

POLICY ON THE PAYMENT OF RELOCATION AND TEMPORARY ACCOMMODATION COSTS

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This policy and its rules, guidelines and procedures shall replace all previous policies and/or circulars pertaining to the payment of relocation costs.

1. POLICY STATEMENT

It is the policy of Tshwane University of Technology to provide assistance in respect of relocation, travelling and accommodation costs incurred by newly appointed permanent and fixed term employees.

2. DEFINITIONS

In this document, unless otherwise indicated-

"Household" includes furniture and other household items but excludes motor vehicles, caravan, boat, trailer and items that do not form part of the normal standard household.

"Travelling costs" refers to costs incurred by the new appointee in respect of travelling from the previous domicile to the learning site of appointment for the assumption of duty.

"Accommodation costs" refers to costs incurred, by the National and International appointees whilst securing their own accommodation.

“Child” means a staff member’s own (blood) child, legally adopted child or stepchild;

“Dependant” means a person in respect of whom the staff member is legally liable for maintenance and, for the purpose of this policy, refers to the spouse’s own (blood) child or stepchild;

“Domicilium citandi et executandi” means a habitant, dwelling domicile or the place of residence;

“Life partner” means any major person who is a party to a heterosexual or homosexual relationship with another major person, which relationship must be intended to be permanent, exclude any other person and involve cohabitation, an obligation of mutual emotional support between the parties and a reciprocal obligation to support one another financially in circumstances where the one has the means to do so and the other requires such support in order to maintain, without recourse to Public funds, his or her financial and social standing and standard of living.

“Service obligation” means the period that an appointee must remain in the employment of TUT in respect of costs incurred by TUT for relocation and temporary accommodation.

“Spouse” means a staff member’s wife or husband, and, in terms of common-law marriages where there is no marriage certificate, acceptable proof of marriage;

“National Appointee” means anyone who prior to appointment resided in a metropolitan area different from the one in which he/she is appointed, within the borders of Republic of South Africa;

“International Appointee” means anyone who prior to appointment resided outside the borders of the Republic of South Africa;

“TUT” means the Tshwane University of Technology, as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended; and

“University” means the Tshwane University of Technology, as duly constituted in terms of the provisions of the Higher Education Act, 1997 (Act No. 101 of 1997), as amended.

3. RULES

3.1. General Rules

- | 3.1.1. Assistance with regards to the relocation and temporary accommodation costs will only be applicable to newly appointed staff members who are residents outside the metropolitan area of the learning site, at which the person is appointed. This is applicable to all new staff members who are appointed for a period longer than 12 months.
- 3.1.2. The assistance also applies to serving staff who have been appointed or transferred to another TUT Campus outside their current campus metropolitan area.
- 3.1.3. The relocation and temporary accommodation cost is applicable for use within 6 months of appointment, under exceptional cases, permission will have to be sourced from the Executive Director: Human Resource and Transformation.
- 3.1.4. TUT shall provide the required financial guarantees with regards to repatriation costs. The cost of repatriation will be equal to the cost of a tourist air ticket, in respect of the appointee, and if applicable the spouse, life partner, child and dependant.
- 3.1.5. Travel costs will be calculated based on the distance between South Africa and the Country of origin, multiplied by the current TUT rate per kilometre, irrespective of the type of transport used.

3.2. MAXIMUM COSTS

- 3.2.1. TUT will not incur or be liable for any costs which exceed the maximum amounts as prescribed in the TUT tariff list, which will be subject to annual review by the TUT finance committee.
- | 3.2.2 National appointees will be assisted with costs to cover furniture and household removal, travelling and temporary accommodation.
- 3.2.3 International appointees will be assisted with costs to cover furniture and household removal, work permits, as well as travelling costs.

3.3. FURNITURE AND HOUSEHOLD ITEMS

- 3.3.1 At least three quotations must be obtained from the TUT approved and listed service providers for the removal of furniture and household items. TUT might review the service providers from time to time.
- 3.3.2 Payment of a service provider, who is not listed, will only be considered in exceptional cases and must be fully motivated.
- 3.3.3 The lowest quotation received from the listed service providers will be accepted.

- 3.3.4 TUT will only make payments directly to service providers and not to staff members.

3.4. TRAVELLING COSTS

3.4.1 National appointees

- 3.4.1.1 Reimbursement of travelling costs on appointment is calculated based on the distance between the previous domicile and the learning site of appointment, multiplied by the current rate per kilometre, irrespective of the type of transport used.
- 3.4.1.2 Reimbursement of travelling costs will be equal to the cost of a tourist class air ticket, in respect of the appointee, and if applicable the spouse, life partner, child and dependant.

3.4.2 International appointees

- 3.4.2.1 Reimbursement of travelling costs will be equal to the cost of a tourist class air ticket, in respect of the appointee, and if applicable the spouse, life partner, child and dependant.
- 3.4.2.2 Travelling costs from O.R. Tambo Airport will be calculated based on the distance between the airport and the learning site of appointment, multiplied by the current rate per kilometre, irrespective of the type of transport used.

3.5. TEMPORARY ACCOMMODATION

3.5.1 National Appointees

- 3.5.1.1 Subject to approval, by the Director: Recruitment and Benefit Administration, a new appointee (including dependants), may be temporarily accommodated, for a maximum period of 3 months, at the cost of TUT within the total cost restriction stipulated in the tariff list.
- 3.5.1.2 Newly appointed national employees will be assisted by Human Resources to obtain their own accommodation.

3.5.2 International appointees

- 3.5.2.1 Subject to approval by the Director: Recruitment and Benefit Administration, a new appointee (including dependants), may be temporary accommodated, for a maximum period of 3 months, within the total cost restriction stipulated in the tariff list.
- 3.5.2.2 Newly appointed international employees will be assisted by Human Resources in conjunction with International Partnerships Office with advice to obtain their own accommodation.

3.6. WORK PERMITS

- 3.6.1 Human Resources will assist the new international appointees with their applications for work permits and carry the costs thereof to a maximum amount as stipulated in the tariff list, which forms part of the maximum cost expenditure budgeted by Human Resources.

3.7. TRANSPORT

- 3.7.1 Human Resources in collaboration with the International Partnerships Office, on request, may facilitate the following:

Arrange transport at TUT cost, to fetch the new appointee at the airport and to take him/her to where he/she will be staying, which forms part of the maximum cost expenditure budgeted by Human Resources.

3.8. GENERAL

Human Resources upon request will provide the documentation needed to facilitate the opening of bank accounts.

4 SERVICE OBLIGATION

- 4.1. Any costs defrayed against the Universities funds, in terms of this policy, is subject to the employee entering into an agreement to remain in the service of the University for a period of at least three years (Addendum B).
- 4.2. In the event of the termination of the staff member's services, within the abovementioned period, for any reason other than death or medical disability, he/she shall refund such costs as a proportionate, calculated on a pro-rata basis in terms of the unexpired period, to the University in one sum.

5 PROCEDURES

5.1. Furniture and Household Items

- 5.1.1. The Human Resources Officer receives a request for assistance with relocation costs and he / she provides the appointee with a list of Service Providers.
- 5.1.2. On receipt of 3 quotations from the list of Service Providers the Human Resources Officer selects the lowest quotation and completes a requisition, obtains a signature from the Director: Remuneration and Benefit Administration and forwards it to the Purchasing Department.
- 5.1.3. The Purchasing Department forwards the order to the Service Provider.
- 5.1.4. On receipt of the Invoice the Human Resources Officer completes F100 form, obtains a signature from the Director: Remuneration and Benefit Administration and forwards it to Finances for payment.

5.2. Travelling Costs

- 5.2.1. On assumption of duty the Human Resources Officer will obtain a written request from the new appointee for reimbursement of travelling costs. The request must contain the information and/ or documentation in paragraph 3.3 of this policy.
- 5.2.2. The Human Resources Officer will complete a F100 form, obtain signature from the Director: Remuneration and Benefit Administration and forward it to Finances for payment.

5.3 Temporary Accommodation

- 5.3.1. The Human Resources Officer will discuss temporary accommodation alternatives with new appointees who needs assistance.
- 5.3.2. The Human Resources Officer will be responsible for the relevant administrative process i.e. quotations, requisitions and payments (F100).

5.4. Work Permits

- 5.4.1. The Human Resources Officer in collaboration with the International Partnerships Office will assist the appointee, within the needs and rules of the policy.

5.5. Transport.

- 5.5.1. The Human Resources Officer will receive a request from the appointee to assist with transport arrangement on arrival if need be.

5.6. Service Obligation

- 5.6.1. The Human Resources Officer will complete and obtain the relevant signatures prior to the processing of any benefits in terms of this policy.

6 DOCUMENTS

All applicable Human Resources policies.

Annexure A – Tariff List

Annexure B - Undertaking in respect of service obligation



Prof NT Mosia
Administrator
28 May 2012

UNDERTAKING IN RESPECT OF SERVICE OBLIGATION

entered into by and between

TSHWANE UNIVERSITY OF TECHNOLOGY

(instituted as a Technikon in terms of the Higher Education Act, 1997 (Act No 101 of 1997), as amended (hereinafter called the "University"), as represented herein by

....., in his capacity as.....

AND

.....
(hereinafter called the "employee")

I, hereby undertake to remain in the service of TUT fromto
.....in respect of the following expenditure incurred by TUT:

1.....	R.....
2.....	R.....
3.....	R.....
4.....	R.....

TOTAL

.....

In the event that I resign, or my services are terminated for any reason other than death or medical disability, I undertake to refund the abovementioned costs, as a proportionate, calculated on a pro-rata basis, in terms of the unexpired period, to the University in one sum.

THUS SIGNED at.....on this.....day

of.....20.....

For Tshwane University of Technology

Employee

AS WITNESS: _____
