



University of Fort Hare
Together in Excellence

UNIVERSITY OF FORT HARE POLICIES AND PROCEDURES

RELOCATION POLICY	:	UNIVERSITY OF FORT HARE
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1. PREAMBLE

The University of Fort Hare seeks to attract and retain quality people who provide the necessary competencies and inputs to enable the achievement of the university's objectives. In the process of recruiting the required quality of persons, it may happen that the most suitable candidate is currently resident outside of the university's precinct. In such cases, where the employee could not reasonably be expected to commute, and relocation of the residence of the employee is required, it is desirable to facilitate the acceptance of the employment at the university by providing the employee with reimbursement of the expenses reasonably incurred in the relocation of his/her residence. The guiding principle relevant to this is fairness. Neither the employer nor the employee should be unfairly prejudiced nor enjoy undue benefit as a result of the relocation.

2. POLICY STATEMENT

The University of Fort Hare shall endeavour to attract competent employees to serve in its employ. If such employees need to relocate their households to Buffalo City or Nkonkobe, the university shall pay for reasonable costs of relocation. This Policy defines the circumstances in which relocation costs may be paid.

3. ELIGIBILITY AND AUTHORISATION FOR RELOCATION

- (a) In those cases where specialized and senior skills cannot be found within the university's immediate environment and must be sourced nationally or internationally, the CHRO in consultation with the Vice Chancellor must authorize the recruitment;
- (b) Relocation shall only be authorized where the employee being recruited currently resides outside of a 120 kilometre radius of the office where they are likely to be placed.

4. RELOCATION EXPENSES INCLUDED FOR PAYMENT

Where an employee is eligible for relocation, the following costs shall be paid:

- (a) Removal costs of the household effects of the employee and his/her household.
 - (i) The employee shall obtain three quotations from approved university suppliers for performing this relocation, and submit same to the General Manager: Human Resources, who shall, following the approved procurement processes, select the supplier.

(ii) The removal costs shall include the following the costs of packing, loading, transporting, unloading and unpacking of the household effects of the employee; and

(iii) Shall NOT include the costs of insuring the household effects during the removal process as the university has its own insurance for the purpose.

(b) Travel costs incurred by the employee and his/her spouse in travelling to and from University for the purpose of identifying a suitable residence and schools for their school-going children.

These costs shall also include:

(i) The costs of economy class airfares for the employee and his/her spouse from home to university and back, the flights to be booked by the University;

OR

(ii) The cost of use of the private vehicle of the employee from his/her home to university and back, calculated at the university approved rate per kilometre;

AND

(iii) The costs of one night's accommodation in a bed and Breakfast for the employee and his/her spouse, including meals

(c) Travel costs incurred in relocating the family members from previous residence to the university:

These costs shall include:

(i) The costs of economy class airfares for the employee and his/her spouse and legal dependants from home to East London, the flights to be booked by the University;

OR

(ii) The cost of use of the private vehicles of the employee and his/her spouse from his/her home to East London, calculated at approved university rate per kilometre;

(iii) Interim accommodation costs incurred in housing the employee and his/her family during the first month following relocation:

- The university will provide accommodation on a dinner, bed and breakfast basis for the first month following relocation for the employee, spouse and legal dependants;
- The accommodation will be selected by the University prior to occupation by the employee; and
- The accommodation booking will be made by the University;
- The university may agree with the employee to pay a once off amount of R8 000 In lieu of the above costs - such an amount will not be subject to tax

5. PROCEDURE FOR PAYMENT OF RELOCATION COSTS

The following procedures will be used to effect the payment envisaged in terms of this Policy:

5.1 Removal Costs

- 5.1.1 The employee shall obtain three quotations from approved university suppliers for performing this relocation, and submit same to the University's General Manager Human Resources, who shall, following the university's approved procurement procedure, select a suitable supplier;
- 5.1.2 The removal firm shall make out the invoices in the name of the University, but shall deliver the invoices to the employee for approval;
- 5.1.3 The invoices shall be signed by the employee, within seven days of receipt, and be submitted to the General Manager: Human Resources, who shall check the invoices to ensure compliance with this Policy, and the university's procurement procedures and sign the invoices as evidence of having provided the service; and
- 5.1.4 The signed invoices must then be submitted for payment.

5.2 Pre-employment travel costs

Cost incurred by the employee and his/her spouse in travelling to and from Alice/East London for the purpose of identifying a suitable residence and schools in Alice/East London shall be dealt with as follows:

- 5.2.1 The air tickets and hotels will be booked and paid for directly by the University;
- 5.2.2 The claim for Kilometres travelled in private vehicle shall be submitted on the approved S&T Travel Claim form and submitted to the General Manager: Human resources for approval; and

5.2.3 The employee shall inform the General Manager: Human Resources at five (5) working days of his/her intentions to travel to the university for identifying a suitable residence and schools in Alice/East London

5.3 Relocation Travel costs

- (a) In the unlikely instance that the employee incurred his/her travel costs from previous residence to Alice/East London, the claim shall be submitted on the university's Subsistence and Travel Claim Form, indicating the nature of the costs as being Relocation of family members, and submitted to the General Manager: Human Resources for approval.
- (b) Where the employee elects to travel by air, bookings shall be made by the university;
- (c) The employee is required to provide the General Manager: Human Resources with at least fourteen (14) days notice of the intended date of travel.
- (d) Should the employee make his/her own travel arrangements, the university will reimburse such an employee at the lower of the economy class ticket or the mileage claim for the distance travelled.

5.4 Interim Accommodation

- 5.4.1 The General Manager: Human Resources shall procure the required accommodation through the university's procurement processes at least seven (7) days prior to the arrival of the employee;
- 5.4.2 On checking out/vacating the accommodation, the employee shall request an invoice/s from the hotel/Bed and Breakfast, sign as proof of having received the service and submit this to the GM: Human Resources for approval and payment;
- 5.4.3 The GM: Human Resources shall check the invoice to ensure its compliance with this Policy, and sign the invoices as evidence that this has been done; and
- 5.4.4 The signed invoices must then be submitted for payment.

6. DEFERMENT OF RELOCATION

It is acknowledged in this policy that it may, due to some circumstances, not always be possible for a candidate to relocate his/her household on resumption of duties. This may be due to the employment offer being made mid-school-term, spouse not immediately able to relocate due to employment commitments, etc. Should this be the case, the newly appointed employee may apply to have his/her relocation deferred for a later date. Such an application must be supported by the CHRO and the

relocation may not be deferred for more than twelve calendar months from the date of assumption of duty.

7. TRAVELLING

- 6.1 When traveling by air, the university's procurement officer must choose the cheapest rate
- 6.2 Only employees residing outside the radius of 120km are eligible for consideration in this policy.
- 6.3 The University of Fort Hare shall reimburse new employees at the prevailing rate on assumption of duty unless stated otherwise.
- 6.4 Employees will be expected to submit a claim on the prescribed form to the Human Resources Department on arrival, indicating the number of kilometers travelled and the date on which the employee travelled.

8. ACCOMMODATION

It should be noted that the University of Fort Hare has limited accommodation for staff members. Employees who reside outside the radius of 120km, and are employed on a one year or more contract will be housed in the University's transit house or in a Bed and Breakfast facility for a period of one month during which period they must look for alternative accommodation. The cost of accommodation for this period will be borne by the University.

9. REMOVAL OF HOUSEHOLD EFFECTS

- 9.1 Only new employees who reside outside the radius of 120Km are eligible for payment of removal of their household effects.
- 9.2 New employees who wish to have their household effects removed must do so within a year from their date of employment.
- 9.3 They are required to inform the GM: Human Resources in writing.
- 9.4 The university provides for insurance coverage for the transportation of new employee's household effects;
- 9.5 The relocating employee must advise the General Manager: Human Resources of the value of his/her goods for the purpose of insurance;
- 9.6 The General Manager: Human Resources will ensure that the necessary cover is in place before the goods are removed
- 9.7 The cover will only apply upon receipt of a completed inventory of furniture detailing the full new replacement value of all goods. The condition of average is applicable.
- 9.8 It should be noted that the university **will not** transport vehicles, pets or plants.
- 9.9 The employee who wishes to have his or her household effects removed will have it included in their employment contracts that in the event that he/she resigns before the stipulated period of thirty-

six (36) months for a permanent employee or half of his/her fixed-term contract as a University employee, he/she will be responsible for a pro rata payment of the relocation costs.

- 9.10 The university will only repatriate non-South Africans employees at the expiry of their contracts and retirees. Such employees shall be repatriated to their country of origin/residence. This is not exchangeable for cash
- 9.11 A deceased non South African employee will be relocated with his/her family to their countries of origin.