



## **RESETTLEMENT POLICY**

**POLICY REGISTRATION NO:2024 -01**

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## DEFINITIONS AND TERMS

NO.	CONCEPTS/TERMS	DEFINITIONS
I.	<b>Employer</b>	The Department of Social Development
II.	<b>Employee</b>	Means everyone employed by the Department under the Public Service Act, 1994 as amended.
III.	<b>Employee's immediate family</b>	means the employee's parent, adoptive parent, grandparent, child, adoptive child, grandchild or sibling. The employee's cultural responsibilities must be taken into consideration. E.g. dependent relative(s) who live with the employee.
IV.	<b>Accommodation expenditure</b>	Means expenditure in respect of lodging, meals, non-alcoholic beverages taken with meals, dry-cleaning, laundering and parking.
V.	<b>Interim accommodation</b>	Means a temporary, readily furnished place to stay while an employee is actively looking for permanent accommodation e.g. B&B that is registered on the SCM Departmental data base.
VI.	<b>Personal effects</b>	means the movable property of an employee of his or her household



		which is normally for personal use, including vehicles, but excluding livestock, domestic animals and pets
<b>VII.</b>	<b>Subsistence and Travel costs</b>	I. S &T allowance payment designed to reimburse an employee for reasonable living and transport expenses necessarily incurred by him or her whilst absent from his/her headquarters on departmental duty, over and above his or her normal living and transport expenses at his home.
<b>VIII.</b>	<b>New employee</b>	II. An incumbent that has just been employed after recruitment, selection and interview and has not been in the Public Service.
<b>IX.</b>	<b>Transfer</b>	An employee transferred from National or Provincial government or any other government department in terms of the Public Service Act.
<b>X.</b>	<b>Laundry</b>	washing and the ironing of clothes and bedding including dry cleaning
<b>XI.</b>	<b>Reasonable actual costs</b>	the most economical rate

<b>XII.</b>	<b>Previous headquarters</b>	the headquarters where the employee was stationed prior to the transfer.
<b>XIII.</b>	<b>Remains</b>	the body of the deceased
<b>XIV.</b>	<b>Relocation</b>	Physically moving from one's residence and old workstation to a new residence / habitation and workstation.
<b>XV.</b>	<b>Incidental expenses</b>	Extra costs that an employee may incur on acquiring a permanent accommodation.
<b>XVI.</b>	<b>Pre- visit</b>	An official visit to the new place of work before assuming duties in the new post and after the new employee has accepted the post, in an effort to familiarize oneself with the new workstation.
<b>XVII.</b>	<b>Date of assumption of duties</b>	the first day on which a newly appointed employee resumes duties.

## **LEGISLATIVE FRAMEWORK**

- (i) Public Service Act, Proclamation 103, of 1994 (as amended)
- (ii) Public Service Regulation of 1999
- (iii) Basic Conditions of Employment Act, 75 of 1997
- (iv) Part XV of PSCBC Resolution 3 of 1999

## **1. PREAMBLE**

- (a) The employer shall meet within reason, the actual resettlement costs incurred by an employee and her or his immediate family as a result of official duties e.g. recruitment, state-initiated secondment, transfer or in some cases termination of service or death.
- (b) This policy will provide measures and guidelines for the employer to meet, within reason, the actual resettlement costs incurred by an employee and his or her immediate family as a result of resettling due to a transfer from one place to a new place or in some cases on termination of service resulting from death.

## **2. PURPOSE**

- (a) The purpose of this policy is to outline the Department's obligation in terms of relocating an employee from one headquarter to another and to clearly and specifically set out the type and scope of expenses that an employee may expect to be paid by the Department upon resettlement.
- (b) Liabilities of the Department in respect of resettlement costs is limited to authorized and necessary expenditure resulting from the most cost-effective arrangement. Additional expenditure, which results from personal preferences or arrangements made in own interests, would not be incurred by the Department but by the relevant employee.

## **3. OBJECTIVES**

- a) The resettlement policy is designed to compensate newly appointed, transferred, retiring and beneficiaries of deceased employees who unfortunately die whilst on official duties, for costs associated with transfer, relocation and transportation of personal effects.
- b) To give guidance to the employer in meeting within reason, the actual resettlement costs incurred by an employee and her or his immediate family as a result of

resettling due to a transfer from one place to a new place or in some cases on termination of services resulting from death.

- c) The policy will serve as a guideline to give direction and consistency on the implementation of resettlement / relocation of employees.

#### **4. SCOPE OF APPLICABILITY**

This policy is applicable to all employees in the Department of Social Development, employed in terms of the Public service Act, 1994 (Act 103 of 1994), as amended, as well as SMS members who:

- (a) Physically relocate and the distance between their residence and new workplace via the shortest route, is 60 km or more one way single trip due to being transferred to any new work location due to an appointment or successful candidate for an advertised post in the Department or an employer initiated transfer.
- (b) to employees who wish to relocate as soon as they have terminated their services as a result of retirement,
- (c) where the employer terminates the contract of a contracted employee and resettlement privileges are part of an employee's contract,
- (d) where an employee dies, while on official duty and the immediate family request, that the personal effects of the deceased be transported.
- (e) to newly appointed employees from outside the public service and
- (f) on relocation of headquarters
- (g) to employees seconded from any government department to this department (ECDSD)



## 5. PRINCIPLES AND VALUES

- 5.1 The employer may generally meet, up to a **reasonable amount**, the actual resettlement trans-national costs within the Republic or outside the Republic where the Department is involved in approved trans-national projects, incurred by an employee and his or her immediately family as a result of official duties.
- 5.2 All processes related to resettlement shall be conducted in a **consistent** manner.
- 5.3 The department shall seek to find the **most cost-effective way** of meeting its obligation within reasonable measures all times.
- 5.4 The processes related to resettlement shall be conducted in a **transparent** manner.

## 6. POLICY STATEMENT

- a) The Department of Social Development commits itself to compensate employee's expenses incurred on account of the actual resettlement costs within the country incurred by the employee, her or his immediate family, as a result of official duties, or, on termination of service or death. The process is not aimed at enriching the employee, hence the most cost-effective arrangement shall be taken.
- b) Effective processing of all claims will be subjected to availability of funds. If an employee wishes to cover his/her own costs, in the event of the budget being depleted, she/he may request to be re-imbursed and the Executive Authority must however grant pre-approval.

## 7. POLICY PROVISIONS

The Department shall cover reasonable cost for Resettlement in respect of an employee upon resettlement for the following reasons:

If the employer requires an employee to transfer to a new place of work, the employer may assist the employee with the associated costs, as provided below:

## **7.1. COSTS ASSOCIATED WITH TRANSFER**

### **7.1.1 Transportation and storage of household and personal effect**

- (a) For households and personal effects of the employee and his or her immediate family, the employer may meet reasonable actual costs of transport to the new permanent accommodation, storage, packing and unpacking and insurance cover for a period of 1 month.
- (b) The employer shall be liable for payment of insurance costs relating to transportation of goods.
- (c) Kilometers travelled for transportation of goods will be calculated according to the prescribed standardized tariffs, as per DPSA revised circulars on travel allowances.
- (d) Three quotations from equitable transport companies should be obtained through the Demand & Acquisition Unit (Supply Chain Management) of the Department, based on a full inventory of the employee's furniture and other possessions.
- (e) The payment for the above costs will be made directly to the supplier, unless funds are exhausted and the employee requests to pay for the costs and be re-imbursed.
- (f) The request for removal of household and personal effects should take place within 1 month before transfer or retirement and no later than 3 months after the date of transfer but not before the Department has accepted a quotation.

### **7.1.2 Interim Accommodation**

- (a) If the employee and her or his immediate family must unavoidable rent interim furnished accommodation at the new place of work, the employer may meet reasonable actual costs e.g. in cases where the employee and his/her family does not have his/her own permanent accommodation at the new headquarters.
- (b) A claim for interim accommodation will be effective from the date preceding the date of assumption of duties.

- (c) Reasonable, actual expenditure for lodging, meals with one beverage per meal (excluding alcohol) and including dry cleaning is paid by the employer.
- (d) Claims must be submitted and processed within 3 months from the date of transfer / appointment, after which an explanation for late payment processing must be provided.

### **7.1.3. Travel and Subsistence costs**

The Employer may meet the reasonable actual costs of employee incurs for travel and subsistence during:

- (a) One visit by an employee or a member of her or his immediate family to the new place of work before the date of the transfer,
- (b) The visit shall not last more than two days,
- (c) If for any reason the employee decides not to take up the position, he or she will have to refund all costs to the Department. An affidavit by the applicant must be submitted, accompanying the claim documents or request for resettlement benefits, as confirmation of agreement.
- (d) The Department shall pay for the most economical means of transport of the employee to the new place of work, and should he/she be allowed to travel with his or her own car he/she will be reimbursed as per approved state tariff determined by the engine capacity of the vehicle, in line with DPSA tariffs.

#### **7.1.4. New schoolbooks, uniforms and related costs**

- (a) An employer must cover expenses for the above items for the school children of the employee, in case of relocation to the new workplace through transfer in the interest of state and the new appointment. On a quarterly basis, the Minister of Public Service and Administration shall determine the adjustment of tariffs in this regard.
- (b) Claims must be submitted and processed within 3 months from the date of transfer/appointment, after which an explanation for late payment processing must be provided.

#### **7.1.5. Travel expenses of dependent school children**

- (a) If members of employee's immediate family must remain in a school near the employer's former place of work, the employer may, for a maximum of one year, cover the most economical reasonable mode of travel to the new place of work at the beginning and end of the school year and for holidays.
- (b) Claims must be submitted and processed within 3 months from the date of transfer/appointment, after which an explanation for late payment processing must be provided.

#### **7.1.6. Transfer fees on accommodation**

- (a) The employer may pay reasonable actual transfer fees if the employee purchases a dwelling or a building site at the new place of work. The expenses in this regard refer to the cost of conveyance of property, transfer duty and mortgage costs. Documentary proof of all costs will be required before a request for the payment of these fees can be considered.

(b) If the transfer fees or part of the fees are included in the mortgage bond, the payment of all or the relevant portion of the fees will be paid into the employee's bond and not to the employee directly. An amount not exceeding R50 000 will be payable.

(c) To qualify:

- (i) the employee must own or has a dwelling at his previous headquarters that is or was registered either in his or own name, his spouse's name or both their names and was normally occupied by the employee and his or her dependents,
- (ii) Purchases another dwelling at his or her new headquarters, or purchases a building site and has a dwelling erected on it, in which event such dwelling must be registered and occupied. The mortgage on the dwelling must be registered at a financial institution,
- (iii) The dwelling at the previous headquarters should not have been sold prior to the date of written notice of the transfer,
- (iv) The mortgage dwelling must be registered at a financial institution
- (v) The dwelling should not have been purchased or erected at the new headquarters prior to the date of the written transfer, and there must evidence for a claim at all instances
- (vi) Claims must be submitted and processed within 3 months from the date of transfer/appointment.

#### **7.1.7. Sundry / Incidental costs**

An employee may claim compensation of a once off payment to meet incidental expenses, the employer may pay:

- (a) if an employee will occupy furnished accommodation at the new place of work, 25 per cent of the employee's basic monthly salary on the date of resettlement, or
- (b) if an employee will occupy unfurnished accommodation, the employee's basic monthly salary on the date of resettlement.

- (c) Claims must be submitted and processed within 3 months from the date of transfer/appointment. After which an explanation for late payment processing must be provided.

**7.1.8. Tax on motor vehicles that cross international borders (addition as per Resolution 3 Of 1999)**

The employer may pay the actual expenditure on custom duty, tax and other levies or fees that arise from the transportation of private motor vehicles (including vehicles obtained under the Motor Finance Scheme) across international borders. (Limit to be set. Percentage or exact amount payable) R50 000

**7.1.9. TRANSFER AT OWN REQUEST DUE TO INTEREST OF HEALTH OF THE APPLICANT**

- (a) An employee may apply for a transfer due to ill - health. Department has no obligation of paying any type of relocation costs even if the transfer is approved. The employee is entitled to a vacation leave for arranging packaging of his or her personal effects and arranging the new head - quarters. (to be removed)

**7.1.10. PRIVILEGES FOR NEW APPOINTEES**

- (a) The employer may pay the reasonable actual costs of relocation of a newly appointed public servant, recruited within the public service or private sector to her or his place of work. This expenditure may include reasonable actual costs of:
- (i) Travel by employee and her or his immediate family, and
  - (ii) Transport, packing, unpacking, insurance and one month's storage for personal and household goods

- (b) The employee shall agree in writing to repay the employer's expenditure for relocation if she or he should leave the public service within a year or less.
- (c) Employees will not be eligible for the payment of resettlement benefits if a period of (12) twelve months, from the date of the initial transfer, from one headquarter to another has not lapsed after the initial transfer, unless the transfer is initiated by the employer.

#### **7.1.11. PRIVILEGES ON TERMINATION OF SERVICE DUE TO DEATH, RETIREMENT OR END OF CONTRACT**

- (a) If an employee dies or retires or the employer terminates the contract of a contract employee, the employer shall meet, at the request of the employee or her or his immediate family, as provided in paragraph (b),
- (b) The employer may meet the costs of transporting home the remains / personal effect of an employee who died on official duty away from her or his place of work, employee retired and intended to relocate to his or her place of origin or employer terminate the contract of an employee and resettlement arrangements form part of his or her contract

#### **8. DESIGNATED STRUCTURE WHICH HAS THE AUTHORITY TO APPROVE, ADJUST AND REVIEW THE POLICY**

Head of Department has the responsibility to approve this policy. Policy Development Forum has the authority to adjust and review this policy.

#### **9. APPROVING AUTHORITY**

The policy will be approved by the MEC of the Department and will be effective from the date of approval.

## **10. ADMINISTRATION OF THE POLICY**

- a. General Manager: Corporate Services are responsible for effective and efficient administration and management of this policy.
- b. Employee applying for resettlements costs should use S&T claim forms accompanied by the following documents:
  - i. Appointment letter in case of new appointee or transfer letter
  - ii. Assumption of duty signed by Supervisors.
  - iii. Acceptance of appointment or of transfer
  - iv. Lease agreement or affidavit from landlord
  - v. Affidavit from the nearest police station confirming period claimed due accommodation to the new headquarters.
  - vi. Three quotations from different service providers in case of claiming transportation of goods.

## **11. ACCOUNTABILITIES AND RESPONSIBILITIES**

### **a. Line Managers**

To provide confirmation of the employee's commencement date, assumption of duty letter.

### **b. Human Resource Administration**

- i. To ensure the effective and efficient implementation of this policy.
- ii. To check accuracy of calculations and to process payment, this is subject to the approval of the Head of Department.

### **c. District Office**

- i. To collect application forms from claimants.
- ii. To ensure precision of application forms and forward them to the Provincial Office.



## **12. PROCEDURES FOR IMPLEMENTATION**

This policy will be implemented in line with the provisions of Public Service Act, Proclamation 103, of 1994 Public Service Regulations of 1999, Basic Conditions of Employment Act 75 of 1997, Resolution 3 of 1999 and Minister of DPSA revised circular on allowances.

## **13. MONITORING ARRANGEMENTS**

Human Resource Administration and Human Resource Policy and Planning will be responsible for the monitoring of this policy. The policy will be communicated to all departmental employees through awareness campaigns. Monthly, quarterly, half - year and annual reports as well as Persal exceptional reports will be used to evaluate the impact.

## **14. COMPLIANCE TO THE POLICY**

Non-compliance to this policy will be dealt with in terms of the relevant prescripts.

## **15. REVIEW OF THE POLICY**

This policy will be reviewed after three years but if there's a strong need for the Department or a directive or resolution from EXCO, National Department or DPSA the policy can be reviewed as per that regard before expiry of the three-year period.

**16. POLICY RECOMMENDATION AND APPROVAL**

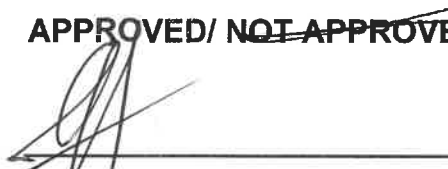
~~RECOMMENDED / NOT RECOMMENDED~~



**MR. M. MACHEMBA**  
**Head of Department**  
**Dept. of Social Development**

28/03/2024  
**Date**

~~APPROVED/ NOT APPROVED~~



**MS. B. FANTA**  
**Member of Executive Council**  
**Dept. Of Social Development**

28/03/2024  
**Date**

## **Annexure B**

### **Relevant forms & Documentation**

- A. Subsistence & Travelling Claim (S&T) form
- B. Affidavit agreeing to re-imburse the department if necessary
- C. Relocation/Resettlement attachments
  - i Appointment letter
  - ii Assumption of duty letter
  - iii Acceptance letter
  - iv Lease agreement or affidavit from landlord
  - v Affidavit from nearest Police Station by claimant
- D. Transportation of goods and household
  - i Above mentioned attachments
  - ii Three quotes from different service providers
  - iii Invoice of service delivered
  - iv Proof of payment, in the case of re-imburement (Bank statement or proof of EFT payment)
- E. School uniform and books
  - i Release letter from previous school
  - ii Letter of acceptance from current school
  - iii Receipt of school fees on school letterhead

iv Copy of birth certificate/s of child/ren



<b>PERSAL</b>										
<b>SUBSISTENCE &amp; TRAVELING CLAIM</b>										
<b>DEPARTMENT SOCIAL DEVELOPMENT</b>							<b>Date Stamp</b>			
Claim No:		Captured by:								
ADVANCE TAKEN		YES	NO	Date Captured:						
AMOUNT		R	Date Authorised:							
Office From:										
<b>CLAIMED BY:</b>										
Surname & initials										
PERSAL No:										
<b>CLAIM DESCRIPTION:</b>										
Description:										
Period from		Period to:								
Reference No:										
<b>ALLOCATION:</b>										
MARK WITH: X	PERSAL CODE	DESCRIPTION (Persal function #5.3.11)					SARS CODE	AMOUNT		
		DESCRIPTION (Persal function #5.3.1)								
	0 4 3 6	S & T Allowance not exceeding amount set by SARS					3 7 0 5			
	0 4 4 3	S & T Allowance exceeding amount set by SARS					3 7 0 4			
	0 4 4 4	S & T Overseas: Exceeds amount set by SARS					3 7 0 4			
	0 4 6 2	S & T Actual expenditure (Accommodation & meals)					n/a			
	0 4 6 3	S & T General Public Transport Expenditure					n/a			
	0 4 6 4	S & T Parking Expenditure					n/a			
	0 4 6 5	S & T Toll fees					n/a			
	0 4 6 6	S & T Telephone costs					n/a			
	0 4 6 9	Travel allowance >8000km's					3 7 0 2			
	0 4 7 0	Travel allowance <8000km's					3 7 0 3			
	0 4 7 3	S & T Overseas: Not exceeds amount set by SARS					3 7 0 5			
	0 4 7 6	S & T Actual Foreign expenditure (Accommodation & meals)					n/a			
	0 4 4 6	Resettlement								
		S & T Allowance exceeding amount set by SARS								
	0 0 4 3	ADVANCE: S & T					n/a			
<b>CERTIFICATE</b>										
I hereby certify that I was actually and necessarily employed travelling or detained on public service during the period(s) stated above, that the charges are in accordance with the authorised rate and that the incidental expenses have been actually and necessarily reimbursed.										
Total Claim: R		PERSAL TRANSACTION:								
<b>APPLICANT</b>			<b>APPROVED IN ACCORDANCE WITH TREASURY REGULATIONS (SCM Delegations)</b>				<b>PRE-AUDIT APPROVAL</b>			
Signature: Applicant		Rank	Signature: Programme Manager		Rank					





					<b>Total Claim</b>			
<b>Declaration Supervisor</b>	<b>by</b>				<b>Calculations checked by: Finance</b>			
<b>I hereby certify that the trips were undertaken by the official concerned on the specified dates.</b>								
<b>Signature:</b>					<b>Signature</b>			
					<b>:</b>			
<b>Surname and Initials:</b>					<b>Surname and Initials:</b>			
<b>Rank :</b>					<b>Rank :</b>			
<b>Date:</b>					<b>Date:</b>			