



INGQUZA HILL LOCAL MUNICIPALITY

RESETTLEMENT POLICY

REVIEWED 2025

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1. PURPOSE

The purpose of this policy is to facilitate transfers or relocations for business needs, and facilities support provided to relocated employees (e.g. financial, logistical)

The policy shall apply to employees:-

Already working for the municipality in the event that their positions are being relocated from one place in the municipality to another place within the municipality;

Already working for the municipality in the event that the employee has been transferred to another post within the municipality in another place; and

Newly appointed employees by the municipality who want to relocate from their place of residence to another place nearer to their work place

2. DEFINITION

An employee is any person excluding an independent contractor who works for another person or for the state end who receives or is entitled to receive any remuneration and any other person who in any manner assists in carrying on or conducting the business of an employer and employee and employment have a corresponding meaning ;

3. POLICY STATEMENT

There are statutory requirements that need to be followed during the recruitment process so as to ensure that the process is not labeled unjust and unfair. This include inter alia the following:

3.1 Section 38 of the Constitution of the Republic of South Africa

3.2 Labour Relations Act.

3.3 Employment Equity Act.

3.4 Affirmative Action

3.5 Basic Conditions of Employment Act

3.6 Municipal Systems Act

3.7 Municipal Structures

4. POLICY CONTENT

4.1 GEOGRAPHICAL RELOCATION OF CURRENT EMPLOYEES

- An employee whose post has been spatially relocated due to restructuring of the municipality's administration or
- Who has been transferred or
- Who was appointed to another post in the municipality?

May, in her/his sole discretion, relocate her/his household to the place or closer to the place where she/he is required to work.

An employee contemplated in paragraph 1.1.1 must make the choice of relocating her/his household within 3 months after she/he started working in another place.

Should an employee contemplated in paragraph 1.1.1 relocated her/his household within 3 months after she/he started working in another place, the municipality shall pay the full cost of her/his relocation to a maximum amount as may be determined by the municipal manager in consultation with the Head of Department (HoD) responsible for human resource management and the HoD responsible for financial management.

5. BETWEEN RESIDENCE AND WORKPLACE

In the case where an employee referred to in paragraph 1.1.1 whose job has relocated from one place to another and her/his new workplace, chooses not to relocate her/his household, suitable transportation arrangements must be made to enable such an employee to effectively perform his/her functions.

Any assistance that the municipality may provide in terms of paragraph 1.2.1 ends, without further notice, 3 months after the employee's position was relocated or she/he was transferred are limited to the following:

The municipality may provide a municipal vehicle to the employee (provided she/he has a valid driver's license) for the sole purpose of commuting between her/his residence

and work place, provided that the municipality may require the employee to provide transport for any other employee who must commute between her/his residence and place of work between the same places without any additional compensation; or

The municipality may assign a municipal vehicle for the transportation of employees from any particular place to another and require the employee to use such a vehicle together with any other employee of the municipality, provided that the employee concerned must in writing indemnify the municipality against any and all claims for loss of or damage to her/his life or property or

If the employee participates in any travelling allowance scheme of the municipality the employee must use her/his own private vehicle to commute between her/his residence and work place at the applicable running cost tariff for that vehicle for every day she/he uses that vehicle between her/his residence and work place, provided that the municipality may require the employee to provide transport for any other employee who must commute between her/his residence and place of work between the same places without any additional compensation; or

The municipality may require the employee to use public transportation to commute between her/his residence and work place and reimburse the employee for the actual cost incurred in doing so.

Whenever the municipality provides transportation to an employee for commuting between her/his residence and work the municipality may not pay such an employee any allowance nor may it reimburse any cost incurred by such an employee for using another means of transport.

An employee, who commutes between her/his residence and workplace, may not do so during the municipality's working hours. The municipal manager may, after consultation with the relevant departmental head and the HoD responsible for Human

Resources management exempt an employee from this requirement based on health and safety considerations or the relevant employee's family responsibilities.

The municipal manager must see to it that employees; tax is deducted from any taxable benefit an employee may enjoy due to any transportation benefit that she/he may receive and paid over to the South African Revenue Service.

6. PHASING OUT OF COMMUTING ARRANGEMENTS

- Whenever an employee who receive commuting assistance in terms of this policy successfully applies for a position located in another place within the municipality such assistance will cease.
- The municipality may, in its sole discretion, discontinue any assistance to an employee for commuting between her/his residence and work place by giving two months written notice of such discontinuation to the employee concerned.
- Any employee forfeits any transportation benefit that she/he may enjoy in terms of this policy with effect from the date that-

She/he relocates her/his household to the place where she/he works; or

Starts maintaining a second residence for her/his occupation or that of her/his immediate family.

- No notice of discontinuation to provide assistance may be given within one month after an employee's post had been relocated to another place.

7. RELOCATING OF NEWLY APPOINTED EMPLOYEES

- The municipality shall pay all of an employee's cost of moving from another place to a place closer to her/his working place on her/his appointment, including transit insurance ,but excluding any parking and packaging cost.
- The municipality must obtain three written quotations for the relocation of that employee's, household and appoint a moving company to relocate an employee's housing hold good's ,with the consent of the employee concerned.
- The municipality shall not be held liable for damage to property during the removal of employee's property.

8. PROVISION OF TEMPORARY ACCOMMODATION TO NEWLY APPOINTED EMPLOYEE

Whereas it is the obligation of every newly appointed employee to get an accommodation which is closer to the workplace, the municipality acknowledges that the employee may find it difficult to secure such accommodation before the date of assumption of duty. The Municipal Manager will, subject to the availability of funds and after consultation with the HoD responsible for human resource management and CFO, provide temporary accommodation as follows:-

One month accommodation, provided the employee at the time of employment, was residing outside the boundaries of Ingquza Hill Local Municipality;

The period of stay at the temporary accommodation shall be capped for 1 month with no extension.

The temporary accommodation arranged shall be within five (5) km from the new employee's workstation;

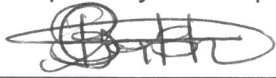
The temporary accommodation shall also include the provision of breakfast and super for the employee;

The municipality shall not be held liable for any additional expenses by the employee or damages / theft to the property of either the employee or the hotel during his / her stay.

9. APPROVAL

This policy was adopted, and all its clauses will apply as such any deviation from this policy will be non-compliance.

Adopted by Municipal Council on:



CLLR S.B VATSHA



DATE

THE HONORABLE SPEAKER
