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## DEPARTMENTAL POLICY DOCUMENT

# RESETTLEMENT POLICY

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## 1. OBJECTIVES

The main objectives of this policy are as follows:

- 1.1 To outline the Department's financial obligation in terms of relocating an employee from one town to another.
- 1.2 To set out the type and scope of expenses that an employee may expect to be paid by the Department upon resettlement, where there is a need for resettlement.

The Department's liability in respect of resettlement costs is limited to authorized expenditure resulting from the most cost effective arrangement. The Department will not be responsible for any additional expenditure, which results from an employee's personal preferences or arrangements made in own interests. Such additional expenditure will be for the relevant employee.

## 2. SCOPE OF APPLICATION

This policy is applicable to all employees of the Northern Cape Department of Education.

## 3. DEFINITIONS

- 3.1 **Accommodation Expenditure:** means the expenditure in respect of lodging, meals (including non-alcoholic beverages with meals) and laundry.
- 3.2 **Head office:** city or town where the normal place of work is situated.
- 3.3 **Interim accommodation** - accommodation temporarily provided to an employee for a period of three (3) months.
- 3.4 **Transfer** - an employee transfer from one department to another or from one district to another within the same department.
- 3.5 **Personal effects** – the moveable property of an employee and of his/her household which is normally for personal use, including vehicles, but excluding livestock, domestic animals and pets.
- 3.6 **Re-location** - to move permanently to a new place of work in a different town/district/province.

- 3.7 **Sundry costs** - miscellaneous charges incurred by the employee while performing work.
- 3.8 **Voluntary transfer** – is when an employee requests to be transferred to his/her place of choice
- 3.9 **Immediate Family** includes:
- a) Spouse/life partner
  - b) Minor child, and/or
  - c) Relative who (i) who lives with the employee except when attending at an educational institution, and (ii) relies on the employee for the bulk of his/her subsistence.

#### 4. **PRINCIPLES**

- 4.1 The Department may generally meet, within reason, the actual resettlement costs within the country incurred by an employee and his/her immediate family as a result of official approved duties, or, in some cases, on termination of service or death.
- 4.2 The Department shall seek to find the most cost-effective way of meeting its obligation at all times.
- 4.3 The spirit of this policy is to compensate an employee who, in the interests of the State and at State expense:
- Is transferred or is appointed or
  - Due to certain service requirements, is utilized at a place other than his or her present location or workstation.
  - Is relocated on termination of service except resignation.
  - On retirement
- 4.4 Upon the transfer (including promotion, redeployment and secondments which will result in permanent transfer), appointment or termination of service( including retirement on pension, retirement due to ill health) of an educator, or on his/her death while on duty, such an educator shall be compensated by the Department for the reasonable resettlement expenditure actually and necessarily incurred as a result thereof taking into consideration the following measures and guidelines:

- In considering the implications in terms of costs, it must be seen to that effective competition takes place where services are rendered for the purpose of resettling an educator and that all available alternatives are taken into consideration to ensure that the most suitable option is exercised under the circumstances.
- The status of the employee being resettled (in terms of his/her rank) will be taken into account, as well as the particular circumstances underlying reasons for the resettlement.
- The principle of fairness and reasonableness will be applied

## 5. LEGISLATION / REGULATIONS

- 5.1 Public Service Act, 1994 (as amended)
- 5.2 Employment of Educators Act, 76 of 1998
- 5.3 PSCBC Resolution 3 of 1999, Chapter XV

## 6. RESPONSIBILITIES

<b>Responsibility</b>	<b>Responsible person</b>
Deviation from measures/circumstances not provided for	HOD
Approval of claim for compensation of subsistence	Director: Human Resource Management and District Director
Approval for the postponement for the transfer of household/personal effects of an ex-employee to at most 24 months after retirement.	Chief Director: Human Resource
Approval of the lowest appropriate tender	Director: Supply Chain Management
Approval of continued payment of home owners allowance up to a maximum of six months	Director: Human Resource Management
Approval of transfer costs connected with the purchase/erection of a house	Chief Director: Human Resource Management
Reporting on resettlement costs to Senior managers	Chief Director: Human Resource Management

## **7. POLICY PROVISIONS**

### **7.1 Liability for Resettlement Costs**

- a. Voluntary relocation or transfer will not qualify for any resettlement allowance.
- b. Only employees who are moved at the will or initiation of the department will qualify for the resettlement allowance.
- c. The Department will cover reasonable costs for resettlement in respect of an employee upon resettlement for the following reasons:

#### **7.1.1 New appointees**

- a) The employer may pay the reasonable actual costs of relocation of a newly appointed public servant to her/his place of work. These expenditures may include reasonable actual costs of:
  - i. Travel by the employee and her or his immediate family, and
  - ii. Transport, insurance and 3 month's storage for personal and household goods.
- b) The employee shall repay the employer's expenditure for relocation if he or she should leave the public service in a year or less. In the case of Educators an employee shall be bound in writing to be in the service of the employer for a period of not less than 12 months.
- c) If an employee is recruited from abroad, his/her executing authority may provide a once-off sum to assist him/her with initial expenses before he/she receives his/her first salary payment.

#### **7.1.2 Transfer in the interest of the Department;**

#### **7.1.3 Resettlement costs would be covered in a case where an official must vacate official housing due to operational requirements**

#### **7.1.4 Termination of service or death**

- a) If an employee dies or retires, the employer shall meet, at the request of the employee or his/her family, the reasonable actual costs of resettlement of the employee and his/her immediate family to the employee's hometown/city.
- b) In the case of an employee relocated in South Africa, the employer will pay for resettlement within South Africa.
- c) In the case of an employee relocated from abroad, the employer will pay for resettlement at the employee's place of origin.
- d) 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.

#### **7.1.5 Interim Accommodation**

- a) Expenses related to boarding and lodging / hotel costs are limited to accommodation, meals, laundry and parking.
- b) Employees who have alternative interim accommodation will get a prescribed daily allowance.
- c) The procurement of interim accommodation and transport must be done via the departmental Supply Chain Management Unit to ensure cost effectiveness and economy

#### **7.1.6 New School books, uniforms and related costs**

- (a) For each child who must change schools and who is dependent on the employee, the Department may provide a once-off payment in accordance with the applicable tariff.
- (b) No expenses will be paid towards a child leaving a primary school to attend high school, or will attend school for the first time, unless circumstances necessitate the payment thereof
- (c) Paragraph (a) of 7.1.6 only applies to employees who have children or official adopted children.

### 7.1.7 Procurement of Transport and Accommodation

- (a) Procurement of transport and interim accommodation of the employee must be done by the Supply Chain Management Unit.
- (b) An employee is not allowed to procure and incur transport and / or accommodation on his / her own account and thereafter claim from the department.

	When Employee is transferred	When Employee is appointed	When employee retires or when a person dies while in service
1.	Traveling & subsistence expenses	Traveling & subsistence expenses	Traveling & subsistence expenses
2.	Transport expenses and insurance costs of the personal effects of an employee and/or his/her household	Transport expenses and insurance costs of the personal effects of an employee and/or his/her household	Transport expenses and insurance costs of the personal effects of an employee and/or his/her household
3.	Storage of the personal effects of an employee and his/her household for a maximum period of <b>3 months</b>	Storage of the personal effects of an employee and his/her household for a maximum period of <b>3 months</b>	None
4.	Interim accommodation expenditure of an officer or employee and his/her household for a maximum period of <b>3 months</b> .	<b>3 Months</b> interim accommodation with no further extension	None
5.	Taxation in respect of transport of motor vehicles across international borders, where applicable	None	None
6.	Transfer fees connected with the purchase or erection of a dwelling. This payment will <b>only</b> be applicable within a period of <b>one year</b> from relocation.	None	None



	<b>When Employee is transferred</b>	<b>When Employee is appointed</b>	<b>When employee retires or when a person dies while in service</b>
7.	Expenditure of uniforms, schoolbooks and other requirements. The amount paid is determined by DPSA and proof in the form of an admission letter is required from the school, with age and grade of child.	Expenditure of uniforms, schoolbooks and other requirements. The amount paid is determined by DPSA and proof in the form of an admission letter is required from the school, with age and grade of child.	None
8.	Sundry allowance (defined as 1 month's salary irrespective of date of settlement on current rank of transfer (PSA) For educators, an educator's basic monthly pensionable salary as at date of resettlement or an amount equal to the basic monthly pensionable salary of an educator with dependants as on the date of resettlement.	Sundry allowance (defined as 1 month's salary irrespective of date of settlement on current rank of transfer (PSA) For educators, an educator's basic monthly pensionable salary as at date of resettlement or an amount equal to the basic monthly pensionable salary of an educator with dependants as on the date of resettlement.	None
9.	Continued payment of homeowners allowance (refer to Resolution No. 3 Of 1999)	None	None
10	Traveling expenses originating from children's schooling. This applies mainly when an employee transfers mid-year and he/she needs children to finish the year in their current school (refer Resolution No 3 of 1999)	Traveling expenses originating from children's schooling. This applies mainly when an employee transfers mid-year and he/she needs children to finish the year in their current school (refer Resolution No 3 of 1999)	None

11	Pre-visits would be limited to 2 working days excluding days for traveling	Pre-visits would be limited to 2 working days excluding days for traveling	None
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**8. IMPLEMENTATION DATE**

This policy becomes effective on approval by the Head of Department of the Northern Cape Department of Education:

**9. POLICY REVIEW**

The policy shall be reviewed at least annually to ensure that it is aligned with all the relevant legislation and complies with all adequate internal control requirements.



**G.T PHARASI**  
**HEAD OF DEPARTMENT**

11/10/31  
DATE