employee's basic monthly salary applicable on date of transfer. This includes employees who never made use of interim accommodation, storage and transportation of personal effect benefits. Documentary proof (affidavit and signed lease agreement) must be submitted for claiming.
 - (cc) If unfurnished accommodation is occupied on a permanent basis **without dependents**, an amount equal to 50% of an employee's basic monthly salary applicable on date of transfer. Documentary proof (affidavit and signed lease agreement) must be submitted for claiming.

8.9 CONTINUED PAYMENT OF HOME OWNER ALLOWANCE (Government Employees Housing Scheme)

a) Provision/Entitlement

- i) If an employee evacuates the dwelling at the old headquarters in respect of which he or she received a home owner allowance, the Department shall continue to pay the allowance *for a period of six months*, irrespective whether the dwelling is rented or not.
- ii) If the transferred employee's immediate family continues to occupy the dwelling at the old headquarters, he or she is regarded as complying with the occupancy requirements and payment of the allowance is continued for a period of *six months* on condition that his or her dependents occupy such a dwelling.



b) Conditions

- i) With regard to par. 8.9(a)(i), the Department may continue to pay an allowance for the shortest of the following periods –
 - (aa) until the dwelling at the old headquarters is sold and registered in the new owner's name;
 - (bb) until he or she qualifies for an allowance on a dwelling at his or her new headquarters; or
 - (cc) for a period of six months from the date on which the transfer came into effect.
- ii) If the transferred employee cannot sell his or her old dwelling at a price that covers the outstanding bond, the payment of an allowance may continue if –
 - (aa) the employee rents out his or her old home, unless it proves impracticable, and the Department reduces the allowance by the amount of the rental, and
 - (bb) the Department reviews payment of the allowance every six months and justifies its extension or termination.
- iii) The following measures apply when the dependents as mentioned in par. 8.9 (a)(ii), evacuate the dwelling –
 - (aa) before the expiry of the shortest period as mentioned at 8.9 (b)(i), payment of the allowance for the remainder of the relevant period can be continued; or
 - (bb) after expiry of the applicable shortest period as mentioned at 8.9 (b)(i), payment of the allowance is immediately suspended.

9. PRIVILEGES FOR NEW APPOINTEES

a) Entitlement

The Department may reimburse a newly appointed employee and his or her immediate family transportation of personal effects and storage for on (1) month as on his or her date of appointment.

b) Conditions

- i) A newly appointed employee who intends on relocating to his or her new headquarters after his or her date of appointment must obtain written prior approval by delegated authority for the payment of expenses mentioned at paragraph 9 (a) as on the actual date of appointment.
- ii) The employee shall agree in writing to repay the employer's expenditure for relocation if she or he should leave the public service in a year or less.



10. PRIVILEGES ON TERMINATION OF SERVICE OR DEATH

10.1 PRIVILEGES ON TERMINATION OF SERVICE

a) Entitlement

If an employee retires the Department may, as a once-off provision and at the request of an employee and/or his or her family, meet his or her and his or her family's reasonable actual costs in respect of resettlement as well as storage costs to a maximum period of one month.

b) Conditions:

- i) "Termination" in par. 8.1. (a) refers to retirement in terms of Section 16 as well as discharges as stipulated in Sections 17(2) (a), (b), (c), (d) and (i) of the Public Service Act, 1994, as amended.
- ii) The expenses for resettlement and, where applicable storage, may not be claimed later than 90 days after the employee's last day of service. Requests for extension of the period must be extensively motivated and submitted obtain written prior approval from delegated authority before the said 90 days lapses. Requests for extension after a period of six months, up to a maximum of 24 months after termination of service, will only be considered under extraordinary circumstances and only if the reason for the postponement is not to –
 - (aa) enable the former employee to seek employment and assume duty in the private sector;
 - (bb) enable his or her children to complete their school or tertiary training after the end of the relevant school year;
 - (cc) enhance the former employee's or his or her household's personal interests, excluded where he or she is experiencing problems to sell his or her dwelling due to poor property market conditions.

10.2 PRIVILEGES WHEN AN EMPLOYEE DIES WHILE AWAY FROM HIS OR HER HEADQUARTERS

a) Provision

The Department may meet the costs of transporting home the remains of an employee who died on official duty away from his or her normal place of work, including a member of his or her family who accompanies him or her officially.

b) Conditions

- i) Claims received 03 months after the employee's date of death will not qualify for this benefit
- ii) Funeral costs are excluded.
- iii) The following costs will be paid by the Department:



- (aa) Transport costs of essential personal belongings in his or her possession to his or her headquarters.
- (bb) If the employee was on official duty abroad, the transport of the deceased (including costs for special treatment of the body), to the place where the funeral will take place in South Africa. If the funeral takes place in another country the transport costs of the deceased will be limited to what the costs would have been if the funeral had to be held in South Africa.

11. DISPUTE RESOLUTION

Aggrieved employees may refer a dispute to the General Public Service Sectoral Bargaining Council as per the provisions of the Labour Relations Act, 66 of 1995 as amended or Education Labour Relations Council.

12. MONITORING AND EVALUATION

- a. The policy will be monitored on a monthly basis by the Human Resource Administration component in both District Offices and Head Office, which will report its findings to the senior management team.
- b. The policy will be evaluated within a period of six months of it coming into effect, jointly by the Human Resource Administration component, line managers and the senior management team.

13. REVIEW OF THE POLICY

The policy will be reviewed annually or at any time if so, required by the Head of Department.

14. THE ROLES AND RESPONSIBILITIES

14.1 The Role of the Employee

- (a) Employees must ensure that they are familiarize and comply with the contents of the policy;
- (b) Employees must ensure that they use the allowances responsibly and comply to timeframe provided.

14.2 The Role of Line Manager/Principal

- (a) Ensure that the resettlement policy is made available to potential qualified employees
- (b) Orientate employees to the particulars of the policy;
- (c) Where necessary ensure that the employee who is to resettle is reimbursed for any subsistence claims within timeframe;
- (d) Liaise with Human Resources Administration via District Office to ensure that all claims made by employees is paid.



14.3 Role of District Office Human Resource Administration

- (a) Assist employee in identifying what the employee qualifies for;
- (b) Provide relevant prescribed documentation for claim;
- (c) Discuss with identified employee the process of resettlement and explain Human Resources role in helping the employee to resettle; and
- (d) Verification of claim.

The Role of Head Office Human Resource Administration

- (a) Quality assures claims received from Districts on resettlement;
- (b) Assist Head Office employee in identifying what needs to be claim;
- (c) Ensure that sufficient budget is available to resettle the incumbent in the chosen position;
- (d) Provide relevant prescribed documentation for claim;
- (e) Discuss with identified employee the process of resettlement and explain Human Resources role in helping the employee to resettle; and
- (f) Verification of claim
- (g) Capture Claim