

## INTERNAL POLICY

<b>MOHOKARE LOCAL MUNICIPALITY</b>	
<b>SUBJECT:</b> RELOCATION POLICY	<b>POLICY NO:</b>
<b>DIRECTORATE:</b> CORPORATE SERVICES	<b>COUNCIL ITEM:</b>
<b>DATE APPROVED:</b>	
<b>EFFECTIVE DATE:</b>	

## **TABLE OF CONTENTS**

1. INTRODUCTION.....	3
2. RELOCATION OF NEWLY APPOINTED EMPLOYEES.....	3

## **1. INTRODUCTION**

The policy contained in this Chapter deals with the relocation of employees who are newly appointed from outside Mohokare by the Municipality who want to relocate from their place of residence to another place nearer to their work place.

## **2. RELOCATION OF NEWLY APPOINTED EMPLOYEES**

- a) The Municipality shall pay 75% of an employee's cost (excluding VAT) of moving from another place to a place closer to her/his workplace on her/his appointment, including transit insurance, but excluding any packing and packaging cost, as indicated on the cheapest of the quotations referred to in par (b) regardless of the quotation the employee accepts.
- b) The employee must obtain three written quotations for the relocation of that employee's household and appoint a removal company to relocate her/his household goods. The written quotations obtained by the employee must be attached to her/his claim for reimbursement in terms of par (a).
- c) The employee must reimburse the full amount of the subsidy to the Municipality if her/his employment with the Municipality is terminated for whatever reason within one year after the subsidy had been paid. If her/his employment with the Municipality is terminated for whatever reason after completion of one year, but before two years have been completed, the employee must reimburse the Municipality for 75% of the subsidy.
- d) The Municipality shall pay any such relocation costs from the place/town/city where an employee ordinarily resides. For purposes of establishing the place/town/city where an employee ordinarily resides, an address stipulated in the CV of an employee as a place of residence will be deemed as the place of ordinary residence.
- e) The municipality shall pay reasonable accommodation for a newly relocated employee, at a prior approved accommodation establishment, for a maximum period of one (1) month to enable the newly relocated employee to obtain suitable accommodation.